



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
December 7, 2022 at 5:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER
2	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
3	ADOPTION OF AGENDA
4	COUNTY ADMINISTRATOR'S REPORT
5	PUBLIC COMMENTS #1 (5 minutes each)
6	PUBLIC HEARING
	At 7:00pm
7	ACTION MATTERS
A	County Attorney Position Description – Eric Dahl, County Administrator
B	Fluvanna County Community Center Commercial Kitchen – Aaron Spitzer, Director of Parks and Recreation, and Jennifer Schmack, Director of Economic Development
C	Dewberry Engineers Inc. – Project Agreement 17 – Tori Melton, Director of Finance
D	FY23 Social Services Salary Range Revision – Kim Mabe, Social Services Director
E	FY22 to FY23 Budget Carryover Requests – Tori Melton, Director of Finance
F	FY22 to FY23 Carryover Requests - FCPS – Dr. Peter Gretz, Schools Superintendent and Brenda Gilliam, Executive Director
7A	APPOINTMENTS
G	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
8	PRESENTATIONS (normally not to exceed 10 minutes each)
H	FCPS Preliminary Budget Discussion – Dr. Peter Gretz, Superintendent
I	Historic Structures Report – Calvin Hickman, Director of Public Works
9	CONSENT AGENDA
J	Minutes of November 10, 2022 – Caitlin Solis, Clerk to the Board
K	Minutes of November 16, 2022 – Caitlin Solis, Clerk to the Board
L	Accounts Payable Report for September 2022 – Tori Melton, Director of Finance
M	Accounts Payable Report for October 2022 – Tori Melton, Director of Finance
N	FY23 Voluntary Contributions – Tori Melton, Director of Finance
O	FY23 FCPS Grants Supplemental Appropriation – Brenda Gilliam, Executive Director for Instruction and Finance

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- P FY23 FCPS Grants Supplemental Appropriation – Brenda Gilliam, Executive Director for Instruction and Finance
- Q CRMF - FCHS Centrifugal Pump – Don Stribling, FCPS Executive Director
- R CRMF - FCHS Chiller #1 – Don Stribling, FCPS Executive Director
- S Dewberry Project Agreement #16 for Zions Crossroads Water & Sewer Punch List Bid – Donna Allen, Purchasing Officer
- T Lake Monticello Response 5 Vehicle Purchase Agreement – Donna Allen, Purchasing Officer

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING AND DINNER RECESS

TBD

6 – PUBLIC HEARING

- U Public Hearing for Chapter 8 Fire and Rescue Ordinance – Eric Dahl, County Administrator

14 – ADJOURN



County Administrator Review

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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.*

PLEDGE OF ALLEGIANCE

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

GENERAL RULES OF ORDER

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

RULES OF PROCEDURE FOR PUBLIC HEARINGS

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

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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	December 7, 2022																
AGENDA TITLE:	County Attorney Position Description																
MOTION(s):	I move the Board of Supervisors approve the County Attorney position description as presented.																
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):														
		X															
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other												
		X															
STAFF CONTACT(S):	Eric Dahl, County Attorney																
PRESENTER(S):	Eric Dahl, County Attorney																
RECOMMENDATION:	Approve																
TIMING:	Immediate																
DISCUSSION:	<p>County Attorney Fred Payne has notified the County of his intention to retire after 37 years of dedicated service. Discussions have been had with the Board of Supervisors on options to either hire another firm to provide County Attorney services or create a County Attorney Department with in-house County staff. A decision has been made to move forward with creating a County Attorney Department to have in-house staff assistance as the County continues to grow.</p> <p>Between FY18-22, the total average annual County Attorney legal costs averaged \$292K, which includes costs for general counsel, real estate, procurement, litigation, special services and all necessary easement acquisition costs for the Zion Crossroads Water and Sewer System. For FY23 through November, County Attorney costs have averaged around \$30K per month.</p> <p>In order to fully cover the County for the range of legal services needed, it is anticipated that the County Attorney Department would be made up of a staff of three (3); a County Attorney, Asst. County Attorney and Paralegal/Legal Asst.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">County Attorney</td><td style="text-align: right;">\$ 146,741</td></tr> <tr> <td>Asst. County Attorney</td><td style="text-align: right;">\$ 109,502</td></tr> <tr> <td>Paralegal/Legal Asst.</td><td style="text-align: right;">\$ 58,071</td></tr> <tr> <td>Total Personnel (Salary & Benefits)</td><td style="text-align: right;">\$ 314,314</td></tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">Total Operations</td><td style="text-align: right;">\$ 30,000</td></tr> <tr> <td style="text-align: right;">GRAND TOTAL</td><td style="text-align: right;">\$ 344,314</td></tr> </table>					County Attorney	\$ 146,741	Asst. County Attorney	\$ 109,502	Paralegal/Legal Asst.	\$ 58,071	Total Personnel (Salary & Benefits)	\$ 314,314	Total Operations	\$ 30,000	GRAND TOTAL	\$ 344,314
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Asst. County Attorney	\$ 109,502																
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Total Personnel (Salary & Benefits)	\$ 314,314																
Total Operations	\$ 30,000																
GRAND TOTAL	\$ 344,314																

	<p>The above amounts represent a conservative estimate for FY24 annual fiscal year costs for the County Attorney Department. For the current fiscal year, there could be some overlap between services from Payne & Hodous and in-house staff as the transition occurs to fully staff the County Attorney Department. The plan is to hire the County Attorney first and then let the County Attorney hire the two other positions for the department. It is anticipated the earliest that a full transition would occur would be April 30, 2023. If the County needs some additional time during this transition, there are options with a few of the Deputy County Attorney's from Payne and Hodous to continue to offer legal services.</p>				
FISCAL IMPACT:	Unknown for FY23 until an in-house County Attorney selection is made.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Draft County Attorney Position Description 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X		X	



Fluvanna County, Virginia
Department of Finance
Job Description

COUNTY ATTORNEY - XXXX

Job Class #:	#####
Pay Grade:	33
Category:	Full-Time(with benefits)
FLSA Status:	Exempt
Reports To:	Board of Supervisors

SUMMARY

The Fluvanna County Attorney serves as the Chief Legal Officer and Counsel to the County of Fluvanna as provided in Virginia Code Sec. 15.2-1542. The Fluvanna County Attorney reports directly to and is responsible to, the Fluvanna County Board of Supervisors. The County Attorney serves at the pleasure of the Board of Supervisors and receives general supervision from the Board, and day-to-day guidance and direction from the County Administrator.

The Fluvanna County Attorney represents the County by providing timely legal services and advice to the Board of Supervisors, County Administrator, Constitutional Officers, Agency Heads, and Department Heads. The Fluvanna County Attorney also provides legal advice and consultation to all of the various boards, authorities, commissions, and other entities in and for Fluvanna County as needed; except that the County Attorney does not represent the School Board or the Economic Development Authority. The Fluvanna County Attorney performs complex legal work including the management and trial of complex civil litigation, works with insurance counsel and other outside counsel, including bond counsel, and reviews and prepares legal documents including, but not limited to, ordinances, legal opinions, and contracts. The Fluvanna County Attorney is the primary risk management officer for the County and works daily with leadership, staff, and citizens to resolve problems; provided that the County Attorney does not provide legal services to individual citizens.

ESSENTIAL FUNCTIONS

This information is of a general nature and is not intended to be a comprehensive description of every duty.

- Advises the Planning/Zoning Department on land use and zoning issues including review and comment on plans and plans as needed.
- Provides for drafting and applying the County Code, including the Zoning Ordinance and the Subdivision Ordinance, and enforcement of the Uniform Statewide Building Code.
- Studies court decisions, and recommends changes in the wording of policies to conform to the law or to defend the County from unwarranted claims.
- Advises the County Administrator and Director of Human Resources regarding employment matters and claims.
- Negotiates, drafts, and reviews legal documents including without limitation contracts, purchasing agreements, easements, and other real estate matters.
- Assists the County in acquisitions of real property including easements relating to public projects.
- Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations, and other legal matters.
- Represents the County in civil matters before all courts and other tribunals, including condemnation of

real estate, as necessary.

- Examines instruments and opinions prepared by other attorneys and advises public officials concerning real estate titles.
- Works closely with the County Administrator, providing legal advice in short- and long-range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.
- Advises the Board of Supervisors and other County boards, commissions, and other entities, Constitutional Officers, Department Heads, and Agency Heads on all matters of local government, including the Virginia Freedom of Information Act.
- Assists and advises the Freedom of Information Act (FOIA) Officer in responding to FOIA requests as needed.
- Extensive meeting attendance and work after hours as directed by the Board of Supervisors is mandatory. Attends meetings of the Board of Supervisors and Planning Commission, and other meetings as required.
- Such other duties as assigned by the Board of Supervisors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Highly ethical leader and manager who will partner with the Board as a trusted advisor to provide legal analysis and advice that appropriately assesses risk and available options while supporting the Board in meeting their priorities as they relate to county programs and services.
- Manage County Attorney staff to establish and maintain effective working relationships with public officials, County staff, and the general public is essential.
- Clear communicator, with excellent oral and written communication skills, keeps the Board fully informed and supports transparency, as appropriate.
- Excellent organizational and recordkeeping abilities.
- Strong business acumen and legal experience in business law, Virginia real estate, zoning and subdivision law, employment law, government law, insurance and civil litigation, procurement, law, and the Virginia Freedom of Information Act.
- Experience as Chief Legal Officer in a corporate or governmental agency is highly desired.
- Ability to research and interpret local, state, and federal laws, Court decisions, and to provide legal analysis for complex legal problems, while exercising sound professional judgment.
- Work with major retail businesses and industries in some substantial capacity is preferred.
- Ability to work independently.
- Keen critical thinking and problem-solving abilities.
- Ability to effectively manage time and priorities while working on numerous projects simultaneously while being mindful of scheduling and deadlines.
- Knowledge of the proceeding, practices, policies, rules, and regulations of the practice of civil and criminal law and trial preparation in Virginia and Federal Courts; with a preference for a local experience.
- Knowledge of Fluvanna County and the Fluvanna County Code, the laws of the Commonwealth of, Virginia, and Federal Law applicable to localities.
- Ability to exercise tact, courtesy, discretion, and firmness as needed and appropriate for the circumstance.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

The position requires a Juris Doctor from an accredited school of law and no less than five (5) years of experience. Must be a licensed active member in good standing of the Virginia State Bar and admitted to practice in all Virginia state courts and federal courts in Virginia.

EQUIPMENT, TOOLS, AND WORK AIDS USED

- Online legal research applications (e.g., Westlaw/LEXIS, Pacer, Municode); Computer (and related electronic applications and equipment such as Outlook, Word, PowerPoint, Excel, Scanner, Fax, Copier); Charts; Plats; Court Decisions; Ordinances; Statutes; Electronic Filings with applicable courts, as needed.
- County will provide office equipment including a computer and cell phone, etc.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Environmental: Employee is subject to inside environmental conditions; protected from weather conditions.
- Physical Effort: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time; may involve walking or standing for brief periods.
- Hazards: No environmental hazards are indicated for this classification.

SPECIAL CONDITIONS OR REQUIREMENTS

- Criminal background and Motor Vehicles check.
- Possession of a valid driver's license in the Commonwealth of Virginia
- Maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
11/07/2022	11/07/2022	11/07/2022	

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Fluvanna County Community Center Commercial Kitchen				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors approve the Commercial Kitchen Rental Fees as presented in the Fluvanna County Community Center Commercial Kitchen Rental Application.</p> <p><u>Motion #2:</u> I move the Board of Supervisors approve the Commercial Kitchen Coordinator part-time position description as presented.</p> <p><u>Motion #3:</u> I move the Board of Supervisors approve the budget transfer of \$12,480 from the FY23 Parks and Recreation Department budget to a newly created FY23 Commercial Kitchen Department budget to fund the part-time position.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Aaron Spitzer, Director of Parks and Recreation Jennifer Schmack, Director of Economic Development				
PRESENTER(S):	Aaron Spitzer, Director of Parks and Recreation Jennifer Schmack, Director of Economic Development				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<p>Collaboration began in 2015, between Fluvanna County and Cooperative Extension staff to create a commercial kitchen in an existing space in the Fluvanna Community Center. The Cooperative Extension purchased kitchen equipment using remaining Fluvanna County budgeted funds.</p> <p>An initial application for a Commercial Kitchen was submitted to the Health Department in November 2019. COVID delayed progress from 2019 to late 2021. As part of the permitting requirements, Water Testing and Septic Capacity Assessments were conducted in April 2022 and results were submitted to the Health Department, with a revised application.</p> <p>In November 2022, certification to operate a Commissary Kitchen was issued by the health department. Upon approval, Fluvanna County Parks and Recreation will begin accepting rental applications for use of the Commercial Kitchen on January 2, 2023.</p>				

	Funding for the Commercial Kitchen Coordinator position was approved in the Parks and Recreation Fiscal Year 2020 budget for \$15 per/hour for 16 hours a week total. More hours may be needed, depending on demand for use of the commercial kitchen. Additional hours needed will be offset by the rental fees collected.				
FISCAL IMPACT:	Approval would open opportunities for patrons of Fluvanna County and surrounding counties to have access to a commercial kitchen for commercial food production.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<ul style="list-style-type: none"> • Presentation • Fluvanna County Community Center Commercial Kitchen • Rental Application Position Description 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	COAD



Fluvanna County Community Center Commercial Kitchen Rental Application

For questions about your application, please contact Parks and Recreation at (434) 589-2016.

Please notify the Parks Department if any information below changes.

General Requirements and Information

1. Photo ID required.
2. Application due at least 30 days before your rental date (may be submitted up to 12 months in advance).
3. Submit supporting documents with application or at least 2 weeks prior to your rental date.
4. \$100 Deposit required with application, to be returned upon post-rental inspection.
5. Two hour minimum rental.
6. Full rental fee due 2 weeks prior to your rental date.
7. Submit copy of Certificate of Liability Insurance with Fluvanna County listed as the certificate holder and additionally insured.
8. An Applicant is anyone who is preparing, serving, selling or sampling food in or from the commercial kitchen.
9. Any individual or organization cooking food on site to be sold to the general public **MUST OBTAIN A PERMIT** through the Health Department (Ph: 434-589-1960) or VA Department of Agriculture and Consumer Services and **present a copy of permit/license** with this application.

APPLICANT INFORMATION

Applicant Full Name		Business / Organization / Group Name		
Mailing Address		Event On-Site Manager Name and Phone Number		
Phone	Cell	Email		
Rental Date(s) Requested	Application Type <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> For Profit Org.	18+ Yrs Old? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity: <input type="checkbox"/> Educational Activity <input type="checkbox"/> 501c Fundraiser <input type="checkbox"/> Food Production (VDACS) <input type="checkbox"/> Food Production (VDH) <input type="checkbox"/> Mobile Food Unit Commissary <input type="checkbox"/> Mobile Food Unit Potable Water Filling				

RENTAL FEES

Activity Hours	Fees per Hour	
	Resident	Non- Res.
Monday - Saturday 8:00 am - 5:00 pm	\$35.00	\$40.25
Other Hours	\$50.00	\$57.50
Potable Water Filling	\$25.00 for 15 Visits	

**Attach any event-specific, additional information to the application.
To include menu and planned usage.**

Acknowledgement

By signing below, I confirm that I have fully reviewed the Fluvanna County Community Center Commercial Kitchen Rates and Policies Handbook and its contents, I am fully aware of the policies and responsibilities contained therein. I understand that it is my responsibility to comply with the policies contained within the handbook as a condition of my use of the Fluvanna County Community Center Commercial Kitchen and I will fulfill my written and verbal agreements with Fluvanna County Staff.

Applicant's Signature _____ Date: _____

Commercial Kitchen Rental Application Economic Development Use Only					
Category	Yes	No	N/A		Initials
Initial Consultation Completed					
Business Plan/Menu Review					
Refer to Health Department or Department of Agriculture for Permit					

Commercial Kitchen Rental Application Parks & Recreation Use Only					
Category	Yes	No	N/A		Initials
Complete Rental Application Received					
Photo ID Checked					
Insurance Certificate of Liability					
Health Department Permit					
VA. Dept. of Agriculture Permit					
Deposit Received				Amount \$ Check #	
Fee Received				Amount \$ Check #	
Deposit Returned				Amount \$ Date:	
Administration Approval					



Fluvanna County, Virginia
Department of Parks and Recreation
Job Description

Commercial Kitchen Coordinator

Job Class #:	XXXX
Pay Grade:	9
Category:	Part-Time (with no benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Economic Development

SUMMARY

Under the general supervision of the Director of Economic Development, this position serves as the County's primary liaison for renters of the Fluvanna County Community Center Commercial Kitchen. This role is focused on managing renters during their use of the commercial kitchen. This includes but is not limited to pre and post-kitchen inspection for safety issues as well as being accessible to renters during their time at the Commercial Kitchen if an emergency or problem would arise.

ESSENTIAL FUNCTIONS

The essential function of the position is to know ServSafe Kitchen Manager standards, implement, and oversee the safe use of Fluvanna County's Commercial Kitchen.

Kitchen Oversight:

- Food Safety and Management; Strong knowledge of food code and federal and local licensing processes is required.
- Oversees the operation and management of kitchens at the Fluvanna County Community Center Commercial Kitchen, and ensures compliance with all federal, state, and local codes.
- Maintains daily kitchen logs including but not limited to: temperature, hold/cold, cooling, waste, cleaning, and small-ware inventory.
- Ensures all equipment and utilities are in working order.
- Orientates kitchen users on operations, safety, maintenance, and ensures compliance with kitchen use policies and procedures.
- Manages the kitchen's scheduling, reservation, and records systems.
- Ensures all kitchen users keep the kitchen clean and organized and follow state and local health department food safety guidelines.
- Performs pre and post inspection cleaning as needed. Occasional deep cleaning of kitchen may be required.
- Conducts reporting required by state and local regulatory entities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Food Safety and Management; Strong knowledge of food code and federal and local licensing processes is required.
- Skills including but not limited to food safety, handling, storage, food prep, and sanitation knowledge.
- Supervisory Skills - Strong communication and problem-solving skills are highly preferred.
- Manage relationships with service providers, community partners, community members, and food entrepreneurs

- Troubleshooting Skills - Problem-solving skills and the ability to adapt, and think broadly and creatively.
- Confidentially performs work.
- Performs related tasks as required, and other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Modern principles and practices of commercial kitchen use.
- Laws relating to state and local health code standards.
- The facility, logistics, and business service needs are related to a commercial kitchen.
- Communication and professional relationship-building.
- Writing clear and concise directives, reports, memoranda, and letters.
- Operate common office equipment including personal computers and copiers.
- Preparing comprehensive reports, correspondence, or instructions.
- Manage projects independently.
- 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.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Combination of education and experience of a high school diploma.
- Must be ServSafe Kitchen Manager Certified or become certified within 30 days of the hire date.
- Will discuss ServSafe Kitchen Management classes in further detail if the position is offered.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods.
- Must have the 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.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.

POST OFFER REQUIREMENTS

- Criminal Background Check
- VA DMV Driving History Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
11/28/2022	11/28/2022		



Fluvanna County Community Center Commercial Kitchen

December 7, 2022



What is a Commercial Kitchen?

A Commercial (Commissary) Kitchen is a licensed commercial space that is certified for food production. Renters can use the kitchen by the hour or day to produce food while fulfilling regulatory compliance to create food products to sell directly to a consumer, online, wholesale, or to a retail establishment.

Target users of a Commercial Kitchen:

- Start-up food business in need of a permitted facility
- Home-based business that wish to legalize and grow their operations
- Established business looking to grow or reach a new market

These businesses include: caterers, food trucks, prepared meal services, meal or box delivery, pet food makers, bakers, street vendors, cake decorators and producers of specialty food items such as condiments, beverages, and candies.



Fluvanna County Community Center Commercial Kitchen

Mission

BOS 2022-12-07 p.19/706

The purpose of the county's Commercial Kitchen is to support small food-based businesses to enable them to remain in Fluvanna County.

This kitchen benefits from the County's partnership with the Cooperative Extension, to provide educational programming.

Goal 2, Action 4 of the Economic Development Strategic Plan vows to “support, advocate, and promote the new community commercial kitchen”



Fluvanna County Community Center Commercial Kitchen

Historical Timeline

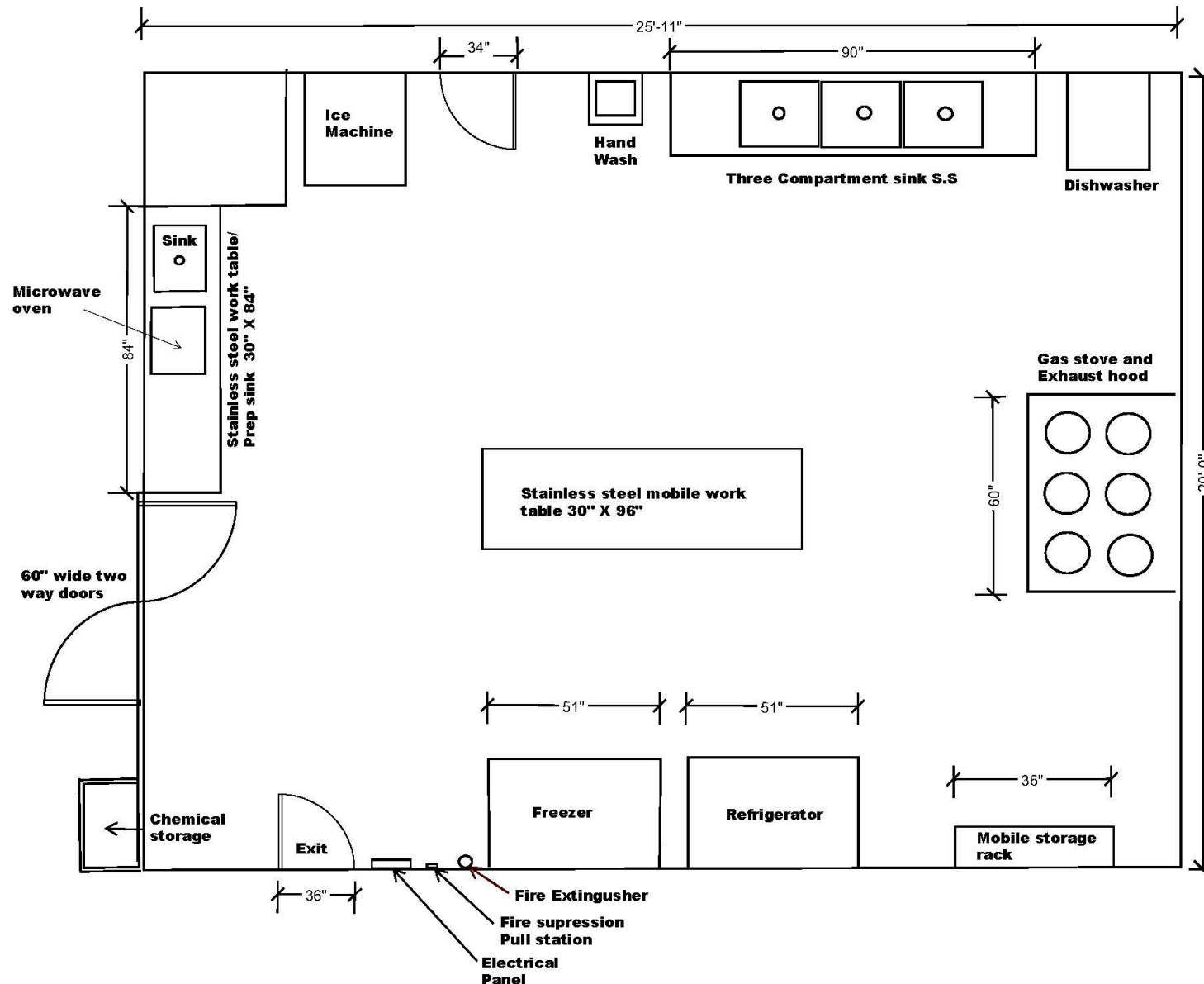
BOS 2022-12-07 p.20/706

- 2015 – Collaboration began between County and Cooperative Extension
- 2016 – Construction upgrades to space
- 2017-2019 – Cooperative Extension purchased kitchen equipment
- November 2019 – Submitted initial application to Health Department
- 2019 - 2020 – COVID delayed progress
- April 2022 – Conducted Water Testing and Septic Capacity Assessment
- November 2022 – Received Health Department Certification for Commissary Kitchen
 - Requires Annual Renewal - Expires December 2023
- January 3, 2023 – Begin Accepting Rental Applications



Fluvanna County Community Center Commercial Kitchen Layout

BOS 2022-12-07 p.21/706



Planning to add three additional pieces of equipment: long table, microwave cart and drying rack. Estimated at \$2,000.



Area Commercial Kitchens

BEACON - Charlottesville – Pilot Kitchen

\$25/hour, plus \$100 deposit with a 4 hour minimum (Subscription Options Available)

Bread & Roses Kitchen - Charlottesville – Church Commercial Kitchen

\$35/hour, plus \$75 deposit

Chicknegg - Goochland – Kitchen Incubator

Range from \$20 to \$27/hour, plus \$100 deposit (Subscription Options Available)

Hatch Kitchen - Richmond – Large Scale Food Incubator

Membership Based - \$800/month for unlimited access to kitchen



Proposed Fee Structure

Hours	Fees Per Hour Resident	Fees Per Hour Non-Resident
Monday through Saturday 8:00 am to 5:00 pm	\$35.00/hr.	\$40.25/hr.
Other Hours	\$50.00/hr.	\$57.50/hr.
<u>Food Truck Services</u> Potable Water Filling	\$25.00 for 15 Visits	



Cost Estimates

Revenue

Average Rental	4 hours x \$35/hour = \$140	2 hours x \$35 = \$70
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Expenses

Staffing (Salary & Taxes)	4 hours x \$20/hour = \$80	2 hours x \$20 = \$40
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Utilities (Propane/Electric/Water)	\$25	\$13
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<u>Depreciation - Equipment/Maintenance</u>	<u>\$ 8</u>	<u>\$ 4</u>
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Commercial Kitchen Revenue =	\$27	\$13
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Additional County Support Staff Requested

Commercial Kitchen Coordinator

- ServSafe Kitchen Manager Certification.
- Kitchen oversight to ensure compliance with state and local health department food safety guidelines.
- Maintains daily kitchen logs: temperature, hold/cold, cooling, waste, cleaning, and inventory.
- Ensures all equipment and utilities are in working order.
- Orientates kitchen users on operations, safety, and maintenance.
- Manages the kitchen's scheduling, reservation, and records systems.
- Ensures users keep the kitchen clean and organized.
- Performs pre and post inspection cleaning as needed. Occasional deep cleaning of kitchen may be required.
- Conducts reporting required by state and local regulatory entities.



Kitchen Rental Application Requirements

1. Photo ID required.
2. Application due at least 30 days before rental (may be submitted up to 12 months in advance).
3. Submit supporting documents with application or at least 2 weeks prior to rental date.
4. \$100 Deposit required with application, to be returned upon post-rental inspection.
5. Two hour minimum rental.
6. Full rental fee due 2 weeks prior to your rental date.
7. Submit copy of Certificate of Liability Insurance with Fluvanna County listed as the certificate holder and additionally insured.
8. An Applicant is anyone who is preparing, serving, selling or sampling food in or from the commercial kitchen.
9. Any individual or organization cooking food on site to be sold to the general public that is not under MUST OBTAIN A PERMIT through the Health Department or the VA Department of Agriculture and Consumer Services and present a copy of endorsement with this application.




Kitchen Rental Procedures





Fluvanna County Community Center Commercial Kitchen Health Department Permit

BOS 2022-12-07 p.28/706


COMMONWEALTH OF VIRGINIA
VIRGINIA DEPARTMENT OF HEALTH
Blue Ridge Health District

*In accordance with the regulations of the Board of Health of the
Commonwealth of Virginia this certifies that*

Fluvanna County

*is hereby granted a permit/license by the Fluvanna County Health Department to operate a
Commissary Kitchen*

Trading as:
Fluvanna County Community Center Commercial Kitchen

Located at:
**5725 James Madison Hwy.
Fork Union, VA 23055**

Mailing Address:
**P.O. Box 540
Palmyra, VA 22936**

Conditions of Permit (if applicable):
100 meals per day
Date of Expiration
December 31, 2023



Ribbon Cutting Invitation

BOS2022-12-07 p.29/706

You are cordially invited...

Grand Opening
Ribbon Cutting Ceremony

Fluvanna County Commercial Kitchen
Fluvanna Community Center
December 21, 2022
at 3:00 pm

Fluvanna Community Center
6672 James Madison Hwy
Fork Union, VA 23055



Questions?

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

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Dewberry Engineers Inc. – Project Agreement 17				
MOTION(s):	<p><u>Motion #1</u> I move the Board of Supervisors approve a supplemental appropriation of \$50,760 from Unassigned Fund Balance associated with American Rescue Plan Act (ARPA) Revenue Loss funds to the ZXR Water and Sewer fund budget for Zions Crossroads Route 250 and Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report, to establish the funds necessary for Project Agreement 17.</p> <p><u>Motion #2</u> I move the Board of Supervisors approve the Project Agreement #17 for Zions Crossroads Route 250 and Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report with Dewberry Engineers Inc. in the amount of \$50,760, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</p>				
BOS 2 YEAR GOALS?	Yes X	No	If yes, list goal(s):		C9
AGENDA CATEGORY:	Public Hearing	Action Matter X	Presentation	Consent Agenda	Other
STAFF CONTACT(S):	Tori Melton, Director of Finance				
PRESENTER(S):	Tori Melton, Director of Finance				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The intent of the Route 250 / Route 15 Corridor Preliminary Engineering Report is to develop updated wastewater demand projections for the area, present a thorough conceptual layout of the backbone wastewater system necessary to serve the study area, size the backbone system facilities, and to provide a cost for the proposed wastewater collection and conveyance system expansion. • The anticipated major components of the Route 250 / Route 15 Corridor Wastewater System include: <ul style="list-style-type: none"> ○ Zion Crossroads Wastewater Pump Station (WWPS) – (existing) ○ Zion Crossroads WWPS force main – (existing) ○ Route 15 Wastewater Pump Station located in the southern area of the project area – (new) ○ Trunk sewer(s) to collect wastewater from within the project area and convey to the existing Zion WWPS or the Route 15 WWPS – (new) ○ Route 15 WWPS force main – (new) • “Scope of Work” <ul style="list-style-type: none"> ○ Task 1 – Project Kickoff and Data Collection/Review 				

	<ul style="list-style-type: none"> ○ Task 2 – Demand Projections ○ Task 3 – Wastewater Collection and Conveyance System Evaluation ○ Task 4 – Preliminary Engineering Report ○ Task 5 – DEQ American Rescue Plan Act (ARPA) Funding Application • Timing is of the essence – the work on Task 5 DEQ American Rescue Plan Act (ARPA) funding application must be completed prior to December 15, 2022, and the application must be submitted by the deadline of December 15, 2022. 				
FISCAL IMPACT:	<p>The Board of Supervisors allocated on April 20, 2022 \$4,137,070 for ARPA Revenue Loss. The current balance after additional Revenue Loss uses is \$2,330,589.</p> <ul style="list-style-type: none"> • Decrease Unassigned Fund Balance associated with ARPA Revenue Loss - \$50,760 • Increase ZXR Water and Sewer fund - \$50,760 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Dewberry Engineers Inc. – Project Agreement 17 • Exhibit 1 to Project Agreement 17 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

PROJECT AGREEMENT # 17
TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR
PROFESSIONAL SERVICES

Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion
Preliminary Engineering Report

This Project Agreement #17 (the "Project Agreement") made this _____ day of _____, 202____, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 31st day of October, 2018 (including all exhibits, and as modified by any amendments or addendums thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

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

Whereas, the Consultant submitted a proposal letter dated November 18, 2022 "RE: Proposal for Professional Engineering Services, Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report" (the "Proposal") and made a material part hereof;

Whereas, the County desires that the Consultant complete the work and services set forth in the Proposal, including, without limitation, the services described in the "Scope of Services" section are generally described therein as:

- Task 1 – Project Kickoff and Data Collection/Review
- Task 2 – Demand Projections
- Task 3 – Wastewater Collection and Conveyance System Evaluation
- Task 4 – Preliminary Engineering Report
- Task 5 – DEQ American Rescue Plan Act (ARPA) Funding Application

Whereas, the Consultant desires to perform the work described in the Proposal and this Project Agreement and agrees to complete all work and services necessary and related thereto (together referred to as the "Services" or the "Task Order").

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

ARTICLE I: THE AGREEMENT

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

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

ARTICLE II: TASK ORDER

Consultant shall provide all work and services as needed and necessary or desired to

complete Services on the Task Order consistent with all provisions of this Project Agreement, the Proposal and the Agreement.

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

Mr. Eric Dahl
County Administrator/Director of Finance
132 Main Street
Palmyra, VA 22963
Phone: (434) 591-1912
E-mail: edahl@fluvannacounty.org

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

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

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

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

In addition, this Task Order is related to the Zion Crossroads Water and Sewer Line System and the work provided by Consultant under that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the 12th day of November, 2015 between the County and Consultant (the "RFP 2015-03 Contract"). The terms, requirements and provisions of that RFP 2015-03 Contract are incorporated herein by reference as a material part of this Project Agreement and the work on the Task Order shall in all respects consistent with the terms, requirements, and provisions of the RFP 2015-03 Contract, except that the pricing as set forth in the Agreement shall control.

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 (iv) above, and (ii) shall control over (iii) and (iv) and so forth. For purposes of a conflict, RFP 2015-03 Contract shall be item "(v)" and shall be treated as one of the "Agreement Documents".

ARTICLE IV: FEES

The Consultant shall receive up to a not to exceed total of FIFTY THOUSAND SEVEN

HUNDRED SIXTY AND NO/100 (\$50,760.00) based on actual time worked; and which shall be payable by the County MONTHLY based on actual time worked upon proper invoice by the Consultant as described herein.

The flat fee is a not-to exceed amounts. The hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the Consultant as described herein. The Consultant shall submit invoices to the County monthly for services actually rendered on each subtask and upon final completion. The invoice shall describe the services rendered to date with specificity. The Consultant will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County. No invoice may be provided by the Consultant 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 invoiced or due under this Project Agreement exceed \$70,790.00 total. In no event shall the final payments be made until the Project and Task Order are fully completed to the sole satisfaction of the County.

Notwithstanding anything to the contrary contained in the Proposal, the Consultant shall be paid the lower of the hourly rate for the title/type of person actually performing the work set forth the Proposal hereto or the hourly rate set forth in Exhibit 3 to the Agreement (being that Term Contract between County and Architect/Engineer for Professional Services dated October 31, 2018); up to the not-to-exceed fees for the Task Order Services set forth in this Project Agreement. For clarification, the rate charged for a "Project Manager" would only apply if that person was at minimum an "Engineer VI"; and so forth consistent with or less than the rates as set forth in the Agreement. The County shall be billed for increments of an hour based on Consultant's standard procedure except as otherwise required by the Agreement.

The fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion in strict conformance with the Schedule set forth in the Proposal. In any event such Services and work on this Task Order must be completed to the sole satisfaction of the County no later than six (6) months from the date the County executes this Project Agreement. Time being of the essence. **NOTWITHSTANDING THE FOREGOING, THE WORK ON TASK 5 – DEQ AMERICAN RESCUE PLAN ACT (ARPA) FUNDING APPLICATION MUST BE COMPLETED PRIOR TO DECEMBER 15, 2022, AND THE APPLICATION MUST BE SUBMITTED BY THE DEADLINE OF DECEMBER 15, 2022. TIME BEING OF THE ESSENCE.**

ARTICLE VI: MISCELLANEOUS

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one

or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County:

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

Consultant:

Dewberry Engineers Inc.
ATTN Dan Villhauer
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060
Telephone: (804) 290-7957
Facsimile: (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 (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

ARTICLE VII: AMERICAN RESCUE PLAN ACT OF 2021 FUNDING

WHEREAS, the federal government passed the American Rescue Plan Act (the “Act”), which provides funding for various programs including some to address the effects of the COVID-19 pandemic;

WHEREAS, part of the Act gives monetary assistance to state and local governments;

WHEREAS, subject to other requirements of the Act and applicable law, a local government may use funds provided to it under the Act to cover costs of the local government no later than December 31, 2024 to: (A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (B) to respond to workers performing essential work during the COVID–19 public

health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or (D) to make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, DEQ has been appropriated ARPA funding to specifically address wastewater systems and the County pursuant to this Project Agreement intends to apply to DEQ for some of the ARPA funds from the Sewer Collection System Program (“SCS”) and the Consultant will assist with such application and related process;

WHEREAS, the County may use funds it receives from the SCS under the Act to pay for all or part of the Services under this Project Agreement and/or specifically for construction of the wastewater collection and conveyance systems, etc. designed by Consultant under this Project Agreement and the County agrees to comply with any requirements for design of SCS or the Act so that funds received by the County can be used for such purposes and further to the extent the County uses funds it received under the Act the Consultant shall meet requirements of applicable law related to the expenditure of such funds including all details required in any invoicing, reporting, and documentation;

Therefore, the parties agree:

1. The following recitations are a material part of this Project Agreement;
2. The Consultant shall conform all work on the Task Order and all invoicing related thereto, to any requirements of the Act and other applicable law;
3. The County may be using funds provided under the Act or SCS to pay for the Services provided under this Project Agreement or for the construction of any systems, etc. designed under this Project Agreement by Consultant, and the Consultant understands the same and agrees to comply with all Act Requirements in providing the Services and in all matters relating to this Agreement;
4. The Services must be done in compliance with Applicable Law, Act requirements, and to Pandemic Standards (each as defined herein) and as otherwise required by this Agreement; and
5. “Applicable Law(s)” means all applicable Federal, Commonwealth of Virginia or local laws, ordinances, statutes, rules, regulations, standards, or similar criteria, including without limitation the Act.

[Signature page to follow.]

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

Consultant:
Dewberry Engineers Inc.

County:
Fluvanna County

By: _____ Date: _____ By: _____ Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

Approved as to form:

By: _____
Fluvanna County Attorney, by Kristina M. Hofmann, Deputy 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

November 18, 2022

Mr. Eric Dahl
County Administrator
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Proposal for Professional Engineering Services
Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary
Engineering Report**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional services for the development of a Preliminary Engineering Report to expand the wastewater system in the Zion Crossroads Planning Area. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on phone and email correspondence. The Work will be performed in accordance with the Term Agreement for Professional Engineering Services, executed October 8, 2018.

PROJECT UNDERSTANDING

In response to recent development inquiries, Fluvanna County (County) has requested a Preliminary Engineering Report to study the requirements for expanding the wastewater collection and conveyance system within the Route 250 / Route 15 corridor (Study Area) in the far eastern portion of the Zion Crossroads Community Planning Area. The area is generally bounded by Route 250 to the north and Route 15 (Troy Road) to the west.

High-level studies were previously completed for the entire Zion Crossroads Community Planning Area as part of the "Preliminary Engineering Report for Water and Wastewater Services to Zion Crossroads Planning Area" (March 2015), and "Utility Master Plan" (September 2022).

The intent of the Route 250 / Route 15 Corridor Preliminary Engineering Report is to develop updated wastewater demand projections for the area, present a thorough conceptual layout of the backbone wastewater system necessary to serve the study area, size the backbone system facilities, and to provide a cost for the proposed wastewater collection and conveyance system expansion. The anticipated major components of the Route 250 / Route 15 Corridor Wastewater System include:

- Zion Crossroads Wastewater Pump Station (WWPS) – (existing)
- Zion Crossroads WWPS force main – (existing)
- Route 15 Wastewater Pump Station located in the southern area of the project area – (new)
- Trunk sewer(s) to collect wastewater from within the project area and convey to the existing Zion WWPS or the Route 15 WWPS – (new)
- Route 15 WWPS force main – (new)

The Preliminary Engineering Report will serve as the basis for the detailed design of the facilities required for the wastewater system expansion.

Mr. Eric Dahl

Proposal for Professional Engineering Services

Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report

November 18, 2022

SCOPE OF SERVICES

The proposed Scope of Services is described below:

Task 1 – Project Kickoff and Data Collection/Review

This task will include the initial project coordination, and data collection and review.

1. Conduct a kickoff meeting to review the project requirements, outline responsibilities, and set scheduled for planning meeting and workshops.
2. Collect available information in support of planning and sizing the wastewater collection and conveyance system for the Study Area. The information will include:
 - a. Confirmation of the Study Area boundaries
 - b. Latest Comprehensive Plan
 - c. Land use types (office, commercial retail, residential, etc.)
 - d. Developable area
 - e. Population and growth projections
 - f. GIS data
 - g. Approved and prospective developments within the Study Area

Task 2 – Demand Projections

This task will include working with the County to develop updated sewer demand projections. It is assumed that the projections will span the entire planning horizon to estimate the anticipated demands for the build-out condition.

1. The demand projections included in the Fluvanna County Utility Master Plan (September 2022) will be the basis for the projected flows utilized for the Study Area. Flow projections will be developed for the build-out condition. Updated wastewater demands will be developed using information collected in the prior task including.
2. Workshop with the County to review and adjust preliminary demand projections.

Task 3 – Wastewater Collection and Conveyance System Evaluation

This task will include the evaluation of the wastewater collection and conveyance system to effectively meet buildout demands.

1. Identify sewersheds to aid in the location of the backbone wastewater collection and conveyance facilities
2. Allocate sewer demands to each sewershed
3. Using available GIS information including property lines and topographic contours, establish the service areas to the proposed new and existing wastewater pump stations.
4. Perform a desktop environmental evaluation of the Study Area to aid in the siting of the system facilities.
5. Identify the required components of the wastewater system for the Study Area including trunk sewer(s), pump station and force main.
6. Determine the required size of the wastewater system facilities for the buildout condition including trunk sewer diameter, new pump station capacity, and new force main capacity to meet the demands for the Service Area and to meet the requirements of the Virginia Department of Environmental Quality, Sewage Collection and Treatment Regulations.
7. Select location of new pump station and routes for the trunk sewer(s) and force main based on GIS information and guided by the desktop environmental evaluation.

Mr. Eric Dahl

Proposal for Professional Engineering Services

Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report

November 18, 2022

8. Prepare a conceptual layout of the new wastewater pump station including interior layout, pump station site layout and site access road.
9. Evaluate the availability of power to the pump station site.
10. Determine how to tie the new wastewater pump station discharge force main into the existing Zion Crossroads WWPS system. The following alternatives will be evaluated:
 - a. Discharge the new force main to existing gravity sewer upstream of the existing WWPS wet well
 - b. Manifold the new force main into the existing force main.
11. Perform an easement evaluation for the linear components of the project. The evaluation will identify the number of potential easements and approximate cost.
12. Prepare budgetary construction cost estimates for the proposed wastewater collection and conveyance system components.
13. Attend two (2) meetings to discuss progress and results.

Task 4 – Preliminary Engineering Report

This task will include the preparation of the preliminary engineering report based on the work completed in the previous tasks.

1. Prepare a comprehensive draft report summarizing the results of the evaluation and providing recommendations for the proposed Route 250 / Route 15 Wastewater System.
2. Meet with Fluvanna County to review the draft report
3. Revise the draft report based on Fluvanna County review comments and submit the final report.
4. One (1) presentation to the Fluvanna County Board of Supervisors to provide an overview of the report and present the recommendations for the Route 250 / Route 15 Wastewater System.

Task 5 – DEQ American Rescue Plan Act (ARPA) Funding Application

The Virginia General Assembly appropriated ARPA funding to DEQ for investments to address wastewater systems. Approximately \$65 million has been allocated to the Sewer Collection System (SCS) Program. This task will include the completion of the funding application.

1. Complete the SCS Program application on behalf of the County. The Utility Master Plan will be the basis of the application and submitted as a supporting document. The deadline for the application is December 15, 2022

SCHEDULE

Dewberry proposes to submit the draft Preliminary Engineering Report within 6 months of the Notice to Proceed date.

FEE

Dewberry proposes to perform the scope of services described herein for a lump sum fee of **\$50,760**.

Refer to **Attachment A** for breakdown of manhours and fee.

Mr. Eric Dahl
Proposal for Professional Engineering Services
Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report
November 18, 2022

CLARIFICATIONS AND EXCLUSIONS

- Field studies including topographic and boundary survey, wetland delineation, environmental surveys or assessments/reports, and geotechnical services are not included.
- Wastewater treatment capacity will not be evaluated.
- Design and permitting of the recommended project components are not included.
- Site visits are not included in the scope of work.

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the terms and conditions of Dewberry's Term Agreement for Professional Engineering Services, which 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, or if you require additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Dan Villhauer, PE
Vice President

Attachments:

Attachment A: Work Breakdown Structure and Cost Estimate

Attachment B: Wastewater Service Area Exhibit

Q:\PROPOSAL\2022\Fluvanna County\Zion Crossroads Wastewater Collection System Expansion PER\2022.11.18 Zion Crossroads WW Collection System Expansion PER Proposal.docx

Fluvanna County								
Zion Crossroads Route 250 / Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report								
Attachment A - Work Breakdown Structure and Cost Estimate								
	Task/Subtask	QA/QC (Engineer VIII)	Project Manager (Engineer VI)	Process Engineer (Engineer V)	Project Engineer (Engineer III)	Project Engineer (Engineer I)	Other Direct Costs	Totals
		\$ 205.00	\$ 175.00	\$ 160.00	\$ 125.00	\$ 100.00		
	Task 1 - Project Kickoff and Data Collection/Review							
1	Project Kickoff Meeting	3	3					6
2	Coordinate obtaining data for PER		2	4				6
	Subtotal Hours	3	5	4	0	0	N/A	12
	Subtotal Cost	\$ 615.00	\$ 875.00	\$ 640.00	\$ -	\$ -	\$ -	\$ 2,130.00
	Task 2 - Demand Projections							
1	Demand Projections		4	16				20
2	Workshop		3					3
	Subtotal Hours	0	7	16	0	0	N/A	23
	Subtotal Cost	\$ -	\$ 1,225.00	\$ 2,560.00	\$ -	\$ -	\$ -	\$ 3,785.00
	Task 3 - Wastewater Collection and Conveyance System Evaluation							
1	Identify sewersheds		1	4				5
2	Allocate sewer demands		1	4				5
3	Establish service areas		1	4				5
4	Desktop environmental evaluation		1	8				9
5	Identify system components		2	8				10
6	Size system components		2	8				10
7	Select location for pump station and routes for trunk sewer and force main	2	4	20				26
8	Pump station conceptual layout	2	4	8	32			46
9	Evaluate power to pump station			4				4
10	Evaluate force main tie-in			4				4
11	Easement evaluation			2	16			18
13	Construction Cost Estimates		2	8	16			26
14	Workshops (2)	4	6					10
15	Subtotal Hours	8	24	82	64	0	N/A	178
	Subtotal Cost	\$ 1,640.00	\$ 4,200.00	\$ 13,120.00	\$ 8,000.00	\$ -	\$ -	\$ 26,960.00
	Task 4 - Preliminary Engineering Report							
1	Prepare draft report	4	16	40				60
2	Meet with Fluvanna County to review report		3					3
3	Revise draft report and submit final report	2	4	24				30
4	Board of Supervisors presentation	2	4					6
	Subtotal Hours	8	27	64	0	0	N/A	99
	Subtotal Cost	\$ 1,640.00	\$ 4,725.00	\$ 10,240.00	\$ -	\$ -	\$ -	\$ 16,605.00
	Task 5 - DEQ ARPA Funding Application							
1	Complete application			8				8
	Subtotal Hours	0	0	8	0	0	N/A	8
	Subtotal Cost	\$ -	\$ -	\$ 1,280.00	\$ -	\$ -	\$ -	\$ 1,280.00
Total Labor Costs Tasks 1 - 5								
Task 1 - Project Kickoff and Data Collection/Review			\$ 2,130.00					
Task 2 - Demand Projections			\$ 3,785.00					
Task 3 - Wastewater Collection and Conveyance System Evaluation			\$ 26,960.00					
Task 4 - Preliminary Engineering Report			\$ 16,605.00					
Task 5 - DEQ ARPA Funding Application			\$ 1,280.00					
Tasks 1-5 Total Fee			\$ 50,760.00					



FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	FY23 Social Services Salary Range Revision				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors [approve/deny/defer] the Social Services FY23 Salary Range Revision including a 3% pay increase for employees, with the Federal contribution being \$8,236 and the County contribution being \$17,503 and approve to accept the supplemental appropriation of \$8,236 from Federal funds.</p> <p><u>Motion #2, only needed if Motion #1 is approved:</u> I move the Board of Supervisors approve a budget transfer of \$17,503 from the FY23 BOS Contingency budget to the FY23 Social Services budget to cover the 3% Salary Range Revision.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kim Mabe, Social Services Director				
PRESENTER(S):	Kim Mabe, Social Services Director				
RECOMMENDATION:	Approve.				
TIMING:	Routine.				
DISCUSSION:	<ul style="list-style-type: none"> A salary range revision will increase minimum salaries for all positions by 3%. A salary range revision of 3% will require a 3% pay increase for all employees. Current ranges are at the state's minimum for local Departments of Social Services. A salary range revision is needed in order to be competitive with surrounding localities. Current minimum salaries are a barrier to recruiting for essential positions. Funding for a range revision requires a 68% local match and 32% federal match. A range revision of 3% is consistent with the County's approval of 3%-6% pay increases in August 2022. Social Services employees are included in the County's Pay Plan but are not eligible per State policy to receive pay increases based on years of service. A 3% range revision is the best alternative option to provide the same pay increase to Social Services employees that is consistent with the County's pay plan. 				

FISCAL IMPACT:	\$ 25,739 Total Cost \$ 8,236 Federal Match \$ 17,503 Local Match				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Range Revision Presentation 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	

Social Services

Funding Request for

3% Range Revision

- Range revision to increase minimum salary ranges for all positions by 3%
- Range revision will require 3% pay increase to all current DSS employees
- 3% pay increase to all Social Services employees for the remainder of the fiscal year = **\$25,739**
 - \$17,503 local funds**
 - \$8,236 federal funds**

Range Revision

- ➡ Currently at the state's minimum for LDSS, our minimum salaries are the lowest in the state.
- ➡ Surrounding localities have higher minimum salaries ranges (comparison attached).
- ➡ Difficulty recruiting new employees due to requirement to advertise minimum salary which is among the lowest statewide.
- ➡ Minimum salary is a barrier in recruiting essential positions. Some minimum salaries are \$28,480 or \$13.69/hour, lower than the county's initiative to pay at least \$14.00/hour.
- ➡ Barely more than minimum wage. As minimum wage increases to \$15/hour in 2026, we are at risk of paying minimum wage for professional level jobs.
- ➡ Consistent with County's market study/approval of range revisions in August for county employees.

LDSS Salary Ranges

BOS2022-12-07 p.49/706

Position	Current Fluvanna Minimum Salary	State Minimum Salary	Average Surrounding Minimum Salary*	% Difference	Fluvanna Requested Minimum Salary (3% increase)
Fiscal Assistant III	\$28,480	\$28,480	\$32,721	-14.9%	\$29,334
Human Services Assistant III	\$28,480	\$28,480	\$32,224	-13.1%	\$29,334
Secretary II	\$30,842	\$30,842	\$40,402 **	-31%	\$31,767
Administrative Services Mgr.	\$44,129	\$44,129	\$55,103	-24.9%	\$45,453
Benefit Programs Spec. I/II	\$32,415	\$32,415	\$37,015	-14.2%	\$33,387
Benefit Programs Spec. III	\$34,752	\$34,752	\$39,073	-12.4%	\$35,795
Benefit Programs Spec. IV	\$38,009	\$38,009	\$43,412	-14.2%	\$39,149
Benefit Programs Supervisor	\$39,948	\$39,948	\$47,305	-18.4%	\$41,146
Family Services Specialist I/II	\$36,993	\$36,993	\$41,130	-11.2%	\$38,103
Family Services Specialist III	\$39,662	\$39,662	\$46,010	-13.9%	\$40,852
Family Services Supervisor	\$45,591	\$45,591	\$53,386	-17.1%	\$46,959
Self-Sufficiency Specialist I/II	\$35,618	\$35,452	\$40,417	-13.5%	\$36,687
Social Services Director II	\$61,571	\$60,671	\$81,879 *** \$63,982	-33% -4%	\$63,418

* Surrounding localities and localities to whom Fluvanna has lost employees includes: Albemarle, Buckingham, Charlottesville, Cumberland, Goochland, Henrico, Louisa, Petersburg, Prince Edward

** Albemarle and Henrico are the only agencies of the above agencies to have a Secretary II position

*** \$81,879 is the average of 4 – Director III; 3 – Director II; 2 – Director I

● \$63,982 is the average of 3 - Director II (Buckingham, Louisa, Prince Edward)

Range Revision

A range revision of 3% is consistent with the County's approval of 3% - 6% pay increases in August 2022. Social Services employees are included in the County's Pay Plan but are not eligible per State policy to receive pay increases based on years of service. A 3% range revision is the best alternative option to provide the same pay increase to Social Services employees that is consistent with the County's pay plan.



DSS Pay Increases

**Decision from October 17, 2014
Fluvanna County Social Services
Administrative Board meeting**



County Pay Increases vs. State Increases

BOS2022-12-07 p.52/706

- **Fluvanna County Department of Social Services will follow the Fluvanna County salary increase pay plans.**
 - **Some slight adjustments may be required if the County Pay Plan does not meet the State salary increases regulations.**
- **In the years when both Fluvanna County and the State offer salary increases, the State funds will be used to offset local funds toward the salary increases.**
- **If the State's increases are greater than the County's pay plan, the Salary increases will follow the Fluvanna County's pay plan and the additional State funds will be used toward program enhancements other than individual salary increases in a manner that meets the State regulations.**

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022																													
AGENDA TITLE:	FY22 to FY23 Budget Carryover Requests																													
MOTION(s):	<p>I move the Board of Supervisors [approve/deny/defer] the following carryover requests of FY22 unexpended budget lines from the listed departments to the FY23 Department Budget lines as specified and in the amounts listed:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Department</th> <th style="text-align: left;">Budget Line</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">Meets Policy</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Economic Development</td> <td>Professional Services</td> <td style="text-align: right;">\$10,000</td> <td>Yes</td> </tr> <tr> <td>B</td> <td>Economic Development</td> <td>Marketing</td> <td style="text-align: right;">\$6,400</td> <td>Yes</td> </tr> <tr> <td>C</td> <td>Economic Development</td> <td>Tourism</td> <td style="text-align: right;">\$4,900</td> <td>Yes</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Total</td> <td>\$ 21,300</td> </tr> </tbody> </table> <p>with a total amount of \$_____ to be re-appropriated.</p>					Item	Department	Budget Line	Amount	Meets Policy	A	Economic Development	Professional Services	\$10,000	Yes	B	Economic Development	Marketing	\$6,400	Yes	C	Economic Development	Tourism	\$4,900	Yes				Total	\$ 21,300
Item	Department	Budget Line	Amount	Meets Policy																										
A	Economic Development	Professional Services	\$10,000	Yes																										
B	Economic Development	Marketing	\$6,400	Yes																										
C	Economic Development	Tourism	\$4,900	Yes																										
			Total	\$ 21,300																										
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):																											
		X																												
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																									
		X																												
STAFF CONTACT(S):	Tori Melton, Management Analyst																													
PRESENTER(S):	Tori Melton, Management Analyst Eric Dahl, County Administrator Jennifer Schmack																													
RECOMMENDATION:	Approve/Deny																													
TIMING:	Effective July 1, 2022																													
DISCUSSION:	<p>Per Fluvanna County Financial Finance Policies - Budget 3.1.10 Reappropriation of Balances (Carryovers):</p> <p><u>Had budget authority in FY22</u></p> <ol style="list-style-type: none"> 1. Initiative/Project was started in FY22, but was not able to be completed. <ul style="list-style-type: none"> a. Meets existing policy. 2. Initiative/project not started in FY22 due to circumstances. <ul style="list-style-type: none"> a. Meets existing policy. <p><u>No budget authority in FY22</u></p> <ol style="list-style-type: none"> 1. Requesting carryover of FY22 remaining funds to cover certain one-time special or capital projects that are not already approved/funded. 																													

	<p>a. Does not meet existing policy.</p> <p>2. Requesting carryover of FY22 remaining funds for unanticipated operating expenses not included in the FY23 budget i.e., Not funded in FY23, but request/need has been identified; asking for unexpended FY22 dollars to cover that request/need (rather than wait until FY24 budget).</p> <p>a. Does not meet existing policy.</p>				
FISCAL IMPACT:	Approval of the motion as stated above will allow the Finance Department to increase FY22 revenue and expenditure budgets equally within the assigned funds.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Financial Policies 3.1.10 Reappropriation of Balances (Carryovers)				
ENCLOSURES:	<ul style="list-style-type: none"> Budget 3.1.10 Reappropriation of Balances (Carryovers) Office/Departmental Carryover Requests Forms 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

County of Fluvanna

Carryover Request FY22/FY23

Office/Department: Economic Development

	General Ledger Account Title	FY22 Org Code	FY22 Object Code	FY23 Org Code (If Different)	FY23 Object Code (If Different)	Amount Requested	Justification: Please answer all three questions. Why should these funds be carried forward? Why was the project not completed within FY22? If this request is denied, what impact will it have on this Office/Department's ability to function efficiently?
1	Professional Services	100830000	403100			\$10,000.00	These funds were reserved for the Economic Development Strategic Plan. The Strategic Planning process originally began in July 2021. Due to staffing changes, the project was put on hold until December 2021. The document went through several rounds of review and was adopted by the Board of Supervisors at the 9/21/2022 meeting.
2	Economic Development Marketing	100830000	403800			\$6,400.00	Funds were earmarked for Advertising and an Annual Report. With an anticipated spring completion of the Economic Development Strategic Plan, development of these materials was put on hold. Marketing materials would be created to expand on the approved goals and communicate the Economic Development Strategic Plan to the community.
3	Tourism Marketing	10083000	403800			\$4,900.00	Funds were earmarked for Tourism Advertising. With an anticipated spring completion of the Economic Development Strategic Plan, the development of these materials was put on hold with an intent to be more reflective of Goal 4 in the approved Economic Development Strategic Plan.
4							
5							
6							
Office/Department: Economic Development						Total Carryover Amount Requested: \$21,300.00	

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	FY22 to FY23 Carryover Requests				
MOTION(s):	<p>I move the Board of Supervisors approve carryover of FY22 Fluvanna County Public Schools unexpended local funds in the amount of \$ _____, increasing the FY23 Schools local appropriation from \$19,727,761 to \$ _____.</p> <p style="margin-left: 40px;"> A. Operations & Transportation – Offset fuel cost \$250,000 B. Staff Bonus \$300,000 </p> <p>I move the Board of Supervisors [approve/deny/defer] carryover of FY22 Fluvanna County Public Schools unexpended local funds in the amount of \$ _____ to the FY23 CIP Budget (Schools), for the following item:</p> <p style="margin-left: 40px;"> A. FCHS Public Address System Upgrade \$100,000 B. Retrofit 12 School Buses with AC \$144,000 </p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Tori Melton, Director of Finance				
PRESENTER(S):	Dr. Peter Gretz, Schools Superintendent Brenda Gilliam, Executive Director				
RECOMMENDATION:	Approve/Deny/Defer				
TIMING:	Effective July 1, 2022				
DISCUSSION:	<p>Fluvanna County Public Schools are requesting a local funds carryover from FY22 to FY23 in the amount of \$550,000.</p> <ul style="list-style-type: none"> \$250,000 to Local Funds – Operations & Maintenance \$300,000 to Local Funds – Administration, Attendance, - Health <p>The Fluvanna County School Board requests that \$244,000 of unexpended FY22 Funds be re-allocated to the school division. Said funds are to be transferred to:</p> <ul style="list-style-type: none"> \$144,000 to CIP – Bus Motors & Fleet Repair \$100,000 to CIP – Technology 				
FISCAL IMPACT:	This supplemental appropriation, if approved, would authorize staff to appropriate the additional funds to FY23 revenue and expenditures in the Fluvanna County Public Schools CIP budget.				
POLICY IMPACT:	N/A				

LEGISLATIVE HISTORY:	Financial Policies – Section 3.1.10 – BOS Approved September 1, 2010				
ENCLOSURES:	<ul style="list-style-type: none"> FCPS Carryover Request 				
REVIEWS COMPLETED:	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: Victoria Melton, Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Eric Dahl, County Administrator, Fluvanna County
Peter Gretz, Superintendent Fluvanna County Public Schools

DATE: November 11, 2022

RE: Local Carryover Request

At the Fluvanna County School Board meeting on Thursday, November 10, 2022, the Board voted to request the following local carryovers:

Capital Improvement Funds

\$100,000- Fluvanna County High School- Public Address System Upgrade

\$144,000- Retrofit 12 School Buses with Air Conditioning

General Operating Budget

\$250,000- Operations and Transportation- Funds to offset the increase in fuel costs

\$300,000- Funds to provide a \$500 bonus for all full-time staff and \$250 for permanent part-time staff. This bonus would be in addition to the \$1,000 bonus in the FY2023 State budget and comparable to what County employees received in FY2022.

\$794,000.00- Total Request

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails 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 for Human Resources, Operations, and Student Services, 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
BCC APPOINTMENTS STAFF REPORT

TAB

MEETING DATE:	November 16, 2022		
AGENDA TITLE:	Board, Commission, and Committee Appointments		
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):		
Board/Commission/Committee	Appointees	Begins Term	Ends Term
Library Board of Trustees – At-Large	Austin Baker Carla Hawks Lee David C. Harlow	12/7/2022	6/30/2025

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Library Board of Trustees – At-Large	Austin Baker	Appt	Rivanna	Term beginning December 7, 2022 and end June 30, 2025
Library Board of Trustees – At-Large	Carla Hawks Lee	Appt	Rivanna	Term beginning December 7, 2022 and end June 30, 2025
Library Board of Trustees – At-Large	David C. Harlow	Appt	Fork Union	Term beginning December 7, 2022 and end June 30, 2025
DISCUSSION:	<ul style="list-style-type: none"> - Library Board of Trustees – At-Large – Unexpired term to begin immediately and end June 30, 2025 			
ENCLOSURES:	Candidate Applications			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Austin Baker	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): B.S. in Psychology - Virginia Tech (Dec 2017) B.A. in Economics - Emory & Henry College (Nov 2021) Qualified Mental Health Professional-Child (employment and professional license) (2018-present) Virginia Army National Guard (2018-present) 5 years mental health experience including 3 Community Service Boards	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: N/A	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Virginia Army National Guard, 2018-Present	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: While I am a native of Southwest Virginia, Fluvanna County is my home now and I want to be a part of making it better place to live and raise a family.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee	X	Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee	X	Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDCC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> Austin Baker (from file)		Date November 22, 2022	
Mailing Address (including City, State, & ZIP) 678 Jefferson Drive, Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 2	Phone # <div style="background-color: black; width: 100px; height: 1.2em;"></div>	Alternate Phone #	Email Address <div style="background-color: black; width: 150px; height: 1.2em;"></div>
Office Use Only			
Application Received On:	2022-11-23	Application Received By:	
Acknowledgement Sent:	2022-11-23	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Austin Baker

2611 Hydraulic Road Apt. C
Charlottesville, VA 22901

SKILLS

-Registered as Qualified Mental Health Professional - Trainee

-Experience working under stressful conditions, often involving the public

-Certified for Firefighter I, Hazmat Operations & Awareness, and Mass Casualty Decontamination

-Experience effectively communicating with individuals from diverse backgrounds, including those in mental health crisis

EXPERIENCE

Virginia National Guard, Rocky Mount, VA - *Chemical, Biological, Radiological, & Nuclear Specialist*

February 2018 - PRESENT

- Knowledgeable in chemical, biological, radiological & nuclear agent characteristics and response techniques
- Train soldiers/civilians in the proper use of personal protective equipment and chemical agent monitoring equipment
- Respond to community needs in cooperation with state and local response agencies during times of need (Coronavirus outbreak)

Highlands Community Services, Abingdon, VA - *Therapeutic Day Treatment Specialist*

August 2019 - March 2020

- Worked to support children in developing appropriate behavior and emotional regulation in a public school setting
- Taught coping skills and social skills to elementary-aged children both one-on-one and in groups of 5-10 individuals
- Worked with teachers, school administrators, and mental health professionals to develop treatment plans to improve student classroom behavior and academic performance

Frontier Health, Weber City, VA - *Case Manager II*

October 2018 - August 2019

- Work with mental health and recovering substance abuse clients to develop personalized treatment goals
- Coordinate services with mental health professionals, physicians, and community agencies to ensure clients receive appropriate levels of care and access to available resources

Natural Tunnel State Park, Duffield, VA - *Park Ranger*

May 2014 - December 2017

- Audit daily park revenue, prepare financial reports and prepare bank deposits with amounts greater than \$10,000
- Teach guests about the park and local history and geography

EDUCATION

Virginia Tech, Blacksburg, VA- *Bachelor of Science: Psychology*

December 2017



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Carla Hawks Lee	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): See Resume I have been a professional academic librarian for 30 years. CV attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: None for the County	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Cunningham United Methodist Church Sunday School teacher, 2007 - present Sunday School superintendent, 2011 - 2017 Lay Leader, 2017-2018	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am particularly interested in serving on the Library Board of Trustees. I have a long professional background with libraries, but have been a user of public libraries all of my life. I am a member of the American Library Association and am passionate about the role that the public library plays in the community. I strongly feel that if you think a community institution is important, you should give your time and energy to making sure it succeeds	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
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4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
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	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPD)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

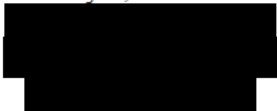
By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Carla Hawks Lee		May 2, 2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
16 Axle Tree Road Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
17			
Office Use Only			
Application Received On:	5-2-22	Application Received By: Leontyne Peck	
Acknowledgement Sent:	5-2-22		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Carla H. Lee

16 Axle Tree Road
Palmyra, VA 22963


Education

University of Michigan, M.I.L.S., 1992

Certificate of completion of University Library Associates Program

Michigan State University, B.A., 1990

Major: English

Minors: Physical Sciences and Education

Experience

Deputy University Library, 2017 - present

Interim Senior Director, Harrison Small Research Center – 2016 - 2017

Senior Director, Collections Access & Discovery 2014-2015

Director, Collection Initiatives, 2012-2014

University Library

University of Virginia

Senior Leadership Team

- Provide strategic direction for the Libraries on a variety of topics, including management structure, organization design, staffing needs, budget requests, and priority setting
- Co-lead collections-focused section of organizational redesign, which led to the production of the report “The University Library Entering its Third Century and informed the organization redesign
- Completed project reviewing all position descriptions in the organization and adjusting compensation accordingly

Management

- Oversee and set budget and direction for a variety of units over this period, including Interlibrary Services, Collection Management, Digital Production, Acquisitions, Shelf Maintenance, Off-site shelving, Mary and David Harrison Institute for American History, Literature and American Culture, and the Albert & Shirley Small Special Collections.

Collections Steering Group / Collection Budgeting

- Allocate and track \$10 million budget for University library system, including fundamental rethinking of allocation methods in 2015, intended to provide greater flexibility, streamline process and better address interdisciplinary needs
- Convene policy discussions on a variety of topics, including gift books, subject librarian reporting and off-site shelving retention.
- Analyze data for multiple projects, including: use data to identify best use of resources; collection data to project spaces needs and assess impacts of proposed Alderman refresh; financial data to support budget requests and reports
- With Jim Self, initiated Catalog Veracity Project, a two-pronged assessment of accuracy of collection representation in the catalog. Intended to assess the level

of confidence with which we could participate in sharing agreements, the project also led to an improved method for calculating our collection size

2013 Elsevier Renewal for Consortial group

- Led a group of collection development officers from throughout the state, to provide the lead negotiator supporting data, including use data and library journal retention preference data, compiled across institution and analyzed to determine most critical resources to include in negotiation. Upon completion of negotiations, worked with the same group to develop a new cost-sharing formula to more fairly balance payments across institutions.
- Organized and participated in Dean and Director-level meetings to prepare for negotiations

Director, Science, Engineering and Education Services, 2007-2012

Head, Collections and Services, Brown Science & Engineering Library 2006 – 2007

Librarian, Collections and Digital Services, Brown Science & Engineering Library 2005 – 2006

University of Virginia

Collection Management

- Analyzed data on Safari electronic books package to assess needs for seat and use of specific titles
- Serve as subject specialist for the Biomedical Engineering Department
- Chair the Selectors' Meeting Agenda Team

Digital Services and Projects

- Planned and carried out collaborative venture with ITC's Research Computing Services Center to create the Research Computing Lab, which included merging the staff and services from the two locations as well as the configuration of lab and office space.
- Created new services focused on data management, including UVA participation in creation of the DMPTool
- Coordinated the Digital Herbarium Project. This project has developed from a pilot project to a production level project. Project is now part of the Notes from Nature project, a crowd-sourced metadata transcription project on Zooniverse.
- Coordinated the McCormick Observatory Plate Stacks project, including a tour of the Plate Stacks for the wider University Library community. This project has led to web-based catalog of the plates. Future plans include attaching digitized surrogates of the plates to the catalog records.

Management

- Oversaw daily operations of the Science and Engineering Libraries, a unit consisting of six libraries, and twenty full time employees
- Wrote wage, OTPS and major budget requests for Research Computing Lab and Science and Engineering Libraries
- Oversaw positions requests and hiring processes
- Oversaw a unit of 20 staff members, including faculty and classified staff
- Coordinate user space issues, include: Chemistry Library planning; Biology/Psychology recarpeting; Coffee Shop planning; and Brown Library seating redesign

Web Design

- Lead Information Access Interfaces Project to work with a consultant to redesign the pages to access vendor indexes and databases. Led to the current suite of pages, which include an A to Z list, subject pages, and Find@UVa.
- Participated in Joint Managers' Retreat on the Online Library Environment

- Serve on the Online Library Environment Steering committee and act as leader of OLE User Requirements.

Committees

Library

- VIVA Steering Committee Representative (2012 – 2015)
 - Blue Sky Subcommittee (2013)
 - Balanced Scorecard Subcommittee (2013)
- Collections Steering Group (2006 – 2014), Chair, (2008 – 2014)
- Serials Solutions – AMS and Article Linker Implementation (2007-2008)
- Search Committee, Director of Digital Scholarship Services (2007)
- Search Committee, Associate University Librarian for Public Services and Collections (2006)
- Festival of the Book (2006)
- Web Redesign Taskforce (2006)
- Day of Caring participant (2005 – 2015)
- Imaging Group (2005 – 2006)
- Triad Discussion AV Support (2006)

External

- Non-Tenure Track Faculty Taskforce (2013-2015)
- Scholar's Trust Steering Committee (2011- 2015), Co-chair, (2014 – 2015)

Head, Science Library, 1998 – 2005

Science Librarian, 1992 – 1998

Loyola University Chicago

Collection Management

- Act as Science Collection Development Coordinator (1998 – 2005)
- Serve as bibliographer and liaison to the department of Physics, School of Nursing and Science Reference (current), as well as the departments of Biology, Chemistry, Natural Sciences, Math and Computer Sciences(past)
- Maintain approval plan, initiate firm and standing orders, evaluate gifts and recommend journals for purchase
- Facilitate faculty participation in journal cancellation projects and other special projects
- Evaluate library collection in support of program review and accreditation processes
- Serve on Electronic Resources Committee; evaluate and recommend large electronic resources for purchase

Reference

- Served as coordinator of Reference and Online Services
- Provide reference services for a variety of print and electronic resources
- Designed and implemented training for non-librarian reference staff

User Education

- Design and present instruction in support of specific courses
- Present a twice-yearly seminar on Chemical Information for department faculty, graduate and undergraduate students

- Design and implement and End User Training Program for faculty and graduate students, using the STN and Dialog Instructional Programs
- Teach various Internet training classes as part of ongoing program in conjunction with Information Technologies Department

Management

- Supervise and evaluate 5 FTE (2 librarians and 3 professional staff)
- Oversee operations of Science Library serving the departments of Biology, Chemistry, Computer Science, Mathematics, Natural Sciences, Physics, Psychology, and the School of Nursing
- Manage departmental budget of ~\$100,000, including operations and student salaries
- Participate in strategic planning initiatives
- Develop and pursue marketing programs, including Experience Chicago Science (student tours of local science museums) and Late Night Café (extended final exam hours program)

Web Architecture & Design

- Chair of Library Web Team 1998 – present
- Oversaw redesign of Library's web presence and move to new server (<http://libraries.luc.edu>)
- Worked with the committee to design Cold Fusion generated pages for electronic resources, staff information, and subject guides
- Developed new model for shared web design in libraries to provide more opportunities for web design, while maintaining design standards
- Co-created Dialog search forms for ISI citation databases and accompanying search wizard
- Created Dialog search form for Food Sciences and Technology Abstracts

Committees

University Wide

- Faculty Council Subcommittee on Information Technology (2000 – present)
 - Chair, Faculty Incentives Subcommittee (2002)
 - Academic Software Subcommittee (2002)
- Information Technology University Policy Committee (2000 – present)
- Provost Search Committee (2002)
- Campus Wide Information Systems Committee (1994 – 2000)
 - “Good Faith” Subcommittee (1996)
 - Data Integrity Subcommittee (1995 - 1997)
 - Web Education Subcommittee (1996 – 1997)
- Science and Faith Presentation Committee, Office of Faith and Culture (1993 – 1994)
- Faculty Advisor, Science Fiction Club (1996 - 1999)

Libraries

- OpenURL Resolver Review & Implementation Committees (2004)
- Approval and Book Vendor Review Committee (2002)
- Strategic Planning Committee (2000, 2002)
 - Chair, Collection Development Subcommittee (2002)
- OPAC Design Group for Endeavor Implementation (2000)

- NetLibrary Evaluation Committee (2000)
- Chair, Electronic Reserves Committee (2000 – present)
- Head of Systems Search Committee (2000)
- Ovid/SiteSearch Committee (2000)
- Electronic Resources Committee (1999 – present)
- Integrated Library System Selection, Acquisitions Subcommittee (1999)
- Chair, Science Librarian Search Committee (1999, 2000, 2003)
- Chair, Printing Cost Recovery Team (1999)
- Display Committee (1992 – 1997)
- Systems Support Team (1992 – 1995)
- Science Library Grand Opening Committee (1993)
- Bibliographer's Manual Subcommittee (1992 - 1996, 1999 – 2002)

Consultant (2000 – 2009)

Odyssey Information Solutions, Ypsilanti, MI

- Provide research, business analysis, information architecture and design.
- Produced an extensive non-technical glossary of medical terms
- Conducted statistical research into the golf and golf equipment industries
- Designed user interface for CD-ROM accompanying textbook
- Created index for textbooks on diabetic patient education

University Library Associate, 1990-1992

Natural Science Library, University of Michigan

- Provide assistance with print, online and CD-ROM resources serving the biology, geology, and natural resources departments
- Design and present bibliographic instruction
- Prepare handouts and other instructional materials
- Evaluate gifts for inclusion in the collection

Computer Science Lab Monitor, 1991-1992

School of Information and Library Studies, University of Michigan

Library Student Assistant, 1987-1990

Director's Office, Michigan State University Libraries

Professional Development

American Library Association	2009 - present
Listserv Manager	
Chief Collection Development Officers	2013 - present
Science & Technology Section	
Hot Topics Discussion Group	2009 - 2011
Special Libraries Association	1991 – 2014
Chair, Affirmative Action Committee,	
Michigan Chapter	1992
Membership Committee	
Biological Sciences Division	1994 – 1997

Public Relations Committee	
Sci-Tech Division	1993 – 1994
Awards Committee	
Sci-Tech Division	1996 – 2000
Chair	1997 – 1998
Chair, Publications Committee	2006 – 2007
Biological Sciences Division	
Treasurer	2007 – 2010
Virginia Chapter	
American Chemical Society	1994 – 1996, 2001 – 2005
Membership Committee,	
Chemical Information Division	1994 – 1996
Educause Annual Meeting	2001 – 2003
Grant-seeking Workshop, Loyola University Chicago	2000
ARL/OLMS New Manager Training Workshop	2000
Voyager User Group Meeting	2000
Digital Archives of Science & Engineering Resources	2005 – 2006
DLF Meeting	2005
Assessment Conference	2006
Pisgah Astronomical Research Institute	
Astronomical Plates Conference	2007
iLead, UVA Leadership training	2008-2009
International Association of Science and	
Technology University Libraries	2014

Awards

Sigma Xi Certificate of Recognition for outstanding service in support of research scientists,
Loyola University Chicago Chapter, 1993

Presentations

“E-reserves & Copyright,” LUC Faculty Workshops (2002)
 “Chemical Information Sources on the Internet,” American Chemical Society Continuing
 Education session, Chicago Chapter (1999)
 “Introduction to Computers” & “Internet Skills” Instructor, Emeritus Connection Program,
 Loyola University Chicago (1997-1999)
 “Preserving Virginia’s Botanical Heritage,” Reunions Weekend (2006)
 “Collaboration,” PIC Brown Bag Series (2007)
 “Library Collections: Using Data to Inform Decisions”, Invited Talk, Brown University, (2011)
 Tolson, Donna, Carla H. Lee, Larry Goldstein, Holly Robertson, and Todd Burks. “Prioritizing
 Resources Allocation: Learn from the University Library Process.” Presented at the
 Quality CORE Network Series, University of Virginia, October 16, 2019.
<https://organizationalexcellence.virginia.edu/event/2516>.

Publications

- Baumgart, S., & Lee, C. H. (2006). Bioethics. In L. Ackerson (Ed.), *Literature Search Strategies for Interdisciplinary Research: A Sourcebook For Scientists and Engineers* (pp. 75-84). Lanham, Md.: Scarecrow Press.
- Blanton-Kent, B., Lee, C. H., & O'Bryant, F. (2006). IEEE/IEE Electronic Library. *Issues in Science & Technology Librarianship*, (46), 1.
- Buchanan, K. A., Lee, C. H., & Lohman, C. C. (2009). Bold Decisions: Service & Resource Model Changes in an Academic Library. ACRL/VLA Conference, Williamsburg, VA.
- Hawks, C., Michigan Univ., A. A., & Others, A. (1990). Is There a Foreign Language Barrier in Engineering Research? (ED337044).
- Hunter, C., Lake, S., Lee, C., & Sallans, A. (2010). A Case Study in the Evolution of Digital Services for Science and Engineering Libraries. *Journal of Library Administration*, 50(4), 335-347.
doi:10.1080/01930821003667005
- Jensen, K. & Lee, C.H., (2015). Rapid Collections Surveying with Book Traces @ UVa. *Proceeding of the Charleston Library Conference*. In Press.
- Lake, S., Lee, C. H., & Sallans, A. (2008). A Case Study in the Evolution of Digital Services for Science and Engineering Libraries. Paper presented at the ARL-CNI Fall Forum, Arlington, VA. Retrieved from <http://www.arl.org/resources/pubs/fallforumproceedings/forum08proceedings.shtml>
- Lee, C. H. and Mandernach, M. (2009). Communication and Collection Accountability through Clusters: Case Studies from Two Institutions. *Proceedings of the Charleston Library Conference*. <http://dx.doi.org/10.5703/1288284314772>
- Lee, C. H., and Morton, T. "It Can't Stay Here... : Print Collection Management During a Major Renovation." Webinar presented at the Where Does It Live? Storing Collections On and Off Campus: Part One | NISO website, Webinar, December 11, 2019.
<https://www.niso.org/events/2019/12/where-does-it-live-storing-collections-and-campus-part-one>.
- Lee, C. (2009). The Immortal Life of Henrietta Lacks. Book Review. *Library Journal*, 134(20), 130-131.
- Lee, C. (2008). The Secret Pulse of Time: Making Sense of Life's Scariest Commodity. *Library Journal*, 133(1), 128-129.
- Lee, C. H. (2007). Present at the Future: From Evolution to Nanotechnology, Candid and Controversial Conversations on Science and Nature. Book Review. *Library Journal*, 132(15), 82-83.
- Lee, C. H. (2011). The Best American Science Writing 2011. *Library Journal*, 136(16), 96-97.
- Lee, C. H. (2011). New: Understanding Our Need for Novelty and Change. *Library Journal*, 136(19), 91-91.

Reviewer for E-Streams (available at <http://www.e-streams.com>)

Volunteer Abstractor for ABC-Clio (1996-2000, 2006 - 2009)



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: David Chesly Harlow	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): See attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To be more involved in the county that I have grown up in and to do my part to give back to Fluvanna county as a whole	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> David C. Harlow		Date 10-26-2022	
Mailing Address (including City, State, & ZIP) 400 Rosewood Drive Scottsville, VA 24590		Physical Address (if different)	
Years Lived in Fluvanna 30	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	10-26-2022	Application Received By: Leontyne Peck	
Acknowledgement Sent:	10-27-2022		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION:EDUCATION:

Master of Business Administration (MBA) Graduated May 2024

Johns Hopkins University Cary Business School Baltimore, MD, USA

- Profile: Health Administration, Finance, Business Analytics

Doctor of Philosophy (PhD) in Education (3.58 GPA) Graduated May 2022

Liberty University Lynchburg, VA, USA

- Profile: Organizational Leadership

Master of Arts (MA) in Human Services Counseling (3.66 GPA). Graduated Sept 2018

Liberty University Lynchburg, VA, USA

- Profile: Health & Wellness

Bachelors of Science (BS) in Health Sciences (2.324 GPA) Graduated May 2015

James Madison University Harrisonburg, VA, USA

- Profile: Pre-Medicine Concentration

Associates of Applied Science (AAS) (3.078 GPA) Graduated July 2013

Piedmont Virginia Community College Charlottesville, VA, USA

WORK EXPERIENCE:

Project Coordinator April 2021 – present

University of Virginia Health System – Population Health Charlottesville, VA, USA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion
- Liaison for contracted departmental hires to assist in establishing relationships and programmatic evolution (Signify Health and Locus Health)
- Assists in the training of new hires in the Population Health Department
- Collaborates with other project coordinator to report data and logistic reports to director on COVID clinic operations at UVA Health, in addition to supporting all COVID clinic data and operations for both student COVID numbers as well as emergent emergency room (ED) patient numbers also

Sample of projects for Population Health

- BPCI data feed implementation into EPIC EMR with collaboration from UVA data scientists
- Cystectomy Readmission Program
- Bariatric Surgery Readmission Program
- FCC Grant partnership with southwest Virginia clinics
- Community Paramedicine data feed creation and implementation
- Assorted trainings relating to SNF partnerships for BPCI
- Implemented leadership and management strategies relating to Cystectomy and Bariatric

projects

- Partnered with UVA PMO office for UniteUs Implementation across UVA Health
- Granted leadership role for SDOH rainbow wheel implementation across ambulatory clinics, both primary care and specialty clinics
- Partnered with Population Health Behavioral Health team to renovate their data dashboard for more optimal data stratifying and classifications
- Created program auditing guidelines for all programs to look at areas for improvement post implementation
- Placed in leadership role to coordinate with UVA Pharmacy team to implement communication channels for all areas of readmission work

Patient Advocate May 2019 – April 2021

University of Virginia Health System – Population Health Charlottesville, VA, USA

- Readmission and social determinant of health (SDoH) program at UVA Health that works with patients for 30 days to assign services to make sure unwarranted readmissions do not occur
- Reports directly to department director and project coordinator on new hire training progression
- Assists with new hire trainings and conducts audits on team members for workflow continuity
- Assists department director and project coordinator with tasks outside of job scope due to knowledge, proficiency, and understanding of departmental needs

Unit Coordinator April 2017 – May 2019

The Bridgeline Place Charlottesville, VA, USA

- Worked in a non-profit clubhouse model with members who had brain injuries (traumatic and non-traumatic)
- Coordinated kitchen and household supportive goals for members to work on in yearly blocks
- Wrote and supported Individualized Care Plans to make sure members were supported in terms of the goals they want to work on for that given year
- Facilitated a support group comprised of 7-13 members to discuss supportive techniques with counseling aspects
- Coordinated non-profit safety goals and assisted the organization in other ways as deemed necessary

Conductor January 2017 – March 2017

Norfolk Southern Railroad Baltimore, MD, USA

- Received training in McDonough, GA to work in an active railyard assembling train orders to be driven up to east coast
- Received orders every shift on priority trains to assemble and be ready for operation
- Communicated with the yardmaster and trainmaster to promote a safe work environment both for myself and the engineer on shift
- After the closing of every shift, job description entailed to make sure safety and communication was given in hand-off to next conductor coming on shift

Carpenter May 2015– January 2017

Duprey's Fine Floors Charlottesville, VA, USA

- Worked in a wide portfolio of projects that focused on hardwood flooring install, refurbishing and general maintenance

- Quickly worked up to gaining the trust of the owner to carry our projects with minimal supervision
- Coordinated with other business owners/ building foremen to complete projects within the needed scheduled timeframe
- Projects include The University of Virginia Rotunda, both Range and Lawn rooms at The University of Virginia, Ednam Forest, Farmington, and downtown Charlottesville commercial space, some out of area work as well (focusing in the Richmond area)
- Facilitated group projects that were comprised of 2-4 members to keep timelines on track for next sub-contractors to begin their portion of the project work

Dollar General February 2011 – July 2013

Cashier/Stockier (part-time) Palmyra, VA, USA

- Operated as both a cashier and a stockier for the store
- Was a part of a highly functioning store that resulted in me being able to travel to other stores and work to improve their stocking functions and backstock
- I worked in this position while I was also a full-time student at Piedmont Virginia Community College
- Quickly worked my way to being one of the more trusted employees to be able to do work that was not necessarily outlined in my job description
- Left this position once I was accepted to James Madison University

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

Director of Membership for the American College of Healthcare Executives (ACHE) Central Virginia Healthcare Executive Group (CVHEG)

CIVIC ACTIVITIES AND MEMBERSHIPS:

Institute for Healthcare Improvement 2013 - 2015

James Madison University Chapter

American Counseling Association 2018

Brain Injury Association of America 2018 – present

Omega Nu Lambda Honor Society Member 2019 – 2020

Council on Undergraduate Research 2020

Liberty University Affiliation

American College of Healthcare Executives 2020 – present

Healthcare Financial Management Association 2020 – present

Central Virginia Healthcare Executive Group (CVHEG) 2020 – present

Kappa Delta Pi International Honor Society 2021 - 2022

Membership Committee Assistant Director for CVHEG 2021

Membership Committee Director for CVHEG 2022 – present

Membership American College of Medical Practice Executives 2022 - present

Member Virginia Hospital & Healthcare Association 2022 - present

DAVID HARLOW

400 Rosewood Drive • Scottsville, VA 24590 •

SUMMARY OF QUALIFICATIONS

Motivated academic healthcare administrativist/leader/adjunct professor with experience, between full time work and educational background, specializing in project management, motivational interviewing, managerial accounting, microeconomics, project, business analytics, corporate financing, interview panels, quality improvement, program management/leadership, program implementation, non-profit sustainability, bundle payment implementation (BPCI-A), operations management, strategic management, and academic research and writing. Additional expertise includes health program auditing, data collection, data interpretation, and clinical/non-clinical project management/leadership.

Citizenship: USA

EDUCATION

- | | |
|--|---|
| <i>Master of Business Administration (MBA)</i>
Johns Hopkins University Cary Business School <ul style="list-style-type: none"> Profile: Health Administration, Finance, Business Analytics | Graduated May 2024
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| <i>Doctor of Philosophy (PhD) in Education (3.58 GPA)</i>
Liberty University <ul style="list-style-type: none"> Profile: Organizational Leadership | Graduated May 2022
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Charlottesville, VA, USA |
| <i>Sample of projects for Population Health</i> <ul style="list-style-type: none"> <i>BPCI data feed implementation into EPIC EMR with collaboration from UVA data scientists</i> <i>Cystectomy Readmission Program</i> <i>Bariatric Surgery Readmission Program</i> | |

DAVID HARLOW

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DAVID HARLOW

400 Rosewood Drive • Scottsville, VA 24590 •

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February 2011 – July 2013

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- Operated as both a cashier and a stocker for the store
- Was a part of a highly functioning store that resulted in me being able to travel to other stores and work to improve their stocking functions and backstock
- I worked in this position while I was also a full-time student at Piedmont Virginia Community College
- Quickly worked my way to being one of the more trusted employees to be able to do work that was not necessarily outlined in my job description
- Left this position once I was accepted to James Madison University

TEACHING EXPERIENCE

Adjunct Professor

July 2022 – present

Piedmont Virginia Community College

Charlottesville, VA, USA

- Courses
 - HLT 130 – Spring 2023 Semester
 - Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy.
 - HLT 130 – Fall 2022 Semester
 - Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy.

ADDITIONAL ORGANIZATIONS/ASSOCIATIONS (including office held)

Secretary for ACHE; CVHEG chapter	2023
Membership Committee Director for ACHE; CVHEG chapter	2022
Membership American College of Medical Practice Executives	2022 - present
Member Virginia Hospital & Healthcare Association	2022 - present
Kappa Delta Pi International Honor Society	2021 - 2022
Membership Committee Assistant Director for CVHEG	2021 - 2022
American College of Healthcare Executives	2020 – present
Healthcare Financial Management Association	2020 – present
Central Virginia Healthcare Executive Group (CVHEG)	2020 – present

DAVID HARLOW

400 Rosewood Drive • Scottsville, VA 24590 •

Council on Undergraduate Research Liberty University Affiliation	2020
Omega Nu Lambda Honor Society Member	2019 – 2020
Brain Injury Association of America	2018 – present
American Counseling Association	2018
Institute for Healthcare Improvement James Madison University Chapter	2013 - 2015

PUBLICATIONS

May 2022. The perceived benefit that positive intervention plays in the development of students enrolled in e-learning curriculum: A transcendental phenomenological study of the experience of online education.

LICENSES AND CREDENTIALS

Lean Six Sigma Black Belt

- Six Sigma Global Institute: 53884735 **June 2022**

Certified Healthcare Financial Professional (CHFP)

- Healthcare Financial Management Association **August 2022**

Applied Suicide Intervention Skills Training

- LivingWorks **November 2019**

NCBH Adult Mental Health First Aid

- National Council for Community Behavioral Healthcare **August 2019 – August 2022**

TECHNICAL SKILLS

- **Software:** Adobe Photoshop, Adobe Illustrator, EPIC EMR, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS
- **Languages:** English – Fluent, Spanish – Beginner
- **Written communication:** Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology
- **Certifications:** CPR/AED

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	FCPS Preliminary FY24 Budget Discussion				
MOTION(s):	N/A				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dr. Peter Gretz, FCPS Superintendent				
PRESENTER(S):	Dr. Peter Gretz, FCPS Superintendent				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	This presentation will give the Board of Supervisors a high level overview of the FCPS FY24 budget priorities.				
FISCAL IMPACT:	None				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Historic Structures Report: Fluvanna County Historic Courthouse				
MOTION(s):	N/A				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Calvin Hickman, Director of Public Works				
PRESENTER(S):	Kathleen Kilpatrick, Calvin Hickman, Marvin Moss				
RECOMMENDATION:	N/A				
TIMING:	Commence 2023				
DISCUSSION:	Historic Structure Report Presentation A. Significance B. Treatment and Maintenance Schedule C. Funding				
FISCAL IMPACT:	To be determined				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Historic Structures Report Presentation 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Fluvanna County Public Works Department Historic Structure Report

December 7, 2022



FLUVANNA COUNTY HISTORIC COURTHOUSE

BOS2022-12-07 p.92/706

Kathleen Kilpatrick

HISTORIC STRUCTURE REPORT

Prepared for Fluvanna County by:

John Milner Associates Preservation, *in association with*
a division of MTFA Architecture
PLLC

3200 Langston Boulevard
Arlington, Virginia 22207
mtfa.net/preservation

Train Architects
612 East Jefferson Street
Charlottesville, Virginia 22902
trainarchitects.com



- **Millner and Associates hard at work documenting the historic courthouse.**
- **Professionals took paint and material samples, and meticulously measured the structure.**

Definition:

Study by preservation technicians of needs and conditions.

Why an HSR:

Correct approach to document and develop stewardship plans for resources of outstanding importance.

Results:

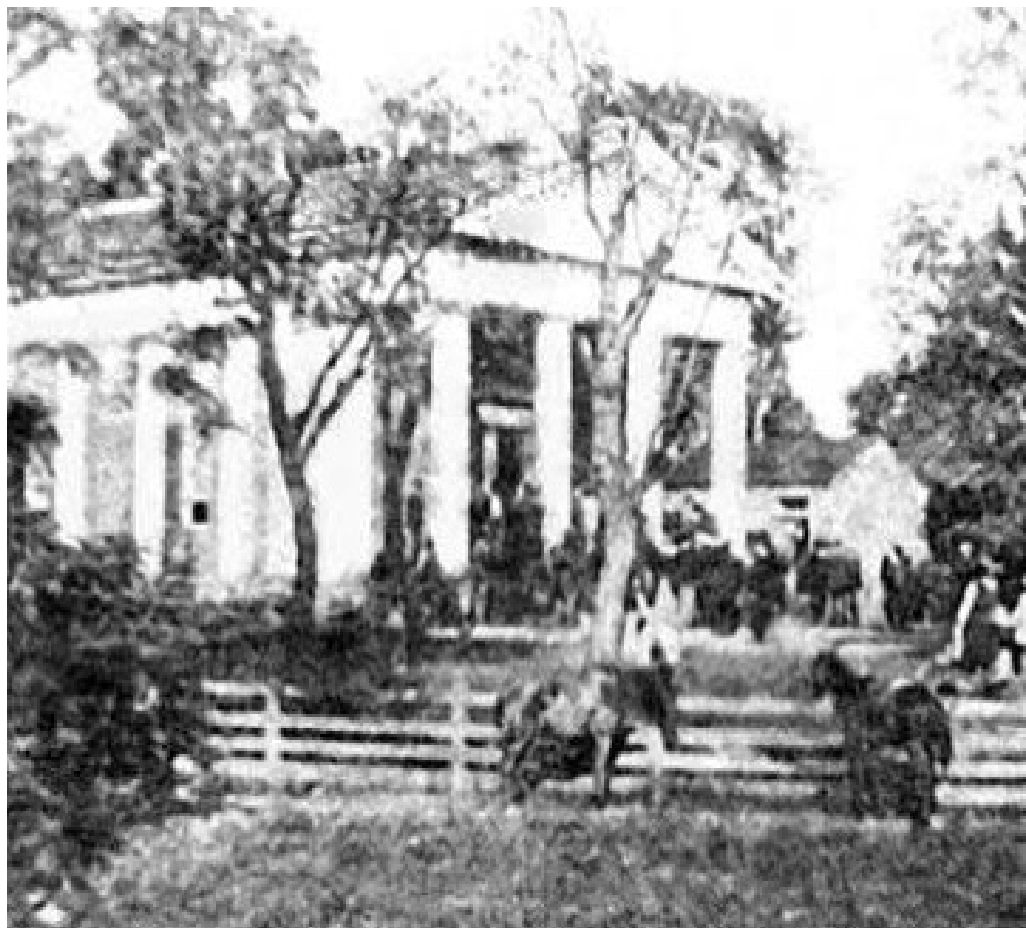
- A roadmap for restoration and maintenance.
- A living document.
- Outlines best practices, techniques, and materials.
- Informs planning, budgeting and enables fund raising.
- Ensures funds are used effectively.
- Avoids mistakes.



Fluvanna's Historic 1830 Courthouse

Significance:

- Center of Fluvanna life – a symbol of the county and source of community pride.
- Every criminal and civil court case heard here, marriage banns and other legal announcements posted on the entry doors; forfeited property sold at public auction on the granite steps – including enslaved men, women, and children.





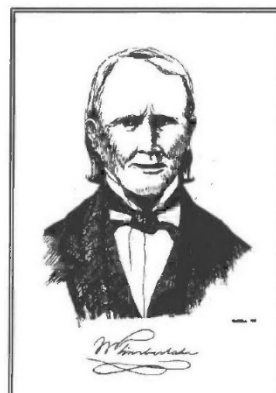
Fluvanna's Historic 1830 Courthouse

**Acknowledged Significance Far Beyond the
Boundaries of Our Community:**

- Associated with an important historical figure.
 - General John Hartwell Cocke, a founder of UVA, trusted protégée appointed by Jefferson to help oversee construction of the Academical Village – now a World Heritage Site.
 - Cocke designed Bremon, a National Historic Landmark.
- Master work of architecture in its own right and part of a nationally significant body of work.



BOS2022-12-07 p.94/706





Fluvanna's Historic 1830 Courthouse

**Profound Architectural Importance
of the Jefferson Designed Virginia
State Capitol and Jefferson
Designed and/or Inspired
Antebellum Courthouses:**

- This assemblage of courthouses is considered to be Virginia's greatest contribution to the arts.
- Even among that amazing constellation, Palmyra's courthouse stands out as a uniquely bright star.
- It is the first to use a Greek order, setting the stage for more to come and influencing public architecture.

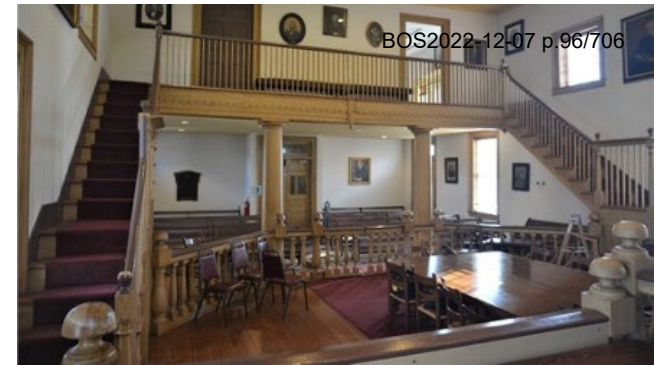




Fluvanna's Historic 1830 Courthouse

Defined by Integrity, the Appearance of Simplicity, Complexity, and Power of Place:

- The courthouse retains high historic integrity without exterior additions to its temple form.
- Retains much of its interior layout and fittings.
- Complex construction, using an array of materials and workmanship.
- While giving an overall appearance of Classical Greek architecture, Cocke added design details that add artistic expression.
- Perched at the edge of a steep promontory, it commands attention and respect.
- Gravitas is reinforced by an inscription above the entry: "The Maxim held Sacred by Every Free People – Obey the Laws."
- Design, setting, and array of compatible buildings inspired Talbot Hamlin to refer to it as the "Acropolis of Palmyra."





Fluvanna's Historic 1830 Courthouse



**Historic Architecture is Not
Just Art But Also About the
Power to Convey History,
Inform, Engage, and Inspire:**

- Politics
- Social History
- Commerce
- Trades
- Religion
- Law

Among others, including:

**The foundational contributions of enslaved workers:
Including stonemason Peyton Skipwith and carpenters
Leander and Archer Creasy among others.**

**Public Education - fieldtrips for our Fluvanna County Public
Schools.**



Fluvanna's Historic 1830 Courthouse - Public Use and Commitment

BOS2022-12-07 p.98/706



- The courthouse is a meeting place for local committees and organizations. From political caucuses to plans for the county fair, local civic groups like the FLDP, the Fluvanna Garden Club, the Fluvanna Christian Service Society, and the Fluvanna Historical Society used this space for board meetings and public events for decades.
 - Enhanced future use will be enabled by new systems and technology.
 - This landmark and rare Historic Village of Palmyra are an untapped tourism anchor and economic driver.
- **Fluvanna County is to be commended for generations of careful stewardship of this nationally important landmark.**

Special thanks to Will Rourk, 3D Data and Content Management Specialist with the Scholars Lab at the Library at UVA, who provided 3D digital scans of the building. Thanks also go to Dr. Ben Ford and Trisha Johnson for researching and writing the historical narrative found on pp 21-69, and Kathleen Kilpatrick for writing the Statement of Significance on pp 16-21.





Fluvanna's Historic 1830 Courthouse

Calvin Hickman

- Overview
- Goals
- Timeline
- Key Findings
- Funding
- Priority Matrix
- Cost Summary





EXECUTIVE SUMMARY

BOS2022-12-07 p.100/706

OVERVIEW

Significant investment is necessary to ensure that the iconic Fluvanna County Historic Courthouse lasts for many generations to come.

The historic courthouse building occupies a central place in the history of Fluvanna County and its architectural excellence is recognized at the state and national levels. Without critical repairs, the historic building will suffer progressive deterioration and lasting damage, leading to increased repair costs. A number of repairs are required to restore and maintain the integrity of this architectural masterpiece.





GOALS

BOS2022-12-07 p.101/706

The historic preservation goals for this building are the efficient and effective preservation of the historic fabric and the continued use of this important building and site.

These central goals serve as an overarching strategy for the preservation, which includes a number of detailed and targeted treatment approaches. The goals were developed through an assessment of the existing building and a thorough review with key contributors from the Fluvanna County government and the Fluvanna Historical Society. The adoption of a preservation approach recognizes that the various changes to the building over time are part of its physical record and emphasizes the treatment needed to maintain and repair the historic features. Further, it is desired for this building to continue to serve an important role as a public assembly space for the county.

It is also necessary to preserve the features which serve as the historic context for the building including its surrounding site, the other buildings in court square, and the whole of the village of Palmyra. These items are historic resources as well. Prior to any future work on the building and its environs, the county and historical society must carefully consider the impact on their historic integrity





TIMELINE

Restoration and repair work must be executed with urgency in the near- and medium-terms to protect this historic building.

The restoration and preservation repairs and improvements are presented in three phases across a five-year window. The report provides descriptions of limited additional investigations and numerous recommended treatments. All efforts should be consolidated to the extent possible permitted by available funding and performed in brisk order to create a more efficient and effective resolution of the deficient conditions. The initial phase includes items which represent active threats to the building and additional detailed investigations required for designing the upcoming restoration and rehabilitation projects. The second phase focuses on exterior repairs. The third phase includes interior work and any remaining minor exterior repairs and cleaning.

KEY FINDINGS

The report finds a number of deficient conditions in building components critical to the integrity of the building and elements which are essential to the original design intent.

Below are the key items which will have a significant impact on the preservation the building. The associated treatments are expected to incur the balance of both the effort and cost during a preservation construction project:

- Restoration of front columns
- Extensive repairs to roofing system
- Full window and door restoration
- Localized masonry repairs
- Refinishing exterior painted surfaces
- Addressing high humidity in basement
- Restoration and repair of interior finishes
- Localized structural repairs





FUNDING

BOS2022-12-07 p.103/706

A funding campaign which partners the county with the Fluvanna Historical Society is needed to raise and allocate the significant funding to complete the recommended repairs.

A rough order of magnitude cost has been prepared for each phase. Given the highly volatile construction market, these costs should be considered as the starting point for funding targets. Overall costs should be expected to grow as maintenance work is deferred or performed in piecemeal efforts. With the completion of additional investigations, the cost estimate should be updated to reflect any changes to the recommended treatment. Refer to the cost estimate included in Appendix A for additional cost breakdown and see the report for additional information on the work required.

PRIORITY MATRIX

The following table is a summary of the recommendations for Fluvanna County Historic Courthouse. The items are listed by discipline for easy reference. More information is provided on these treatments in the condition assessment and treatment recommendations portions of the report. Refer to Appendix A for the cost estimate for these scopes of work.

- **Priority 1 – within one year**
 - Urgent threats to building fabric
 - Additional Investigation and testing to confirm future treatment
- **Priority 2 – within three years**
 - Improvements and repairs to the building's exterior envelope
- **Priority 3 – within five years**
 - Interior repairs
 - Minor exterior repairs





ORDER OF MAGNITUDE COST ESTIMATE

Description	Priority #1 within 1 Year	Priority #2 within 3 Years	Priority #3 within 5 Years
ESTIMATED CONSTRUCTION COST BY PHASE	<u>\$ 115,974</u>	<u>\$ 502,382</u>	<u>\$ 587,619</u>
ESTIMATED ADDITIONAL PROJECT COSTS (Rough Order of Magnitude Sum of Permits, Engineering Fees, Architectural Fees, Legal Services, and Administrative Costs)	<u>\$ 17,396</u>	<u>\$ 125,596</u>	<u>\$ 146,905</u>
TOTAL PROJECT COST BY PHASE	<u>\$ 133,370</u>	<u>\$ 627,978</u>	<u>\$ 734,524</u>
TOTAL ESTIMATED COST FOR ALL PHASES			<u>\$1,495,872</u>
ALTERNATES			
ALTERNATE CONSTRUCTION COST BY PHASE	<u>\$ -</u>	<u>\$ 106,144</u>	<u>\$ 468,563</u>
ESTIMATED ADDITIONAL PROJECT COSTS	<u>\$ -</u>	<u>\$ 26,536</u>	<u>\$ 117,141</u>
ESTIMATED PROJECT COSTS OF ALTERNATES	<u>\$ -</u>	<u>\$ 132,680</u>	<u>\$ 585,704</u>
TOTAL ESTIMATED ADDITIONAL COST FOR ALTERNATES			<u>\$ 718,384</u>



The Strength of and Commitment to Public-Private Partnership

Marvin Moss



The earliest collaboration of the County of Fluvanna and the Fluvanna Historical Society – since the 1960s, the Old Stone Jail has been jointly maintained, and has served as the flagship museum of the FHS, educating generations of school children and visitors.

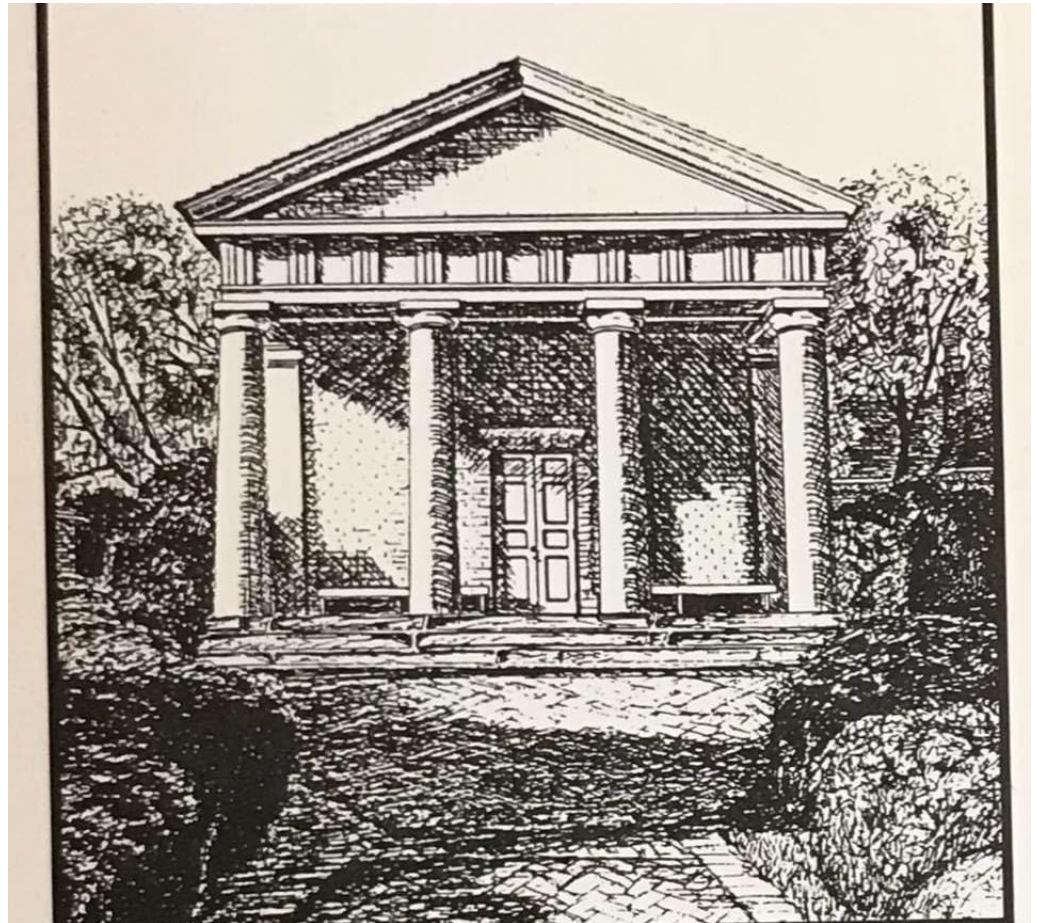


Visitors to Pleasant Grove Park in Fluvanna County can enjoy two of the many products of a thriving collaboration between the County of Fluvanna and the Fluvanna Historical Society – the beautifully preserved Haden House, home to the Museum of Transportation, and the Fluvanna Farm Heritage Museum. Both of these museums were made possible because of generous investment by the county, and heroic fundraising by the Fluvanna Historical Society.



Fluvanna's Historic 1830 Courthouse – Another Public- Private-Partnership with the Fluvanna Historical Society

- This beloved courthouse, with its national reputation as the first of the antebellum courthouses to employ the Greek style, deserves nothing less than all of our attention and support.
- The Fluvanna Historical Society is pleased to partner yet again with the County of Fluvanna to ensure this historic structures receives the attention it deserves.





HISTORIC STRUCTURE REPORT

FLUVANNA COUNTY HISTORIC COURTHOUSE

COUNTY OF FLUVANNA, VIRGINIA



JOHN MILNER ASSOCIATES
Preservation • a division of MTF&A

Train Architects

FLUVANNA COUNTY HISTORIC COURTHOUSE

HISTORIC STRUCTURE REPORT

FINAL REPORT

September 7, 2022



Prepared for Fluvanna County by:

John Milner Associates Preservation,
a division of MTF Architecture PLLC
3200 Langston Boulevard
Arlington, Virginia 22207
mtfa.net/preservation

in association with
Train Architects
612 East Jefferson Street
Charlottesville, Virginia 22902
trainarchitects.com

TABLE OF CONTENTS

INTRODUCTION.....	2
EXECUTIVE SUMMARY	5
PRIORITY MATRIX.....	7
STATEMENT OF SIGNIFICANCE.....	16
HISTORICAL NARRATIVE.....	22
CHRONOLOGY OF DEVELOPMENT AND USE.....	58
PHYSICAL DESCRIPTION	60
CONDITION ASSESSMENT.....	83
TREATMENT RECOMMENDATIONS	89
KEY ISSUES	92
ARCHITECTURAL	106
STRUCTURAL	133
MECHANICAL	135
TREATMENT AND MAINTENANCE SCHEDULE.....	138
REQUIREMENTS FOR TREATMENT AND USE.....	149
APPENDICES	
A. Construction Cost Estimate	
B. Materials Analysis Report	
C. Architectural Condition Assessment Drawings	
D. John Hartwell Cocke's Original Specifications for Courthouse	
E. Additional Historic Images	
F. 1977 Grigg, Wood, & Browne restoration bid drawings	

INTRODUCTION

On March 1, 2022, Fluvanna County commissioned John Milner Associates Preservation (JMAP), a division of MTFA Architecture, PLLC, in association with Train Architects, to prepare of a historic structure report of the Fluvanna County Historic Courthouse. JMAP was directed to perform a condition assessment, develop treatment recommendations, create a maintenance schedule, and prepare a corresponding report. The structural and mechanical assessments were limited in nature. Examinations of the plumbing and electrical systems were excluded from the scope of work. JMAP enlisted a preservation cost estimator to prepare a cost estimate for the recommended work. As a part of the report, JMAP was directed to coordinate with the Fluvanna Historical Society (FHS), who prepared a statement of significance and the historical narrative for inclusion within the report. The historic structure report consists of these combined products.

Property Information

The Fluvanna County Historic Courthouse is located at 35 Court Square, Palmyra, Virginia 22963. The building and its site are owned by Fluvanna County. The building currently serves as a public assembly space with storage areas for the county registrar and FHS.

Historic Designation

The historic courthouse is the primary resource of the district known as the Fluvanna County Courthouse Historic District, which was listed on the Virginia Landmarks Register and the National Register of Historic Places in 1971.

Existing Documentation

FHS provided access to the FHS archives during the preparation of this report. In addition, FHS accessed archival information at the following repositories: Fluvanna County Clerk's Office, the University of Virginia Library, Swem Library at the College of William & Mary, Virginia Department of Historic Resources, and the Library of Virginia. The documentation efforts were utilized in the historical narrative and physical description in this report. The preparers of this report also spoke with Don Swofford, who contributed his knowledge as the project architect for the 1977 restoration project. The following key sources heavily informed this report:

- "Specifications Relating to the Plan for the Court House," n.d. *John H. Cocke Papers*, Box 182.
- Virginia Historic Landmarks Commission, *Fluvanna County Court House Historic District*. National Register of Historic Places Inventory – Nomination Form. (Washington D.C.: National Park Service, 1971).
- Grigg, Wood, Browne & Williams, *A Feasibility Study for the Restoration of Fluvanna County Courthouse, Palmyra, Virginia*. (Charlottesville: Grigg, Wood, Browne, & Williams, 1973).

- Grigg, Wood, & Browne, *The Restoration of the Fluvanna County Courthouse*. (Charlottesville: Grigg, Wood & Browne, 1977).
 - Minnie Lee McGehee, "A County Seat for Fluvanna." *Bulletin of the Fluvanna County Historical Society*, No. 56 (Fall 1993)
 - Will Rourk, University of Virginia Library *Fluvanna County Historic Courthouse*, point cloud scan data file, September 2021.
-

PROJECT TEAM

Fluvanna County:

Calvin Hickman
Public Works Director

Fluvanna Historical Society:

Marvin Moss
President

Patricia Gresham Johnson
Executive Director

Kathleen S. Kilpatrick
*Chairman of Courthouse Restoration
Committee & Member, Board of Directors*

Will Rourk
Member, Board of Directors

Benjamin Ford
Member, Board of Directors

Project Participants:

John Milner Associates Preservation, a division of MTFA Architecture, PLLC

James P. Clark, FAIA, LEED AP BD+C
Principal-in-Charge

John K. Mott, FAIA
Director of Preservation

Andrew Marshall, RA LEED AP
Project Manager, Preservation Architect

Amanda Edwards, PA-AICP
Architectural Conservator

Haley Schriber
Historic Preservation Specialist

Train Architects

William Adams, AIA
Principal-in-Charge

Aaron Gahr
Project Designer

Beth Mitchell
Architectural Historian

Linton Engineering, LLC

David Linton, PE

*Structural Engineer, Principal***2RW Consultants, Inc.**

Robert Crowell, PE

*Mechanical Engineer, Principal***International Consultants, Inc.**

Michael Funk

President and Senior Cost Estimator

EXECUTIVE SUMMARY

OVERVIEW

Significant investment is necessary to ensure that the iconic Fluvanna County Historic Courthouse lasts for many generations to come.

The historic courthouse building occupies a central place in the history of Fluvanna County and its architectural excellence is recognized at the state and national levels. Without critical repairs, the historic building will suffer progressive deterioration and lasting damage, leading to increased repair costs. A number of repairs are required to restore and maintain the integrity of this architectural masterpiece.

GOALS

The historic preservation goals for this building are the efficient and effective preservation of the historic fabric and the continued use of this important building and site.

These central goals serve as an overarching strategy for the preservation, which includes a number of detailed and targeted treatment approaches. The goals were developed through an assessment of the existing building and a thorough review with key contributors from the Fluvanna County government and the Fluvanna Historical Society. The adoption of a preservation approach recognizes that the various changes to the building over time are part of its physical record and emphasizes the treatment needed to maintain and repair the historic features. Further, it is desired for this building to continue to serve an important role as a public assembly space for the county.

It is also necessary to preserve the features which serve as the historic context for the building including its surrounding site, the other buildings in court square, and the whole of the village of Palmyra. These items are historic resources as well. Prior to any future work on the building and its environs, the county and historical society must carefully consider the impact on their historic integrity.

TIMELINE

Restoration and repair work must be executed with urgency in the near- and medium-terms to protect this historic building.

The restoration and preservation repairs and improvements are presented in three phases across

a five-year window. The report provides descriptions of limited additional investigations and numerous recommended treatments. All efforts should be consolidated to the extent possible permitted by available funding and performed in brisk order to create a more efficient and effective resolution of the deficient conditions.

The initial phase includes items which represent active threats to the building and additional detailed investigations required for designing the upcoming restoration and rehabilitation projects. The second phase focuses on exterior repairs. The third phase includes interior work and any remaining minor exterior repairs and cleaning.

KEY FINDINGS

The report finds a number of deficient conditions in building components critical to the integrity of the building and elements which are essential to the original design intent.

Below are the key items which will have a significant impact on the preservation the building. The associated treatments are expected to incur the balance of both the effort and cost during a preservation construction project:

- Restoration of front columns
- Extensive repairs to roofing system
- Full window and door restoration
- Localized masonry repairs
- Refinishing exterior painted surfaces
- Addressing high humidity in basement
- Restoration and repair of interior finishes
- Localized structural repairs

FUNDING

A funding campaign which partners the county with the Fluvanna Historical Society is needed to raise and allocate the significant funding to complete the recommended repairs.

A rough order of magnitude cost has been prepared for each phase. Given the highly volatile construction market, these costs should be considered as the starting point for funding targets. Overall costs should be expected to grow as maintenance work is deferred or performed in piecemeal efforts. With the completion of additional investigations, the cost estimate should be updated to reflect any changes to the recommended treatment. Refer to the cost estimate included in Appendix A for additional cost breakdown and see the report for additional information on the work required.

PRIORITY MATRIX

The following table is a summary of the recommendations for Fluvanna County Historic Courthouse. The items are listed by discipline for easy reference. More information is provided on these treatments in the condition assessment and treatment recommendations portions of the report. Refer to Appendix A for the cost estimate for these scopes of work.

- Priority 1 – within one year
 - Urgent threats to building fabric
 - Investigation and testing required to develop the design for the Priority 2 and 3 repair and restoration projects
- Priority 2 – within three years
 - Improvements and repairs to the building's exterior envelope
- Priority 3 – within five years
 - Interior repairs
 - Minor exterior repairs

Maintenance items are not included in the following list. Refer to the Maintenance Schedule included later in this report.

Priority Matrix					
Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Interior - General	Clean all interior spaces to remove debris and soiling.	X	X	X	GI.1
Mechanical	Regular servicing and tune-ups of all (4) AHU systems are recommended twice annually at season changes.	X	X	X	M.1
Exterior - General	Perform hazardous material survey to determine if lead-based paint, asbestos-containing materials, or other hazardous materials are present at the building. Survey should be completed before repairs are undertaken to allow for abatement of any hazardous materials in concert with associated work.	X			G.1
Exterior - Stucco	Perform selective removal of stucco at columns to determine to confirm binder. Follow fieldwork with petrographic analysis to determine composition of stucco. This analysis will determine if a lime mortar was used. An inappropriate material such as Portland cement may have been used, leading to the finish issues. Depending on the findings of the analysis, it may be necessary to remove the existing stucco from columns and pilasters to the brick substrate. If the composition of the stucco is appropriate, the issues may stem from application of the modern paint coating. To resolve this issue, remove paint and finish surface with breathable paint with sanded additive. Refer to Key Issues section of report for additional information.	X			ST.1
Exterior - Roofing	Immediately install shingles to cover location of exposed roof structure and address water infiltration at bell rope opening.	X			R.5
Exterior - Roofing	In the immediate near term, perform aerial lift survey. Remove all unattached full shingles and portions of shingles from surface of roof. Refer to Key Issues section of report for additional information.	X			R.6
Interior - Walls	Selectively remove 5'-0" x 5'-0" area of deteriorated wall finish. Assess condition of plaster and masonry substrate. Determine impact of removal of interior wallboard finish on all courtroom walls to restore original design detailing. Refer to Key Issues section of report for additional information.	X			WA.2
Interior - Walls	Perform paint analysis on historic interior wood and plaster surfaces to confirm the original color scheme. Refer to Key Issues section of report for additional information.	X			WA.16
Interior - Other	Perform review and assessment of electrical and A/V systems. Review potential to update all lighting, electrical, and A/V systems as required. Review all floor receptacles in court room. Remove any nonfunctioning receptacles and provide blank off plate.	X			OI.5
Mechanical	Test all humidifiers and associated controls to confirm proper operation.	X			M.3

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Mechanical	Calibrate existing thermostats to confirm accurate operation and ability maintain desired indoor temperature conditions.	X			M.4
Exterior - General	Provide lightning protection system to mitigate potential for future damage.		X		G.2
Exterior - Masonry	Repoint open brick masonry joints with recommended mortar mixture using techniques to match original mortar joints. Refer to Key Issues section of report for additional information.		X		MB.1
Exterior - Masonry	Repoint localized areas identified on drawings, refer to MB.1 for repair and quantity.		X		MB.2
Exterior - Masonry	Remove cracked brick unit. Provide matching brick unit and install in concert with wall repointing.		X		MB.3
Exterior - Masonry	Remove and reset displaced brick unit.		X		MB.4
Exterior - Masonry	Remove biological growth and staining with architectural anti-microbial biocide. Use gentlest means possible.		X		MB.5
Exterior - Masonry	Repoint holes in masonry wall with compatible color-matched patching mortar.		X		MB.6
Exterior - Masonry	Remove paint staining from surface of masonry walls. Perform tests on masonry and pursue the gentlest effective method.		X		MB.7
Exterior - Masonry	Remove overpaint on brick surfaces. Perform tests on masonry and pursue the gentlest effective method.		X		MB.8
Exterior - Masonry	Clean localized staining from exterior walls. Preferred cleaning approach is hand-washing with mild detergent with care to be taken at mortar joints to minimize damage and erosion. A low-pressure water wash of less than 400 psi may be utilized in lieu of hand washing after testing a small area to determine impact to historic materials.		X		MB.9
Exterior - Masonry	Remove wood shutters at sham windows and assess masonry walls. Perform work in concert with shutter restoration.		X		MB.10
Exterior - Masonry	Remove brick pavers and reset at landing to resolve settling. Repoint 100% of brick walking surface and ramp walls.		X		MB.11
Exterior - Masonry	Remove chimney cap. Provide new copper chimney cap to cover, rather than abut, a new sloping mortar cap at top corbel.		X		MB.12
Exterior - Masonry	Repoint stone foundation wall at front steps and match existing mortar in color and composition.		X		MS.1
Exterior - Masonry	Remove paint and staining from stone stairs and bottom concrete step. Perform tests on masonry and pursue the gentlest effective method.		X		MS.2
Exterior - Masonry	Remove paint and clean stains on stone capitals. Removal of all stains is not the intended goal. Clean surface with mild detergent and gentle water wash to remove surface dirt. Perform tests on masonry and pursue the gentlest effective method.		X		MS.3
Exterior - Concrete	Remove cracked concrete at gutter. Provide replacement concrete to match adjacent existing to remain portions in profile and color.		X		C.1

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Exterior - Concrete	Remove concrete stair. Provide new concrete stair that spans over existing gutter. Review requirement for landing at exterior side of door with code official. Stair is to have code-compliant tread depth and riser height. Provide code-compliant painted metal handrail on both sides of stair. Do not fasten handrail to face of historic building.		X		C.2
Exterior - Concrete	Remove loose concrete at existing crack. Prepare joint and provide cementitious filler to match color of existing concrete.		X		C.3
Exterior - Stucco	Gently sound damaged areas of stucco ceiling surfaces to determine extent of delamination. Remove loose or damaged areas of stucco. Prepare wood lath substrate to allow for sufficient bond with new stucco. Saturate wood lath with water in advance of repairs. Provide new stucco surface that matches composition and texture of existing stucco. Paint 100% of ceiling using breathable paint.		X		ST.2
Exterior - Wood	Strip finish from damaged portion of wood cornice board. Remove rotted portions of wood and provide wood dutchman or epoxy repairs		X		WD.1
Exterior - Wood	Since much of paint history was previously removed from cornice, pediment, and tympanum, strip 100% of deteriorated paint finish. Assess wood substrate. Repair wood with minor surface damage. Remove elements where rotted and provide wood dutchman. Prepare wood surface for new sanded paint finish per original specifications. Repaint. Refer to Key Issues section of report for additional information.		X		WD.2
Exterior - Wood	Prepare surface and repaint all surfaces of exterior wood bench.		X		WD.3
Exterior - Metal	Remove metal access door. Provide new painted metal access door in existing opening.		X		MT.1
Exterior - Metal	Remove corroded sheet metal bell enclosure. Provide new enclosure. Perform additional historical research to determine earliest design of enclosure or if a steeple preceded the current enclosure. Include attic vent and metal roof flashing at base of new enclosure. Provide flashing and sealant to create weatherproof opening for bell rope at horizontal metal surface. Refer to Key Issues section of report for additional information.		X		MT.2
Exterior - Metal	Remove metal screen at crawlspace vent. Provide new metal screen in existing opening set back from face of masonry.		X		MT.3
Exterior - Metal	Prepare surface of metal handrail. Repaint.		X		MT.4
Exterior - Metal	Remove corrosion from surface of metal element. Repair surface deterioration. Paint.		X		MT.5

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Windows	Restore 100% of wood windows. Remove window sashes. Remove glazing putty and glass. Label and store glass for future reinstallation. Strip paint. Remove rotted wood from sash and frames. Remove perimeter sealant. Provide epoxy patch for all surface repairs and wood dutchman for rotted sections. Reglaze sash. Paint all sides of frame, sill, and sash. Reinstall sash. Provide perimeter sealant. Refer to Key Issues section of report for additional information.		X		W.1
Windows	Restore wood shutters. Remove all painted wood shutters. Repair shutter hardware and secure any loose shutter dogs. Strip paint. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Paint all sides of shutters and hardware. Reinstall shutters. Refer to Key Issues section of report for additional information.		X		W.2
Windows	Assess need for wiring. Reroute wiring and repair hole at wood window sash.		X		W.3
Windows	Remove cracked glass pane. Provide glass pane in existing window.		X		W.4
Doors	Restore wood doors. Remove wood doors. Repair door hardware to improve operability and latching. Remove deteriorated paint from door and frame. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Do not strip full surface of doors. Scrape and sand surface to prepare for new finish and paint all sides of door and frame. Reinstall door. Refer to Key Issues section of report for additional information.		X		D.1
Doors	Remove and replace door sweep.		X		D.2
Doors	Restore door hardware and provide new door knob for existing hardware.		X		D.3
Doors	Repair rotted portions at existing wood threshold with epoxy repair.		X		D.4
Doors	Remove and reinstall door stop. Repair and refinish wood base trim.		X		D.5
Exterior - Roofing	Remove broken slate shingles. Inspect decking substrate to determine integrity. Repair decking. Provide in-kind slate shingle replacement, matching color, texture, and size. Refer to Key Issues section of report for additional information.		X		R.1
Exterior - Roofing	Clean ferrous stains from slate shingles. Review cleaning methods. Complete tests to determine impact on adjacent fabric, including downstream surfaces, before full cleaning.		X		R.2
Exterior - Roofing	Remove and replace 100% of painted metal ridge flashing. Coordinate metal with new bell enclosure to avoid galvanic reaction between dissimilar metals.		X		R.3
Exterior - Roofing	Provide copper rain cap at opening and weatherproof seal and flashing between piping and opening in chimney cap.		X		R.4
Exterior - Other	Repoint joint along building at walk. Monitor joint to determine if settlement is active. Provide compacted fill to create level surface up to existing brick paving.		X		O.1

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Exterior - Other	Determine if wiring is in active service. Reroute surface wiring and remove mounting accessories. Repair surface as necessary. Provide concealed interior wiring.		X		O.2
Exterior - Other	Regrade planting bed at brick ramp to obscure concrete block foundation wall and create positive slope away from building.		X		O.3
Exterior - Other	Clean areaway and basement stair of all dirt and debris.		X		O.4
Exterior - Other	As a part of full exterior cleaning, remove bird nests while avoiding harm to any birds in the nest.		X		O.5
Structural	Repoint 100% of three chimneys in attic.		X		S.2
Structural	Remove rotted wood at existing roof member. Sister new member onto sound portions of existing member.		X		S.3
Structural	Install salvaged brick in missing location. Coordinate with chimney repointing.		X		S.4
Structural	Replace rotted areas of wood roof sheathing. Coordinate repairs with Exterior - Roofing repairs.		X		S.5
Structural	Remove and replace bell support members to match existing member.		X		S.6
Structural	Remove approximately 12" length of rotted wood and sister new member onto existing bottom chord on each side below bell enclosure.		X		S.7
Mechanical	Replace fans, wall switches, and existing open-ended outside air intake duct.		X		M.2
Interior - General	Address ladybug infestation via vacuum removal, installation of natural or chemical repellent, and/or traps. Perform removal after exterior repairs to prevent future reinfestation. Remove wasp nests from attic and fill openings with appropriate material to prevent additional infiltration.			X	GI.2
Interior - Floor	Remove deteriorated existing vinyl wall base. Provide new vinyl wall base.			X	F.1
Interior - Floor	As basement is expected to remain back-of-house space, maintain existing flooring and apply protective coating.			X	F.2
Interior - Floor	Provide heavy duty protector for condensate line until mechanical upgrades are completed in basement.			X	F.3
Interior - Floor	Remove temporary ramp. Install fixed ramp with handrail along east side of courtroom. Shorten benches to accommodate ramp location. Modify existing bar to install swinging gate to provide permanent accessible path. Refer to Key Issues section of report for additional information.			X	F.4
Interior - Floor	Provide broadloom carpet stair runner down center of stair to basement.			X	F.5
Interior - Floor	Remove carpet to allow for floor refinishing in courtroom, stairs, and gallery. Provide new broadloom carpet at stairs and gallery to protect stair surface from wear and to maximize safety. Return main courtroom floor to exposed wood flooring.			X	F.6

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Interior - Floor	Repair and sand area of floor damage. Prepare surface for new flooring finish. Fill gaps measuring ¼" or more with wood matching in species and graining. Provide new clear high-traffic coating on restored wood floor. Provide foot pads on all furniture.			X	F.7
Interior - Floor	Remove broken bricks. Prepare substrate and reset salvageable units. Replace heavily damaged units with bricks salvaged from elsewhere on building.			X	F.8
Interior - Floor	Install 4'-0" wide by ¾" thick plywood decking on existing ceiling joists to create maintenance access path to full length of attic.			X	F.9
Interior - Walls	Remove deteriorated paint finish on all wood surfaces. Prepare surface and repaint 100% of woodwork in courtroom and jury rooms per findings of analysis.			X	WA.1
Interior - Walls	Repair damaged areas of wallboard and plaster finish. Paint 100% of walls. Alternate approach includes removal of all existing wall finish applied on top of historic plaster and repair/replacement of plaster wall finish. Refer to Key Issues section of report for additional information.			X	WA.3
Interior - Walls	Remove metal fasteners in wall. Patch and paint wall.			X	WA.4
Interior - Walls	Repaint 100% of interior side of brick tympanum with recommended mortar mixture. Reset displaced brick units.			X	WA.5
Interior - Walls	Remove and replace existing basement stair handrail. Relocate light switches at basement landing to accommodate raised handrail.			X	WA.6
Interior - Walls	Remove basement wall-mounted vents and fans. Inspect crawlspace. Remove debris.			X	WA.7
Interior - Walls	Remove approximately 30" long portion of deteriorated wood paneling and pulley at gallery support beam. Remove wood paneling members in their entirety back to nearest joint. Do not cut wood to remove. Examine substrate to determine extent of damage. Remove any areas of wood rot and repair surface damage with epoxy. Reinstall paneling. Paint.			X	WA.8
Interior - Walls	Remove modesty panels. Patch and paint wood at fastener locations.			X	WA.9
Interior - Walls	Remove sealant fill at checks in hollow bored wood columns. Fill checks. For narrow checks (less than 1/8") use epoxy paste filler. For checks larger than 1/8," install a narrow, tapered slat of pine into crack during dry season. Apply adhesive to slat and drive slat into the check with light taps from hammer. Once glue dries, trim excess glue and slat. Repaint column.			X	WA.10
Interior - Walls	Repair damaged surface of wood column. Refinish column.			X	WA.11
Interior - Walls	Remove deteriorated paint finish from operable wood partition on all sides. Repaint. Consider restoring operability to wood panels. Refer to Key Issues section of report for additional information on interior refinishing.			X	WA.12

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Interior - Walls	Repair wood window trim. Coordinate refinishing with item WA.1.			X	WA.13
Interior - Walls	Install wood patches to eliminate signs of scars at second floor doors. Repair surface of door. Repaint trim and door.			X	WA.14
Interior - Walls	Repaint 100% of concrete block walls in basement.			X	WA.15
Interior - Ceiling	Remove damaged metal lath and plaster in mechanical closet. Provide new ceiling in entire mechanical closet.			X	CL.1
Interior - Ceiling	Refasten loose ceiling boards and cornice trim in courtroom. Prepare and repaint 100% of painted wood board ceiling and cornice trim. Coordinate painting with paint analysis findings.			X	CL.2
Interior - Ceiling	Patch damaged area of gypsum wallboard ceiling. Prepare and paint 100% of gypsum ceiling.			X	CL.3
Interior - Ceiling	Prepare and paint 100% of plaster ceiling. Perform work in concert with plaster repairs in item CL.5.			X	CL.4
Interior - Ceiling	Repair damaged locations of plaster ceiling. Paint 100% of ceiling. Consider replacement of textured ceiling finish with smooth ceiling finish. Coordinate work with item CL.4.			X	CL.5
Interior - Ceiling	Clean painted surface to remove mold. Coordinate mold removal with WA.8.			X	CL.6
Interior - Ceiling	Remove and repair deteriorated wood ceiling board. Remove rotted wood and repair with epoxy. Repaint wood board and reinstall.			X	CL.7
Interior - Ceiling	Remove and replace 100% of fiberglass insulation in attic.			X	CL.8
Interior - Other	Remove Venetian blinds at all windows. Replace in-kind.			X	OI.1
Interior - Other	Depending upon level of alteration in future restoration efforts, the handrail may need to be reinforced. If reinforcement is required, design improvements to minimize visual intrusion. Refer to Key Issues section of report for additional information.			X	OI.2
Interior - Other	Provide wood glue and/or tack to fix baluster in place.			X	OI.3
Interior - Other	Paint 100% of wood benches and jury room shelves.			X	OI.4
Interior - Other	Until mechanical system upgrades occur, a routine maintenance schedule should be developed for the basement dehumidifiers.			X	OI.6
Structural	Monitor gap at floor and base trim over time to determine if settlement is active.			X	S.1
Mechanical	Provide new energy recovery unit (ERU) to supply pre-conditioned / room temperature-and-humidity neutral outside air to the courtroom when Jury Rooms 1 and/or 2 are occupied. Include automatic digital controls to insure the ERU operates when occupants are present. Estimated capacity of 300 CFM.			X	M.5

Discipline/Element	Repair	Priority 1	Priority 2	Priority 3	Report Code
Mechanical	Replace defunct HRV with a new energy recovery unit (ERU) to provide exhaust and pre-conditioned room temperature-and-humidity neutral outside air to the occupied spaces. Provide automatic digital controls to insure the new ERU operates when occupants are present. Estimated capacity of 300 CFM.			X	M.6
Mechanical	Replace bathroom exhaust fan/lights in 1 existing operating bathroom. Determine potential for unused bathrooms to return to active use. If so, replace fans.			X	M.7
Mechanical	Install a ducted dehumidifier and associated interior ductwork to serve the basement level. This also may require an exhaust fan to remove the heat generated by the dehumidifier.			X	M.8

STATEMENT OF SIGNIFICANCE



Figure 1. South Elevation of Fluvanna County Historic Courthouse

Why is this building important?

Since 1831 the Village of Palmyra has been graced by a courthouse of particular distinction. Indeed, even in Virginia where a remarkable collection of historic courthouses and other public works of architecture are considered to be the Commonwealth's greatest artistic contribution, the historic Fluvanna County Courthouse stands as one of the finest in the state (Figure 1). Designed by John Hartwell Cocke and undertaken by Cocke and Walker Timberlake, the courthouse served its original function for 170 years.

Placed on the edge of a steep bluff backdropped by rolling hills, the temple form Greek Revival building executed in the Doric order conveys a permanence, strength, and reverence appropriate to its purpose. One enters through a pair of double doors and the courtroom opens up into a double-high space, emphasizing a sense of the importance of the place and seriousness of the occasion. Reinforcing these impressions is a carved inscription in the stone lintel above the entry that reads, "The maxim held sacred by every free people: obey the laws" (Figure 2).

The temple form, a rectangular structure fronted by a columned portico, was developed by the ancients to house gods. An imposing appearance was meant to instill a feeling of awe and respect among all who saw it. Many temples were built on raised sites, furthering this evocation of power.



Figure 2. Carved lintel above front entrance doors.

Palmyra's courthouse adopts these characteristics, and its well-conceived elevated siting heightens these emotions.

The application of the temple to county courthouse buildings must be credited to Thomas Jefferson, who adapted the ancient form for his Virginia State Capitol. In doing so, Jefferson declared that ancient classical architecture had achieved the approbation of the ages and was the ideal model for the public buildings of the new nation that he helped found. Nowhere is this better expressed than in the outstanding assemblage of Classical Revival antebellum courthouses spread through central Virginia. Many of the finest examples were designed and built by master builders who had worked on Jefferson's University of Virginia where they mastered the contemporary application of ancient architectural language.

The majority of the "Temples of Democracy" employed the Roman architectural orders favored by Jefferson. However, the courthouse at Palmyra stands out as Virginia's earliest courthouse to engage a Greek classical order – in this case, the Doric. The ultimate expression of Greek Doric is, of course, the Parthenon on the Athenian Acropolis. A distinguishing feature of the Greek Doric is the lack of a base on its columns. The Greek Doric was considered to be masculine order: an expression of its virility in that its columns could "go barefoot." The simple, square-capped conical capitals of the Doric order further this symbolic masculinity. Another distinctive element of the Doric order is the use of triglyphs in the frieze. The stylized reference to wood structural members grouped in threes turned what was once a structural element into an ornamental device.

It must be noted that John Hartwell Cocke's design at the Fluvanna County Courthouse is not a pure expression of the Greek Doric order. Similar to his design work elsewhere, Cocke employed

the classical architectural language not as a rote recitation, but as a mode within which he could improvise. The liberties taken in the design details at the Fluvanna County Courthouse serve to underscore its distinctive character. This fluidity can also be seen at Cocke's country estate, Bremono, a design on which he collaborated with John Neilson, and which is considered one of the great houses in all of Virginia. Indeed, Bremono is recognized as a National Historic Landmark, a designation made by the U. S. Secretary of Interior and one reserved for properties of "surpassing interest to the American people" and considered "essential to understanding" our nation's history.

The appearance of simplicity as viewed from a distance belies the fine architectural and construction details of the Fluvanna County Courthouse. The brick building is five bays deep, excluding the portico, and three bays wide with all bays separated by stuccoed pilasters. Two levels of windows punctuate the east and west sides. So as to avoid disturbing the entablature, Cocke set the sills of the short upper windows just above the second-floor level. The rear elevation appears to have three semi-circular arched windows separated as well by pilasters. The center rear window is shuttered; it is a false window constructed for the sake of symmetrical design. A similar sham window is employed on the side elevations where the interior stairs rise along the side walls. The entablature features a fusion of the Greek and Roman Doric orders. Unlike the Greek Doric where the first triglyph is set at the corner of the building, Cocke instead employed the Roman Doric details to set the first triglyph centered on the column below. Cocke dispensed with the fluted columns of the Greek Doric in favor of plain columns, another fusion with a Roman Doric feature and one which also reflected the constraints of the available materials. The tympanum on the front elevation suggests the use of cut stone to fill the triangular space above the portico. Upon closer examination, it is revealed that wood paneling was used to mimic cut stone and, with its original sanded paint finish, this effective device imbued a solidity and mass beyond its material.

A variety of materials were used, and many trained workmen were required, including skilled enslaved workers from nearby Bremono plantation. Materials include: slate for the gabled roof; brick laid in Flemish bond for the exterior walls, brick paving in the portico and interior floor, and curved brick units to create the columns; stucco over the brick columns and pilasters; rubble stone for the foundation; rough-faced cut stone for the front steps and water table with a rough-textured finish; cut stone with a smooth face for the column and pilaster capitals; cut stone with carved patterning for the window sills and lintels; and wood for the front tympanum, entablature, shutters, doors, window sashes, and interior finishes; and plaster on the interior walls and ceilings.

As intended, this modest-sized courthouse commands the attention and esteem of those who approach it from the court square below. It has drawn to Palmyra a steady and continuing stream of students and scholars of architecture from around the country and beyond. Indeed, it has

inspired architectural historians for many generations; noted architectural historian Talbot Hamlin was moved to describe the courthouse and its site, with the discrete array of surrounding buildings, as the “Acropolis of Palmyra.”

How did this majestic building come to be?

Although six appointed commissioners, prominent men in the community, were charged with the responsibility of planning for the courthouse, only two played a central role in its design and construction. These two were John Hartwell Cocke of Bremo, and Walter Timberlake, Methodist minister, entrepreneur, and builder. These two men worked as partner “undertakers” on the project. Their correspondence, as shown in the narrative history, makes clear that Cocke was the principal, and Timberlake his deferential second in the partnership. Both practical and successful men of business, it was Reverend Timberlake who stimulated and shepherded the long process to locate Fluvanna’s permanent seat of government in Palmyra, even donating the land on which the courthouse stands. General Cocke is rightly credited with the final design and the success of the courthouse as an esteemed work of architecture.

Born in 1780, John Hartwell Cocke was a wealthy planter who, despite owning well over a hundred slaves at various points in his life, was deeply opposed to slavery on moral grounds. He was a devout Christian who was committed to education for all peoples. Together with his second wife, Louisa Maxwell Holmes, he disregarded the laws of the time risking the reprisal of their neighbors and the couple’s physical safety in order to educate the enslaved at Bremo. He also built a chapel as a place of worship for the enslaved. Cocke was a disciplined business man, a veteran of the War of 1812, an agricultural innovator of note throughout the South, and a leader in the temperance movement.

Although some thirty-seven years and considerable temperamental differences separated them, the younger Cocke and his senior neighbor, Thomas Jefferson, were trusted friends bound by a shared interest in agricultural experimentation and a passion for the study and practice of architecture. Jefferson offered advice and suggested builder John Neilson assist Cocke with the design and construction of his country mansion, Bremo. Cocke was tapped by Jefferson to serve on the founding Board of Visitors of the University of Virginia in 1819, a position in which he remained for more than three decades. He assisted Jefferson in overseeing the construction of the University’s “academical village.” Today, the campus is recognized as a UNESCO World Heritage Site, one of only twenty-four in the nation.

The connection of the courthouse to John Hartwell Cocke, and through Cocke to his mentor Thomas Jefferson, is historically significant. It adds an additional area of consideration effectively missed in the 1971 National Register of Historic Places nomination: an historical association with an individual important in our history. Moreover, through Cocke and the National Historic



Figure 3. Interior view of courtroom.

Landmark district (1971) at Bremono, the Fluvanna County Courthouse should be understood as a part of a singularly outstanding and richly varied body of work. The county's historic 1829 stone jail and the planning of the court square further embellish this oeuvre.

The architectural importance of the courthouse was formally recognized with its official listing in 1971 on the Virginia Landmarks Register and the National Register of Historic Places. These governmental listings validate this literal landmark as an important work of architecture. Underscoring this importance is the rapidity with which the courthouse was listed. In those earliest years following the establishment of the nation's historic preservation program, only the most obvious and most significant resources — the “low hanging fruit,” if you will — were listed in quick order.

What will happen to this important building?

Just as the courthouse continues to draw wide scholarly and visitor interest, in Fluvanna County the building maintains its position as a source of civic pride and identity for the county and its citizens. The village that saw growth and prosperity following the siting of the courthouse in Palmyra is today a wonderfully intact historic village, providing a picturesque setting for Cocke's monumental courthouse. The courthouse district has yet to be fully tapped as a resource to support and enhance tourism and to encourage civic education and economic sustainability.

Important work remains to be done to acknowledge and honor the many enslaved workers involved in the creation of this architectural masterwork. The Fluvanna Historical Society (FHS) has undertaken outreach efforts with descendant communities and completed archival research to uncover stories from those who contributed significant skill and effort in the building's

execution. As this work continues, the building offers an exceptional venue to tell these stories through events and interpretive opportunities. In addition, it is important that the National Register nomination for the historic district be expanded to more fully address the deep importance of the surrounding site and the village itself. FHS has begun initial steps to address this matter and it is expected that it will be completed in the near future.

Fluvanna County has been a good and faithful steward of the courthouse, the larger court square, and the village of Palmyra, even in the face of stiff competition for limited resources in this rural county. Indeed, the courthouse is a rare survivor of its era to have retained its original temple form without additions or significant changes to its interior arrangement, and while still possessing many of its interior fittings. The surrounding site has also avoided any significant diminishment in its historic integrity. One can still see Cocke's original vision for the court square and appreciate the valuable subsequent contributions, both architectural and landscape in nature, which demonstrate the centuries of use.

Together with the county's private partner, FHS, Fluvanna County is committed to repairing, restoring, and preserving this singular treasure for the twenty-first century and beyond. This historic structure report will guide the county and its partners carefully and appropriately in that work. We invite the interest and support of Fluvanna's citizens and the wider preservation community to join us in this important goal for the future of this distinguished landmark.

HISTORICAL NARRATIVE



Figure 4. One of the earliest known photographs of Fluvanna County Courthouse, 1904. Thomas Henry Tutwiler. Box 2.2, Folder 10, FHS.

Introduction

This section of the report provides a historical narrative of the Fluvanna County Courthouse. The research effort and preparation of the narrative were completed by Benjamin Ford and Patricia Gresham Johnson of FHS.

The Old Courthouse (Napiers Ford, Virginia)

Fluvanna County separated from Albemarle County in 1777. On March 23, 1778, the first Fluvanna County Courthouse was established. The justices met and established a site for a new courthouse. They decided that the “ridge near the head of the lane leading to Napier’s ford on the south side of the Rivanna River on the lands of Col. Thos. Napier and Capt. Patrick Napier is the most convenient place for that purpose and do fix the same accordingly.”¹ A frame courthouse and jail were subsequently constructed at Napiers Ford.² However the adequacy and accessibility

¹ *Courthouse Site 1778*, Box 1 Folder 3, FHS; Carl R. Lounsbury, *The Courthouses of Early Virginia: An Architectural History*, 349. (Charlottesville: University of Virginia Press, 2005).

² Minnie Lee McGehee, “A County Seat for Fluvanna” ii. *Bulletin of the Fluvanna County Historical Society*, No. 56 (Fall 1993): ii-38.

of these buildings soon came into question. In 1802 Fluvanna County Justices approved a plan for a new courthouse, a 24 by 36-foot frame structure. In 1819, following the destruction by fire of the old jail, a new jail was built, the adequacy of which also became an issue and ultimately initiated the move to relocate the county seat to a new site.³

Choosing a Site for a New Court Seat

Correspondence suggests that Walker Timberlake was the primary driver of the movement to relocate the county seat. Walker Timberlake lived at his residence 'Rising Sun,' located near Wilmington, Virginia. During the early nineteenth century, Wilmington was a town of growing importance in early Fluvanna County history.⁴ Timberlake was one of several brothers who lived in Fluvanna County, each of whom was a prominent businessman. Timberlake converted to Methodism at a camp meeting in 1811 and became a minister in 1815. It was Timberlake who helped to spread the Gospel and establish the Methodist Church throughout Fluvanna County and the broader central Virginia region. Timberlake was also a businessman with numerous and varied interests. In the spring of 1811, he acquired 192.5 acres on the head branches of Ballenger Creek from his father-in-law John A. Strange. Two years later in 1813, he and his brother John established a dam and mill on the Rivanna River on this land, a location he named Palmyra. To facilitate commerce at his mill seat, Timberlake also established a ferry across the Rivanna. After receiving permission from the General Assembly in January of 1824, the ferry was replaced by a covered bridge he constructed ca. 1824.⁵

Although many Fluvanna justices and citizens in general recognized the need for a new jail and a more centrally located and representative courthouse befitting their prospering county, Timberlake and others orchestrated a behind-the-scenes strategy to move the courthouse and circumvent any opposition. In late 1823, Timberlake wrote to fellow Fluvanna County resident and prominent local leader John Hartwell Cocke regarding the removal of the courthouse. In an attempt to avoid early resistance due to the potential cost of constructing new buildings, he proposed that it was "best not to attempt to call the people together on the subject of removal of the Place of holding Court." Rather, he proposed that privately circulated petitions be passed to interested individuals to garner a base of support prior to seeking 'public' opinion.⁶

³ David W. C. Berr, "The Timberlakes: Shaping Fluvanna," 18. *Bulletin of the Fluvanna County Historical Society*, No. 26-27 (April 1978): 4-40; McGehee, "County Seat," ii, v-vi.

⁴ Today, Wilmington is an unincorporated community which lies approximately four miles to the east of Palmyra. Thomas Jefferson Planning District, "Architectural History Identification and Assessment of Fluvanna County, Virginia," 26-27. (Charlottesville: Thomas Jefferson Planning Districts, 1993, Revised 1995).

⁵ McGehee, "County Seat," iii, vi; Berr, "The Timberlakes," 15-16, 27-28; "Chapter 49 – An Act authorizing Walker Timberlake to erect a toll-bridge across the Rivanna River," 63-64. *Acts Passed at a General Assembly of the Commonwealth of Virginia* (Richmond: Thomas Ritchie, 1824); Fluvanna County Deed Book O.S. 4:497. Clerk's Office, Fluvanna County Courthouse, Palmyra, Virginia.

⁶ McGehee, "County Seat," v-vi. Interestingly enough, it was Walker Timberlake who constructed the last jail at Napier's Ford in 1817. This jail was completed in a single month but did not meet new state standards. A new jail was

In his attempt to move the county seat, Walker Timberlake also had assistance at the state level. A law partner of his brother John Timberlake Jr., Barrett G. Payne, introduced a bill in the General Assembly that allowed Fluvanna County to poll its citizens on where to establish the permanent seat of government. In February of 1828, the General Assembly of Virginia passed an act that authorized officials to determine where Fluvanna citizens wanted an improved county court seat.

According to the act, the existing “public buildings in the County of Fluvanna are out of repair, and that the present place for holding courts in the said county, is thought by many, to be inconveniently situated. To determine the most eligible place to build a new courthouse, the Act authorized holding a poll “for the purpose of ascertaining the number of voters for each respective place proposed as the most fit for the permanent seat of justice in said county.”⁷

County officials held two polls to determine the new location of the county court. The first poll, “Concerning the Place for Holding Courts in the County of Fluvanna,” was held in May with Palmyra receiving 283 votes, Wilmington 242 votes, and the current court seat at Napiers Ford 217 votes. Because no site received the required majority, a second poll was taken a month later in June with only Palmyra and Wilmington as candidates. In the second poll, Palmyra received the majority of votes. On June 25, 1828, the Court declared “Palmyra to be the future seat of Justice for the County.”⁸

Following the selection of Palmyra as the new county seat, Walker Timberlake offered four acres of his property at Palmyra to serve as the location for the new courthouse and jail. The county accepted his offer and a deed for the land transfer was agreed upon. On July 24, 1828, county commissioners laid out the four acres deeded to them by Walker Timberlake for the new county seat.

Pursuant to the order of Court of which is hereunto annexed we the undersigned three of the commissioners in said order named have the 24th day of July 1828 proceeded to cause to be located and laid off by metes & bounds, four acres of land of the property of Walker Timberlake at the place called Palmyra in said County a plat of which said four acres of land is made out by the County Surveyor of said county is hereto annexed & herewith returned. We have also procured from Walker Timberlake & Sarah his wife a deed of conveyance of the title of said four acres of land to the acting Justices of said County & their Successors for the use of said County which is herewith returned.

...The above is a true plat of 4 acres of land lying in the County of Fluvanna on the

then constructed by Timberlake and Wilson Jefferson Cary in 1819. This jail needed repairs in 1822 and again in 1823. See Berr, “Timberlakes,” 18-19.

⁷ Berr, “Timberlakes,” 20; Chapter 53, “An Act Concerning the Place for Holding Courts in the County of Fluvanna,” Passed February 18, 1828, 35-37. *Acts Passed at a General Assembly of the Commonwealth of Virginia*, (Richmond: Thomas Ritchie, 1828).

⁸ Berr, “Timberlakes,” 20; McGehee, “County Seat,” vii; David W. C. Berr, “...At a Place Called Palmyra. A Village Scrapbook: History and Legacy,” 7. *The Bulletin of the Fluvanna County Historical Society*, Number 34 (October 1982): 7-41.

North side of the Rivanna River at Palmyra laid off by the directions of J. M. Wills, James Magruder and Basil M. Jones being three of the Commissioners.⁹

The plat articulated a 528 foot long by 330 foot wide north-south oriented rectangle containing 174,240 square feet or precisely four acres. A schematic courthouse structure was drawn in the center of the four-acre parcel, with a smaller jail structure depicted in its southeast corner (Figure 5).

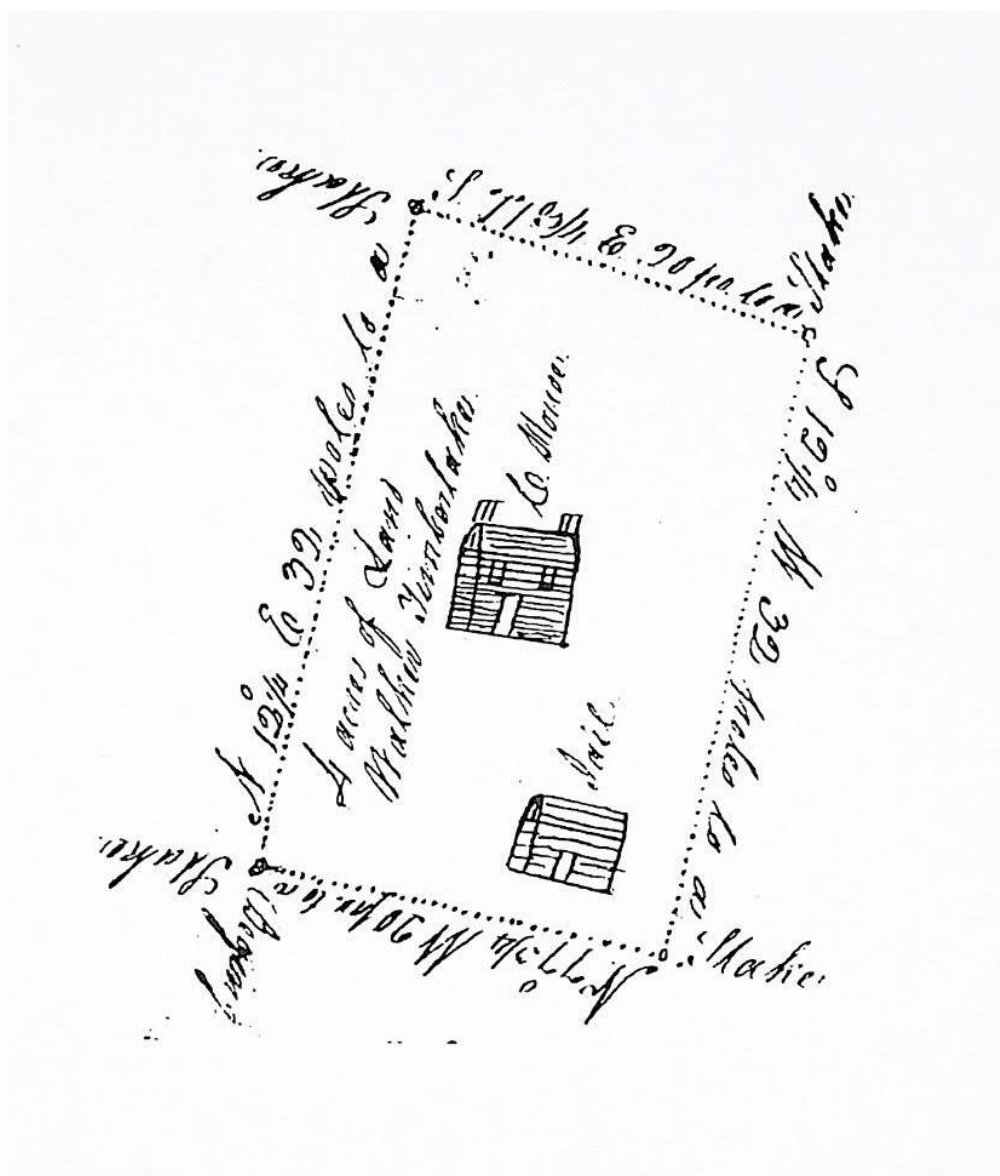


Figure 5. Plat of 4-acre parcel granted to Fluvanna County by Walker Timberlake in 1828. Box 2.2 F9, FHS.

⁹ Fluvanna County Deed Book 9:390; [4-Acre Plat of New Courthouse Site], n.d. Box 2.2 F9, FHS.

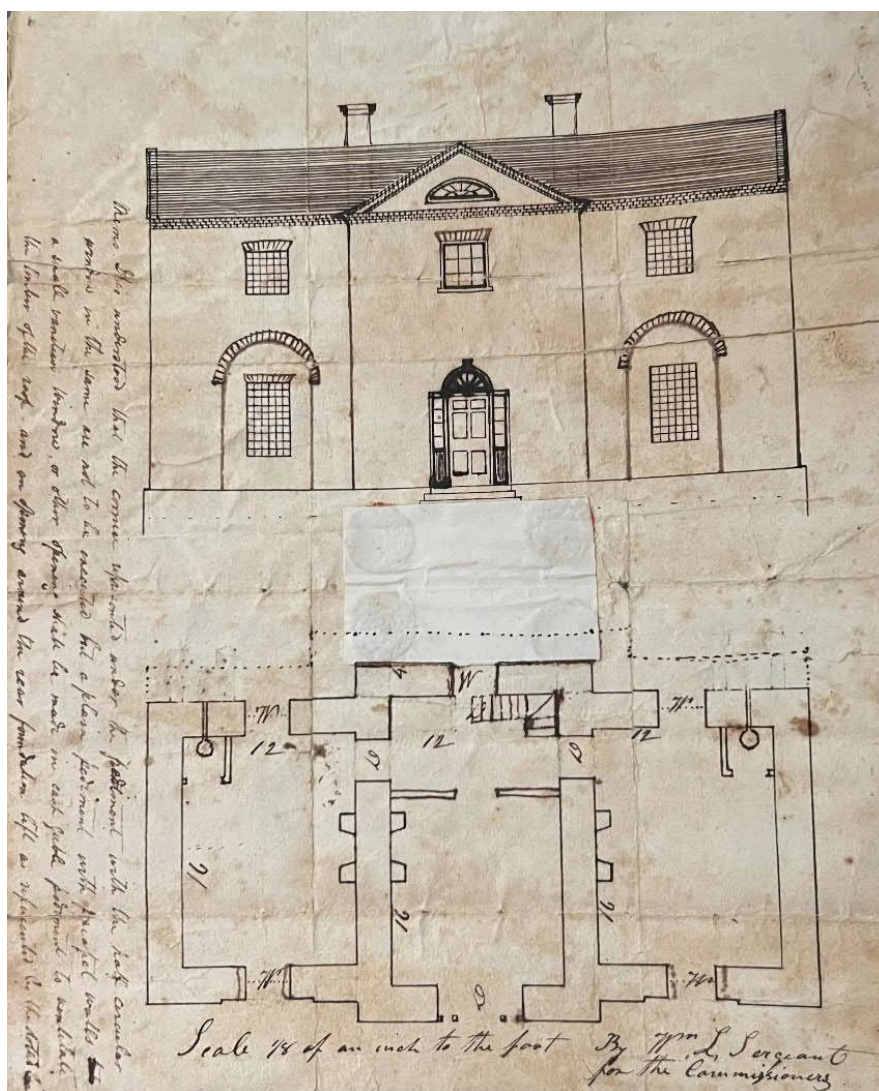


Figure 6. Plan of Jail for Fluvanna County, 1828. FHS.

The Fluvanna County Jail

Because it was so desperately needed, the new county jail was the first structure to be planned and constructed at Palmyra. In June of 1828, John Hartwell Cocke, John M. Wills, James Magruder, Basil M. Jones and James Currin were appointed by the court as commissioners "to draft a plan of a jail for the use of this County." Although the commissioners were assigned as a group to develop a plan, the design and specifications for the jail were written in John Hartwell Cocke's hand and it is believed that he had a leading role in their execution. The plan was approved by the court in August and the commissioners were ordered to advertise and let the project out. John G. Hughes of Fork Union was ultimately hired to build the jail for \$2,500 and signed a contract on October 27, 1828. The jail was to be paid for by a new county levy.¹⁰

¹⁰ McGehee, "County Seat," 1-6. John G. Hughes had constructed many buildings at Brems, the residence of John Hartwell Cocke.

According to the contract and specifications, the new jail was to be constructed of stone, measure 21 by 46 feet, stand two stories tall, and possess three rooms each on the first and second floors (Figure 6).¹¹ Construction of the jail moved slowly. A year after the awarding of the contract, in November 1829 the new jail was inspected and found to be only partially complete. John Hartwell Cocke reported that “the walls had been raised only to the level of the upper floors of the building and...the work had fallen short in so many particulars of the requirements of the contract.” Masonry work on the new jail was suspended for the coming winter. Based on the inability of Hughes to adhere to the specifications, a supplemental contract was written with Hughes agreeing to fix certain items before the existing work was received. In March of 1831 the jail was deemed to be complete. However, the commissioners, and particularly John Hartwell Cocke, were less than pleased with the structure.¹²

Awarding of the Contract and Plans for the New Courthouse

While construction of the new county jail was underway, in October 1829 the court appointed the commissioners Walker Timberlake, John Hartwell Cocke, John M. Wills, James Magruder, Basil M. Jones and James Currin “to draft a plan or plans for a Court house for the use of this County.”¹³ Only a month later in November 1829, John Hartwell Cocke submitted a plan for the new courthouse. The plan was approved and the commissioners were ordered to let the work out, “provided the same can be built according to the said plan for the sum of five thousand five hundred dollars, and if not, upon any other plan which the said commissioners may think equally good that can be executed at less cost than the said sum above referred to.”¹⁴

Although the manuscript plans for the new courthouse have been lost, the construction specifications do exist and provide a detailed picture of how the structure was to appear (see Appendix D). The specifications called for a rubble stone foundation, no less than twenty-seven-inches thick, held together with a strong cement and finished with a hammer dressed stringer [water table] course with square-faced stone extending one and a half inches beyond the façade. The walls of the courthouse were to be constructed of mortared brick of uniform color. The roof was to be framed with square timbers and one-inch-thick planking supporting slate shingles. Doors and window openings were to have cut stone sills. The entablature, including a pediment, was to be composed of knot free heart pine, sanded and painted “to give it the appearance of free stone.”¹⁵ Columns and pilasters composed of brick shafts finished with stucco and topped by stone capitals were to grace the front portico. The floor of the portico was to be brick, and similar brick paving was to be used on the interior. Two staircases, one on either side of the court room,

¹¹ “Articles of Agreement – Jail Contract.” *John H. Cocke Papers, 1725 – 1949*, Box 182. Acc 640, Special Collections Department, University of Virginia Library, Charlottesville, Virginia.

¹² McGehee, “County Seat,” 10-17.

¹³ McGehee, “County Seat,” 19; Grigg, Wood, Browne & Williams Architects, *A Feasibility Study for the Restoration of Fluvanna County Courthouse, Palmyra, Virginia*, 4. (Charlottesville: Grigg, Wood, Browne & Williams, 1973).

¹⁴ “Report of Commissioners,” November 23, 1829. B2.2 F9 Oversize / Box 2.2 F8, FHS.

¹⁵ Free stone is a historical architectural term that referred to a type of fine-grained stone, typically sandstone or limestone, which lacked the bedding planes, thereby providing the ability to work the stone in all directions.

were to lead to two second-story jury rooms. The interior walls were to be finished in plain plastering finished with whitewash. The woodwork was to be painted a stone color. Two wood stoves were intended to provide heat for the courtroom while a fireplace served each of the jury rooms.¹⁶

Almost immediately the commissioners advertised the work, writing to noted regional undertakers with experience in Classical Revival architecture to see if they would put in a bid on the project. John Hartwell Cocke wrote to William B. Phillips, a brick mason and noted contractor who worked on the University of Virginia and who built the Madison County Courthouse (1830), the Page County Courthouse (1834), the Caroline County Courthouse (ca. 1835), and Greene County Courthouse (1838–1839). He also wrote to William A. Howard who worked for Dabney Cosby a contractor who helped to build the University of Virginia and also constructed the Cumberland County Courthouse (1818–1821), the Lunenburg County Courthouse (1827), and the Mecklenburg County Courthouse (1838–1842).¹⁷ William A. Howard politely declined Cocke's invitation, noting that he had built three "within a few years back," and that he was "obliged to decline putting in a bid for your Court House, tho' I feel very grateful for the kind notice you have taken of me."¹⁸ Although it is not clear when Cocke first wrote William B. Phillips, Phillips responses dated to March 1830 occurred after Cocke and Timberlake were awarded the construction project. Phillips declined Cocke's proposal to contribute to the construction project over two issues: how brick work was counted and reimbursed and because Cocke insisted that he hire Bremon's enslaved bricklayers and laborers.¹⁹

By early December John Hartwell Cocke and Walker Timberlake had begun to pull together a group to undertake the construction of the courthouse themselves. Cocke wrote to a Fluvanna colleague and Wilmington resident, Gideon A. Strange, to see if he might be interested in the venture. In response, Strange replied positively while making some stipulations of his own.

"With regard to undertaking the work, suggested by you – I am perfectly agreed – if we include Doct Jones – who has in conjunction with myself made some previous calculations on the matter, then we will hold on 1/3 each, giving at the same time employment to all your hands – at a fair price; that can be profitably employed – If you are unwilling to hold as small a portion on this – with the advantage of giving employment to your hands, please say so, in reply to this - From what has passed between Doct. Jones & myself – I do not feel at liberty, to

¹⁶ The columns and pilasters were likely constructed of lower quality brick as they were to be covered in stucco. The original interior paint scheme noted in the specifications does not match the 1977 restoration. Paint analysis is required to confirm the original paint scheme. "Specifications Relating to the Plan for the Court House," n.d. *John H. Cocke Papers*, Box 182.

¹⁷ Calder Loth, "Jeffersonian Temples of Justice," June 3, 2012. Electronic resource: <https://www.classicist.org/articles/classical-comments-jeffersonian-temples-of-justice/>, Accessed April 9, 2022.

¹⁸ William A. Howard to John H. Cocke, December 2, 1829. *John H. Cocke Papers*, Box 62.

¹⁹ William B. Phillips to John H. Cocke, March 8, 1830; and William B. Phillips to John H. Cocke, March 18, 1830. *John H. Cocke Papers*, Box 63.

make any other engagement.”²⁰

By mid-December 1829 Cocke and Timberlake had submitted a proposal to the county court to construct the courthouse themselves. Shortly after their submission, in late December 1829 the Fluvanna County Court approved of the bid, and Cocke and Timberlake signed a contract and took out a bond in the amount of \$10,000.

“The condition of the above obligations is such that whereas the said Walker Timberlake and John Hartwell Cocke have become the undertakers to build a new courthouse at Palmyra in the said County agreeably to the annexed plan and specifications. The said courthouse to be finished so as to admit of holding court therein by the first day of Fluvanna November Quarterly Court next and to be completed by the twenty fifth day of December next for the sum of four thousand nine hundred and ninety nine dollars.”²¹

Perhaps because John Hartwell Cocke may have been out of town, or been unable to make it to court, Walker Timberlake wrote to him on January 5, 1830, declaring “the Building of the Court House is given to us at my bid.”²² The commissioners made their report to the county court in April 1830 noting that they had contracted with Walker Timberlake and John Hartwell Cocke.²³ The commissioners were also authorized “to make any alteration from the original plan and specifications that may seem conducive to the interest of the County and particularly so to alter the original plan and specifications so as to leave a place for a bell and steeple to be placed at the top of the courthouse provided the undertaker will consent thereto.”²⁴

The Fluvanna County Courthouse was executed in the Greek Revival style, emulating the ancient temples of that early democracy. The courthouse is an early example of the style’s application in public buildings. Greek Revival architecture became popular in the United States during the second quarter of the nineteenth century and was used in numerous prominent public buildings throughout the country. The Fluvanna County Courthouse is a Doric order temple-form building possessing four plain stuccoed brick columns at the front portico and stuccoed pilasters set between windows on the remaining facades. The portico is raised on a stone foundation and finished with brick paving. Supported on the columns are a wood entablature ornamented by triglyphs in the frieze and a wood paneled pediment designed to resemble ashlar stone. These wood features were finished with sanded paint. A gabled roof finished with slate shingles covered the building. With the foundation, front steps, windowsills and lintels built of stone, the superstructure was primarily of brick and frame construction. Scholars have noted that the Fluvanna County Courthouse did not adhere to the strict definition of Greek Revival form. Architectural historian Muriel Brine Rogers and others have noted that the building also

²⁰ G. A. Strange to John H. Cocke, December 10, 1829. *John H Cocke Papers*, Box 62.

²¹ “Contract and Bond for Court House, December 29, 1829.” Box 2.2 F7, FHS; McGehee, “County Seat,” 20.

²² Walker Timberlake to John H. Cocke, January 5, 1830. *John H. Cocke Papers*, Box 62.

²³ “Report of Commissioners, April 1830.” B2.2 F9, Oversized. FHS; McGehee, “County Seat,” 21.

²⁴ Grigg, Wood, Browne & Williams Architects, *Feasibility Study*, 5-6.

possesses Roman Revival and Adamesque architectural features, suggesting it be considered a fusion of styles. The architectural design created an effective symbol of law, one that was punctuated by a potent statement from the county's leading men; the inscription on the lintel above the front door reads: *The Maxim Held Sacred by Every Free People / Obey the Laws*.²⁵

Cocke's design for the new Fluvanna County Courthouse likely had multiple influences. On the one hand, Cocke had a long tradition of Virginia courthouse architecture upon which to draw. As architectural historian Carl Lounsbury notes, most late-eighteenth and early-nineteenth century justices preferred vernacular architectural forms that were common and known to them. Direct copying of neighboring courthouses, particularly those Virginia counties from which a locality was created, was also quite common.

Indeed, the Fluvanna County Courthouse was traditional in its design. It was rectangular in plan with a front entrance and entrances on each long side. Likewise, the interior arrangement followed a traditional layout. Historical architect Milton Grigg noted that in 1829 Cocke wrote William Bolling, a prominent resident of Goochland County, inquiring about the details of the Goochland County Courthouse built in 1826. The specifications for the Goochland County Courthouse were copied and sent to Cocke. They note that the Goochland County Courthouse was to be modeled after the Buckingham County Courthouse and was to be 36 by 48 feet in dimension, a projecting 10-foot-wide portico, four columns of plastered brick with stone bases and caps, stone sills at doors and windows, and two chimneys. The interior was to possess a brick floor. Based on this document it is likely that design of the Goochland County Courthouse had a strong influence on the Fluvanna County Courthouse. However, Cocke was already very familiar with Classical Revival architecture. His Upper Bremo residence, completed in 1820 by John Neilson in collaboration with Cocke, was designed in the Palladian style using the Tuscan order. Many other buildings at Bremo also possessed classical architectural elements.²⁶

Beyond the courthouse proper, there is evidence to suggest that Cocke's 1830 design for the court seat also included a pair of flanking supporting buildings. Following two unanswered court orders requiring the appointed commissioners to design a plan for and to let out the construction of a clerk's office within the enclosure, the commissioners led by county clerk Abram Shepherd finally took action in late 1835. In reporting to the court, the commissioners recommended the construction of one outbuilding adjacent to the courthouse. Although two supporting outbuildings were needed, a second building was deemed to be too costly to the public.

²⁵ Muriel Brine Rogers, "John Hartwell Cocke (1780-1866): From Jeffersonian Palladianism to Romantic Colonial Revivalism in Antebellum Virginia," 80-86. Masters Thesis, Virginia Commonwealth University, 2003; See also Marcus Whiffen, "The Early County Courthouses of Virginia," 10. *Journal of the Society of Architectural Historians*, Vol. 18, No. 1 (March 1959): 2-10.

²⁶ Lounsbury, *The Courthouses of Early Virginia*, 181, 183, 189; McGehee, "County Seat," 19-20. A 1978 *Daily Progress* article quotes Milton Grigg as noting that "it is modelled very closely on the original Buckingham County courthouse since the agreement reached with the governing body and the builder follows almost word for word a description of the Buckingham building, which burned in 1869." See Woody Greenberg, "Fluvanna Rededicates Courthouse." *The Daily Progress*, October 28, 1978. B36.1 F10, FHS; Rogers, "John Hartwell Cocke," 81-82; Col. William Bolling to John H. Cocke, December 1829. "Goochland County – Courthouse Specifications and Roads. *John H. Cocke Papers*, Box 182.

Your Commrs will suggest that *the Commr who drafted a plan for the Courthouse* [John Hartwell Cocke], *originally intended to connect with it two offices by means of covered ways, which plan was not carried out, because it was tho't too expensive.* – Your Commrs now think that the original plan carried out except the connection by covered ways would add to the beauty of the main building, but consider that expense would be greater than they ought to burden the County with & think it best only to build one office at the cost of the County to be situated 18 feet in front of the door on the East side of the Courthouse, if the situation of the Chouse enclosure will allow it, if not as far as possible. – They would further suggest, that Abraham Shepherd one of your Commrs is willing to build an office on the opposite side of the Courthouse of the same dimensions and workmanship precisely as the one which they recommend for the use of the County, with the understanding that said Shepherd is to have and enjoy the use of the House until such time as the Court may wish to have the use of it, in consideration of building it, and whenever the court may wish to use it they shall have the right to it upon paying said Shepherd, the original cost [Emphasis added].

The reference to a ‘plan’ drafted by a former commissioner is likely John Hartwell Cocke’s 1830 design for the courthouse. In addition, the language used by the commissioners to describe that plan, that it “originally intended to connect with it [the courthouse] two offices by means of covered ways,” clearly implies that Cocke was also considering the placement of the courthouse within the larger grounds and its arrangement with at least two supporting outbuildings, one each on its eastern and western sides. If accurate, this plan would have reflected his preference for Palladian symmetry in design, as well as conforming to another long-standing tradition of a separate space for court records within the courthouse grounds.²⁷

Construction of the New Courthouse

According to Lounsbury, most undertakers of public buildings in Virginia were local men of prominence who were active in county affairs, may have donated land for the courthouse, and had varying degrees of building experience. John Hartwell Cocke and Walker Timberlake fit this profile precisely. Both were men who were active in local politics and government and came from prominent Fluvanna County families. Walker Timberlake actively worked to move the court seat to Palmyra and donated four acres of land for the public buildings. Both men had extensive experience designing and building private structures for themselves and family members.²⁸

²⁷ McGehee, “County Seat,” 27-28; Court Order, September 28, 1835, FHS Box 3, Folder 4; Lounsbury, *Courthouses of Early Virginia*, 299-300.

²⁸ Timberlake was frequently appointed to oversee by the county court, including the jail in 1817, supervised a new jail in 1819 and repairs to the courthouse in 1821, as well as a number of roads and bridges. He built his first home, “Rising Sun,” and around 1825 he built a brick residence and tavern in Palmyra. See Bearr, “Timberlakes,” 18-19, 24; Lounsbury, *Courthouses of Early Virginia*, 194-197.

Initial preparation for construction of the new courthouse began nearly immediately after the contract was let in late 1829. In an early January 1830 letter to John Hartwell Cocke, Walker Timberlake conveyed his eagerness to begin, discussing the need for certain activities that could be undertaken during the mild winter weather.

...I shall send to you tomorrow or next day for some help to throw up dirt & commence getting brick wood, I must see you immediately on your return home to aid me in making out a bill of timbers to be gotten forthwith – I shall be selecting some for sash & blind which I shall saw 2 inches thick – I wish to lose no time in getting the timber - & I think if the weather continues mild we had better dig out the foundation & lay the rock part – you must be here before I commence that – when will you be at home?

We ought to make a bill of the best stone necessary & engage that to be done, I think we can get hammered stone for the range on top of the stone wall.²⁹

From the beginning, Walker Timberlake and John Hartwell Cocke had intended to use their own enslaved African-American labor to perform both skilled and unskilled work required for the construction project. According to Lounsbury, the use of enslaved carpenters, stonemasons, brickmakers, and bricklayers was quite common for ‘gentlemen undertakers’ of public buildings. Walker Timberlake’s request to John Hartwell Cocke for “some help to throw up dirt & commence getting brick wood” was a direct reference to servants or enslaved African Americans. Indeed, a week later, John Hartwell Cocke Jr. wrote to his father noting the request for assistance. Cocke Jr. reported that:

“I did not hear until the day before yesterday that Mr. Timberlake and you had got the contract for the C. H. – he wrote me a note desiring that I would send over two of your hands to aid him in getting the earth & wood ready for the bricks – I sent Charles & Toby and wrote him that there were several others here whom I had no doubt you would be glad to see at work with him as soon as possible.”³⁰

Charles and Toby were just two of Cocke’s enslaved laborers who were sent to assist Walker Timberlake in preparing for the construction project. In addition to Charles and Toby, it is likely that many other enslaved men owned by both Timberlake and Cocke assisted in the preparation work. Examination of the 1830 Census and Personal Property Tax Records for Fluvanna County document that each of these men held significant numbers of enslaved African Americans (Table 1). In the case of John Hartwell Cocke, many of these were skilled craftsmen that he regularly leased out.

²⁹ Walker Timberlake to John H. Cocke, January 5, 1830. *John H. Cocke Papers*, Box 62.

³⁰ John H. Cocke Jr. to John Hartwell Cocke, January 11, 1830. *John H. Cocke Papers*, Box 62; Lounsbury, *Courthouses of Early Virginia*, 197.

<i>Owner of Enslaved</i>	<i>1830 U.S. Federal Census</i>	<i>1830 Fluvanna County Personal Property Tax Records</i>
Walker Timberlake	27	16
John Hartwell Cocke	146	93

Table 1: Total Enslaved Men, Women and Children owned by Walker Timberlake and John Hartwell Cocke in 1830.³¹

The work conducted in the early months of 1830 was largely unskilled physical labor that entailed the identification, felling, and preparing of trees for use in burning bricks as well as future use as lumber in the courthouse. Likewise, clay for use in brickmaking had to be located, dug out, and prepared for firing. Lastly, according to the contractor's specifications, the foundation for the new courthouse had to be excavated to a minimum depth of eighteen inches below a "dead level" grade for the entire footprint of the building.³²

By the end of January 1830, Walker Timberlake was preparing for the construction of the stone foundation. On January 20th he again wrote John Hartwell Cocke requesting his advice on where to get the required stone and inquiring about his enslaved stone cutter.

We had better send on & have the Stone Cut – I have been thinking we could get Rock of excellent quality just below Columbia and have it cut on some better terms than to send to the Man you proposed – Mr. Brockenbrough told me he had an Excellent Stone Cutter if yours could not do all you have to do and that too we may get his. But this is only a suggestion – I should also think that if we can get stone cut at 75 & ½ ~ foot we may get it lower at the same place Hammer dressed – which will not look quite as well but would be as durable – this is also a suggestion only.

The Rock I speak of just below Columbia is such as Mr. Wood got for his Locks which is hard & will split 10 or 12 feet long – no veins or Joints in it – My Object is to Economise. I submit the matter entirely to you – The bringing up of the stone is a small matter I have a Boat of my own & many others return Boats would take ...a load very soon [sic].³³

³¹ The difference in numbers of enslaved African Americans lies partly in the fact that the U.S. Census counted everyone, and the personal property tax records counted only those individuals 12 year or older, as well as omitting those enslaved leased for a term to other individuals.

³² "Specifications Relating to the Plan for the Court House," n.d. *John H. Cocke Papers*, Box 182.

³³ Walker Timberlake to John H. Cocke, January 20, 1830. *John H. Cocke Papers*, Box 62. Arthur S. Brockenbrough was the Proctor of the University of Virginia in 1830. The stone cutter that Timberlake was referring to was an enslaved man owned by Brockenbrough named Thrimston Hern. Hern was originally owned by Thomas Jefferson but purchased by Brockenbrough after his 1826 death. Hern was trained as an apprentice under stone mason John Gorman who completed many projects for the University of Virginia. Brockenbrough purchased Hern in 1829. "I have purchased Mr. Jefferson's stone cutter at \$600. He is fully competent to do the work of the Rotunda Steps. (Arthur S. Brockenbrough to John H. Cocke, January 6, 1829, *John H. Cocke Papers*).

While the quarrying of stone required significant unskilled labor, the selection, splitting, and finishing of stone for a construction project required a skilled stone cutter. Several enslaved laborers owned by Cocke and residing at Bremo possessed the knowledge and skill required to construct the foundation for the Fluvanna County Courthouse. Although the names of the specific enslaved stone cutters and their assistants who worked on the courthouse are not known, it is likely that Timberlake and Cocke utilized their own enslaved labor wherever possible. Peyton Skipwith, Anthony Creasy, and Charles Morse were enslaved stonemasons who had worked for Cocke on other structures at Bremo and had been hired out on other regional projects.³⁴

The stone used in the courthouse foundation likely came from a local source to reduce transportation costs. Timberlake's January 20th letter suggests using an active quarry located below Columbia on the James River where a hard, relatively vein-free stone could be retrieved. Likewise, Cocke had a local quarry that he used to construct buildings on his Bremo plantation. The stone used in the door and windowsills, as well as in the capitals on the columns is of a higher quality and was likely acquired from a different source.³⁵

Bricks too had to be made for the courthouse walls and portico columns. Brickmaking incorporated both skilled and unskilled labor, primarily utilizing enslaved young boys and men. Brickmaking in the early nineteenth century was a labor-intensive process. Clay had to be quarried by hand, an arduous task. The clay was then soaked in water and kneaded or tempered until reaching the proper consistency. Kneading of the clay was generally done in a small pit by treading and stomping. At the University of Virginia this process, at least early on, was noted to have been done manually using spades in small piles. Other ingredients such as sand and lime were also added to the clay to ensure proper consistency and firing. The clay was then packed into wooden molds to form the desired bricks. The excess clay was scraped off the top of the molds. The bricks were then ejected and dried in the open for a few days. After initial drying, the bricks were stacked under shelters for a period of several weeks to allow for even and consistent drying. Burning of the bricks could occur in a proper kiln, generally a masonry structure, or be fired in a clamp, a large stack of bricks designed to be fired as is. Bricks would be fired at temperatures of approximately 1800 to 1900 degrees Fahrenheit for a week or more. After burning and controlled cooling, the bricks were sorted by quality and color. The typical fuel used to fire a kiln was wood.

Brickmaking was an inherently seasonal process as it was conducted outside in the open air. Clay was usually dug during the fall and left to settle over the winter. Tempering and molding of the clay began in the spring and lasted through the fall. Firing of bricks occurred as needed throughout the year. Winter was typically a down time with little or no brick production occurring. Due to the seasonal nature of production, laborers of all skills were hired on a

³⁴ Thanks to Andi Cumbo who provided information on the skilled enslaved laborers owned by John Hartwell Cocke and residing at Bremo. Charles Morse's surname is also spelled 'Moss,' and 'Morris.'

³⁵ Based on the location described in the letter, the quarry Timberlake is referencing was likely Cowherd's Quarry. The stone sourced for the capitals, sills, and lintels may have come from the same source as the stone used at Bremo, but additional research is needed to confirm this supposition. McGehee, "County Seat," 22.

temporary, seasonal basis to work in the brick yard.³⁶

The bulk of the labor involved in brickmaking in pre-Emancipation Virginia was conducted by enslaved African Americans. In a March of 1823 letter to John Hartwell Cocke, Proctor of the University of Virginia Arthur S. Brockenbrough requested the use of “one or two brick moulders and a few boys that would answer as bearers off, which you wish to hire out.” Brockenbrough noted that he was making arrangements “to have the greater part of the bricks for the Rotunda made by the laborers hired by the year, and would be glad to get your hands if you are disposed to hire them to this institution.”³⁷ On April 14, 1823, Cocke replied that he was sending Charles, an experienced brick maker, and six ‘boys:’ Anthony, Giles, Mike, Frank, Mat & Ben. Describing their experience, he continued:

All [of the boys]...have had more or less experience in bearing off bricks – but any arrangement you may make will be satisfactory to me. ...Should you want another moulder, in the course of 2 or 3 months I shall probably be able to spare one – and I shall be particularly anxious to do so provided there would be a prospect of employing them at some period in the course of the work in laying bricks at which they are both rough hands.³⁸

Charles and the six boys were discharged by Brockenbrough at the end of the brickmaking season on October 4, 1823.³⁹ Frank Randall, an enslaved brick mason owned by John Hartwell Cocke and residing at Bremo, also may have assisted on constructing the Fluvanna courthouse.⁴⁰

The roof for the courthouse was to be covered in slate from the well-known Buckingham County, Virginia slate quarries. In early 1830, John Hartwell Cocke wrote Finch Scruggs, who operated a quarry near Bridgeport on Slate Creek in Buckingham County, inquiring about the availability of slate for the courthouse. Scruggs wrote back on March 23, 1830, noting that he could “deliver at Palmyra the quantity of slates you mention.” Presuming that Mr. Jones was to do the slating for the project, he recommended that it might “suit his convenience to attend to its measurement here.” Scruggs closed his communication by requesting that Cocke “ascertain as soon as practicable the exact number of squares you may want,” as he was closing out his slate business.⁴¹

In May of 1830 the courthouse foundation was well underway. In an interesting letter to John Hartwell Cocke, Walker Timberlake revealed an omission in superintending construction of the stone foundation.

³⁶ Kathleen A. Watt, “Nineteenth-Century Brickmaking Innovations in Britain: Building and Technological Change,” 28-29. Ph.D. Thesis, The University of York, 1990.

³⁷ Arthur S. Brockenbrough to John H. Cocke, March 13, 1823. *John H. Cocke Papers*, Box 38.

³⁸ John H. Cocke to Arthur S. Brockenbrough, April 14, 1823. Box 3. *Papers of the Proctor of the University of Virginia [Proctor's Papers]*, RG-5-3. Special Collections Department, University of Virginia Library, Charlottesville, Virginia.

³⁹ Arthur S. Brockenbrough to John H. Cocke, October 4, 1823. *John H. Cocke Papers*, Box 39.

⁴⁰ Thanks to Andi Cumbo who provided information on the skilled enslaved laborers owned by John Hartwell Cocke and residing at Bremo.

⁴¹ Finch Scruggs to John H. Cocke, March 23, 1830. *John H. Cocke Papers*, Box 63.

I have been truly astonished at myself for an omission made in laying the foundation of the Courthouse and that it has been overlooked and unnoticed by so many – I mean in laying the cross wall for the main body of the House cutting off the Portico

– the reason I omitted it in laying off the foundation at first I will recollect was, that the size of the Portico not being marked on the Dft. I could not trust my memory to say whether it was 10 or 12 feet and there being no scale to the Dft I could not correctly ascertain it & after that it intierly went out of my mind until Saturday night

– I have now by measurements of other parts of the Dft made it out 10 feet and am digging out the foundation – and when we lay the stringing course [on the Courthouse foundation] we will lay that. I suppose on that [Portico foundation] there is to be no stringing course at all [sic].⁴²

As the stone foundation was nearing completion, Timberlake was also preparing for the arrival of a skilled carpenter who would complete the construction of particular details on the courthouse. By May 1830, John Hartwell Cocke had apparently intended to hire a local carpenter John M. Kie to finish the entablature. In a May 1830 letter to Cocke, Timberlake expressed his great displeasure with the choice of Kie to work on the project.

I have been thinking more of the contract with M Jno M Kee and hope you will not think from any remarks I am about to make that I do not hold any contract binding & sound which you have made or extend into, I would not by any means throw you into any difficulty. But I wish to know whether there is a full understanding with M Kee as to the length of time he is to work; you said in your note he was to do the Entabliture – is that all! But with me the greatest difficulty is the use of ardent spirits

– If he yields to passion when touched on that subject, I am sure we shall not continue long together, as I suppose you told him or he understands I am superintending the work. ...If he boards at my boarding table, he can't have it [ardent spirits] then – If I board him with Randall when I board M McMullin & have boarded a good many of the family are none & will not suffer it to some in their house or to their table. ...I wish there to be a full understanding with M Kee at least

– and if he cant agree to come into the Rules of the place where there is so many hands, it shows he does not regard my interest or feelings and such a man and myself could not agree long. Why would he expect or wish me to sacrifice and give up so important a Rule? Only to gratify his propensity – I have employed many men and many intemperate ones too, but I have always been respected by them, and never found them passionately to refuse to comply with any Rule of the kind

⁴²Walker Timberlake to John H. Cocke, May 24, 1830. *John H. Cocke Papers*, Box 63. Examination of the portico foundation found that there is indeed a stringing course, or water table, perhaps suggesting that Cocke corrected Timberlake after receiving this letter.

that I might make. ...You have my thoughts fully on the subject & hope you will receive them as I intend & make such use of them as you please [sic].⁴³

Enslaved carpenters owned by John Hartwell Cocke may also have assisted John M. Kie on the entablature and other tasks such as framing and interior woodwork. Two young enslaved men, Armistead Hewitt, a carpenter, and Leander Creasy, a carpenter's apprentice, could have been employed to labor on the Fluvanna County Courthouse (Table 2).⁴⁴

<i>Names</i>	<i>Role in Construction</i>	<i>Status – Race</i>	<i>Association</i>
Walker Timberlake	Superintendent	Free - White	Documented
Charles	Excavation, cutting brick wood, digging brick clay	Enslaved – Black	Documented
Toby	Excavation cutting brick wood, digging brick clay	Enslaved – Black	Documented
Peyton Skipwith	Stonemason	Enslaved – Black	Possible
Antony Creasy	Stonemason	Enslaved – Black	Possible
Charles Morse/Moss/Morris	Stonemason	Enslaved – Black	Possible
William McMullen	Brick mason	Free – White	Possible
Frank Randall	Brick mason	Enslaved – Black	Possible
Mr. Jones	Slate roof	Free – White	Possible
John M. Kie	Carpenter	Free – White	Possible
Armistead Hewitt	Carpenter	Enslaved – Black	Possible
Leander Creasy	Carpenter's apprentice	Enslaved – Black	Possible

Table 2: Free and Enslaved Individuals Involved in Building the Fluvanna County Courthouse⁴⁵

By June of 1830 the Sheriff of Fluvanna County made the first of four annual payments in the amount of \$1,249.75 to Walker Timberlake and John Hartwell Cocke for their work on the courthouse.⁴⁶

⁴³ Walker Timberlake to John H. Cocke, May 24, 1830. *John H. Cocke Papers*, Box 63. It is not clear if John M. Kie was kept on as a carpenter for the project particularly following Walker Timberlake's complaint. However, a daybook of John H. Cocke's notes a March 30, 1831 entry "[pd to] J. M Kie, balance in full of his a/c for work at Palmyra - \$13.25" suggesting that he did contribute to the construction of the Courthouse. See *John H. Cocke Papers*, Daybook 1830-1831, Mss 640, Box 190. A brick mason named William McMullen did a considerable amount of piece work for the University of Virginia during the mid-nineteenth century. A William McMullen is noted as a resident of Fluvanna County in the 1830 U.S. Census adjacent to Walker and John H. Timberlake and John Shepherd. It is likely that it was this William McMullen who also assisted with the brick work at the new courthouse.

⁴⁴ Thanks to Andi Cumbo who provided information on the skilled enslaved laborers owned by John Hartwell Cocke and residing at Bremo.

⁴⁵ This table reflects the documented and probable presence of both free and enslaved individuals that are, or are likely to have been, associated the construction of the Fluvanna County Courthouse. For enslaved laborers, the fact that they were owned by John Hartwell Cocke, were of an appropriate age, and that they possessed a skill and the experience required for the project suggests the likelihood that they may have contributed to its construction.

⁴⁶ McGehee, "County Seat," 25.

Very little information exists recording the progress of construction of the courthouse between May of 1830 and March of 1831. However, in the Spring of 1831, John Hartwell Cocke notified the commissioners overseeing the construction that the courthouse was ready to be accepted. In a March 28th report to the court, the commissioners met with Walker Timberlake and John Hartwell Cocke to review the project against the required specifications. Despite missing the completion date, the commissioners presented an overwhelmingly positive approval of the undertaker's accomplishments.

We commenced our examination of the building at the base and carefully examined the whole house throughout both the interior and exterior as well also the additional work directed by the commissioners in the progress of the work for the greater durability convenience and comfort of the building which will be seen by the bill for the same which accompanies this report and which we have allowed believing to be reasonable and have cause to the following report - 1st that the building was not completed by the time specified in the contract which was delayed by providential and unforeseen causes first the unparalleled drought of the summer which deprived the undertakers of the advantage of getting stone and other heavy articles up the river, secondly the long and continued rains of the autumn and thirdly the long and continued snow and cold of the winter which presents a sufficient and satisfactory reason to your commissioners for the delay in finishing the work agreeable to the time specified in the contract - 2nd we find that upon the examination made as aforesaid that the whole of the said work is executed and finished not only in a faithful and strict compliance with the said contract in every respect but so as to endure us to add in justice to the undertakers our unqualified attestation in their favour for the manner in which they have performed their contract and moreover to say that in our opinion they deserve well of their Countrymen for the superior quality of the materials used for the building and the superior stile in which the whole work is executed all of which is respectfully submitted."⁴⁷

A full year after the acceptance of the courthouse, Timberlake and Cocke began to settle their expense accounts with each other as partners. On March 31, 1832, the parties agreed to the labor, cash advances for materials, and interest on the advances over the course of their partnership. Their statement of expenses recorded a profit of \$120.39 which left them with \$60.19 ½ cents each. It should be noted however that both Cocke and Timberlake received compensation for the hire of their enslaved workers. For both his own and his enslaved laborers work, Walker Timberlake was paid \$699.29. For both his own and his enslaved laborers work John Hartwell Cocke was paid \$1,014.27. In addition to profiting off their enslaved laborers, these payments also offset the expense involved in feeding, clothing, housing, and obtaining medical care for their chattel, and thus were a substantial financial benefit to Cocke and Timberlake as well.⁴⁸

⁴⁷ "Report of Commissioners, March 28, 1831." Box 2.2 F11, FHS.

⁴⁸ "Settlement of Accounts, April 1, 1832." *John H. Cocke Papers*, Box 70.

The Courthouse Bell

As noted in the orders given to the commissioners who oversaw the construction of the courthouse, the undertakers were required to “leave a place for a bell and steeple to be placed at the top of the Courthouse.” The county court approved a \$60 levy specifically for the acquisition of a bell and the completion of its mounting. In October 1832, the court ordered Walker Timberlake to finish “the roof of the Court House according to the original plan...and to furnish a bell suitable thereafter.”⁴⁹

It is not exactly clear when the bell was acquired and mounted on the top of the courthouse. In a March 6, 1833, letter to John Hartwell Cocke, Timberlake inquires of him whether he was still willing to sell his to the county for installation on the courthouse.

...I should not have called on you for the bell but was informed that the Court called on you to know if you would furnish it at the time the order was made and you replied you would do so tho you thot it hardly necessary. I therefore considered your promise to the Court, such as to require me to call for it, and my wish has been for you to make the iron or gallows for it & I would send over for it. I have Stratton now here doing some repairs to the Courthouse and he has made a ladder preparatory to putting the bell up. I should be glad to get it up by March Court. If however you can't spare yours I must send for one but do not like to get a less one – I can send for one of same size and replace it if you wish it – you will no doubt recollect I spoke to you about it & you then seemed indifferent or wished not to sell it. Yet I was told you promised it to the Court.⁵⁰

Timberlake's letter implies that the bell for the courthouse was not made new and ordered from a bell-making firm but rather was taken from John Hartwell Cocke's Bremono estate.⁵¹ The design of the steeple which enclosed the bell referenced in the earlier order is not known.

A year later in 1834, two lightning rods were purchased and installed on the courthouse structure.⁵²

⁴⁹ Grigg, Wood, Browne & Williams Architects, *Feasibility Study*, 5-6; McGehee, “County Seat,” 29.

⁵⁰ Walker Timberlake to John H. Cocke, March 6, 1833. *John H. Cocke Papers*, Box 73.

⁵¹ Milton Grigg has stated that the bell installed on the Fluvanna County Courthouse was supposed to be a copy of the bell on the University of Virginia's Rotunda. To date, no evidence has been found to suggest this.

⁵² McGehee, “County Seat,” 30. No physical evidence for lightning rods were found upon examination.



Figure 7. Courthouse, looking north with adult and child on front steps. Undated, ca. first decade of the twentieth century. Box 36.1, Folder 8, FHS.

Documented Alterations and Repairs to the Courthouse 1831 – 1900

A limited number of alterations to the interior and exterior of the courthouse were completed during the nineteenth century. In June of 1831, and only three months after moving in, the Court authorized unknown minor expenses totaling \$10 to the bar. Additional unknown changes to the bar were again ordered by the Court in 1848.⁵³ Significant repairs to the courthouse itself were undertaken near mid-century. In November of 1847 unidentified repairs to the roof and interior ceiling plaster were undertaken, presumably due to leaks. Again in 1854 similar repairs to the interior plaster ceiling were again made and the interior walls received a new coat of whitewash. By 1860, carpeting was ordered to cover the floor of the courthouse. In 1871 the gutters to the courthouse underwent unidentified repairs.⁵⁴ In the last decade of the nineteenth century, it is believed that the plaster ceiling in the courtroom was removed and replaced with a wood plank ceiling. Around this time, the Board of Supervisors also approved the painting of the interior and exterior of the courthouse (Figure 7). William Sclater supervised the work.⁵⁵

⁵³ McGehee, "County Seat," 29.

⁵⁴ McGehee, "County Seat," 29-30. It is not clear what is meant by gutters here, either the roof eaves or at the base of the building.

⁵⁵ Board of Supervisors Minute Book 2:35, June 10, 1897.

Documented Alterations and Repairs to the Courthouse 1900 – 1975

Minor alterations were carried out to the courthouse in the early twentieth century. These changes included unidentified repairs “upon the building of the Courthouse” as well as the addition of a new carpet on the interior floor.⁵⁶ In 1913, unidentified repairs were made to the buildings within the courthouse yard due to damage caused by children playing baseball in the grounds. In the same year, two new wood stoves “for the use of the Courthouse” replaced the existing old ones.⁵⁷

By the end of the first quarter of the twentieth century, significant alterations were accomplished in the arrangement of the first-floor interior of the courthouse. In 1919 the Board of Supervisors authorized a plan that modernized and rearranged the pre-Emancipation setting of the judge, jury, attorneys, and clerk. The plan included making unidentified changes to “the judge’s stand, clerk’s desk, and the jury box” as well as the bar. In the same year, the carpets were also replaced with linoleum up to the bar railing.⁵⁸

In September of 1937, Works Progress Administration historian R. E. Hannum visited the historic courthouse and grounds to document the structure (Figure 8). She described the then century old courthouse in great detail:

The building is rectangular in shape, 40 by 60 feet. It is a brick building laid in Flemish bond, one story high with a gabled roof covered with slate. There are four brick chimneys, two on the east side and two on the west side. The outside cornices are plain wood. There are ten large windows and ten smaller windows, all with slatted shutters. There are four large windows to a side; the small windows are above the large ones and over the end doors, and two on the north end. The building faces south; it has four stone steps leading up to the porch which has two-story plain columns; there are four of these across the front. Two large double doors open from the porch to the hallway which goes across the front. These doors have iron locks and brass knobs. At each end of the hall there are double doors. Between the hall and the Court room proper there is a paneled wall with swinging doors at each end; in the center there are large double doors that can be thrown open for special occasions.

On each side of the room there are open string stairways; they are of one flight with a small landing half-way up. There is a balcony across the front with two jury rooms opening off from it. These rooms are 18 by 18 with a fireplace in each one and two windows; one on each side of the fireplace, which are on the east and west walls.

⁵⁶ Board of Supervisors Minute Book 2:223, May 26, 1908.

⁵⁷ The furnaces are believed to have been located in alignment with the two northern chimneys. Board of Supervisors Minute Book 2:380, September 3, 1913.

⁵⁸ McGehee, “County Seat,” 29.



Figure 8. Courthouse, looking north-northeast. R. E. Hannum, Works Progress Administration, September 7, 1937. Box 36.1, Folder 6, FHS.

Large folding doors make it possible to have these rooms as one. There are two large plain columns supporting the balcony and jury rooms. The Judge's bench is at the north end of the Court House and to his right is the Jury box and to his left is the Clerk's desk; across the front of these is a railing with rail about eight inches wide and heavy turned balusters; there is also a railing dividing the space for council from the rest of the room; this is the same type as that just described.⁵⁹

Hannum's description and an accompanying photograph document that by 1937 at the latest, the three original front stone steps of the courthouse were underpinned with a fourth concrete step. This alteration is believed to be associated with the re-landscaping of the front entrance to the court that Hannum describes as a "wide brick walk bordered with dwarf box" (Figure 8).⁶⁰

Throughout the twentieth century, the Fluvanna County Courthouse continued to serve as an important authority in reinforcing heritage, tradition, and civil government (Figures 9 and 10). In 1957, during the statewide 350th celebration of the founding of Jamestown Colony, a government-sponsored Courthouse Day was held as part of the broader Fluvanna Festival at the courthouse

⁵⁹ Although the doors separating the jury rooms are described as folding, it is unclear if Hannum was actually referring to the hinged doors arranged to create an operable wall of sorts. R. E. Hannum, "Fluvanna County Court House," September 7, 1937. Virginia Historical Inventory Project, Library of Virginia, Richmond, Virginia.

⁶⁰ Hannum, "Fluvanna County Court House," September 7, 1937.

and on the courthouse grounds. The well-attended festival publicly celebrated the seventeenth-century origins of Virginia, but also the social, military, and governmental history of Fluvanna County. Festival attendees were entertained by the county high school band and African-American students from Abrams Negro School. The charter of Fluvanna County was reviewed, Dr. R. E. Loving read a history of 'Fluvanna Milestones,' and Fluvanna veterans who "fought for State's Rights and Individual Liberty" were celebrated during the presentation of a Confederate flag.⁶¹ During hours when the court was not in session, the courthouse also served a civic role, hosting numerous group meetings. In 1957, the courthouse hosted a planning meeting for the Fluvanna County Fair.⁶²



Figure 9. Courthouse, looking north. Undated, mid-twentieth century. Box 2.2, Folder 9, FHS.



Figure 10. Courthouse, looking northeast. February 1957. Earliest view of bell enclosure. Box 2.2, Folder 9, FHS.

⁶¹ "Courthouse Day Scheduled in Fluvanna June 8," *Scottsville (Virginia) Sun*, May 23, 1957. Box 36.1, Folder 8, FHS.

⁶² Fluvanna County Fair Board Meeting, 1957. Box 36.1, Folder 8, FHS.

Late Twentieth-Century Restoration and Expansion – The Firm of Grigg, Wood, Browne & Williams

Led by the Fluvanna Historical Society, in January of 1971 the Fluvanna County Courthouse District (032-0040) was placed on the Virginia Landmark Register. In September of the same year, the district was also placed on the National Register of Historic Places.⁶³

Recognizing the court's need for additional space and a modern courthouse, yet acknowledging the desire to preserve a significant structure, the Fluvanna County government considered the options available to it. In October of 1972 Calder Loth of the Virginia Historic Landmark Commission visited the courthouse and agreed with the need for both interior and exterior renovation. He recommended that the county hire "an architect well versed in the Jefferson-Cocke style to survey the building and to provide cost figures" for its updating and restoration.⁶⁴ In December of 1972 Milton Grigg, then a senior partner in the prominent Charlottesville firm of Grigg, Wood, Browne & Williams, visited the Fluvanna County Courthouse to tour the facility and provide guidance to the county.⁶⁵ In a letter to the director of the Fluvanna Historical Society, Grigg recommended the preservation of the historic structure. The letter also noted the availability of federal grant programs to aid important restoration projects.⁶⁶ The following year, Grigg's firm was hired to conduct a feasibility study assessing the cost of conducting a restoration of the courthouse. The study concluded that the Greek Revival courthouse and its dependencies were unique in the commonwealth as a unit, and that the courthouse itself was generally well-preserved with few alterations from its original form. Grigg recommended a program of adaptive restoration and preservation.⁶⁷

Following a commitment of funding from Fluvanna County, a matching grant from the Virginia Historic Landmarks Commission, and the receipt of a grants-in-aid award from the federal government, work was begun on the Fluvanna County Courthouse in the Spring of 1977. On the recommendation of Milton Grigg, Fluvanna County approved the excavation of a new basement underneath the existing historic structure. Excavation work began on October 7, 1977. Reinforced concrete masonry blocks comprised the basement retaining walls and a new concrete floor slab-on-grade was poured. The new basement space contained a judge's office, a jury room, a

⁶³ Virginia Historic Landmarks Commission, *Fluvanna County Court House Historic District*. National Register of Historic Places Inventory – Nomination Form. (Washington D.C.: National Park Service, 1971).

⁶⁴ Calder Loth to Mrs. Thomas T. Loving, Fluvanna Court House and Grounds Committee, October 26, 1972. B36.1 F9, FHS.

⁶⁵ Milton Grigg had an extensive background in historic reconstruction and preservation working at Colonial Williamsburg in the 1930s among many other places. His Charlottesville architectural firm was known for preservation projects.

⁶⁶ Milton Grigg to Virginia Snead, December 18, 1972. Full Citation, Box 36.1 Folder 9, FHS.

⁶⁷ Grigg, Wood, Browne & Williams, *A Feasibility Study for the Restoration of Fluvanna County Courthouse, Palmyra, Virginia*. (Charlottesville: Grigg, Wood, Browne, & Williams, 1973).



Figure 11. View of courthouse from southeast. July 31, 1977, *Daily Progress*, B2.2 Folder 12, FHS.

conference room for the attorneys, bathrooms, and a mechanical room.⁶⁸ All interior walls in the basement were concrete block masonry as well. Interior restorations to the courtroom and jury rooms included the removal of existing brick and wood floors, the repair and repainting of all plasterwork, repainting of all woodwork, the relocation of the bar, and the replacement of existing seating with traditional benches. Due to the presence of a new basement, a new brick floor was installed on steel decking set on steel joists. Wood flooring was salvaged and reinstalled on wood framing for the bar area and the judge and jury boxes.⁶⁹ During sanding of the wood floors, markings revealed the historic location of the witness block and circular rails of the bar at the base of the gallery. The marks were left in the refinished pine floors.⁷⁰ Exterior work on the courthouse included the repointing of brick and painting of woodwork and stucco along with service improvements to accommodate the new basement.⁷¹

In June 1978 the restoration program was nearing completion with only minor interior details such as carpeting and new chairs remaining. In late October of 1978, the renovated Fluvanna County Courthouse was rededicated at a ceremony sponsored by the Point of Fork Chapter of the Daughters of the American Revolution.⁷²

⁶⁸ Architect's Field Report, October 7, 1977; November 23, 1977, December 29, 1977. B36.1 F10, FHS. The only other option of expanding the old Courthouse was to build an addition on to it. This would have jeopardized the integrity of the historic structure and Grigg did not recommend it.

⁶⁹ Joseph Yates to Richard Mehling, March 3, 1977. B36.1 F10, FHS.

⁷⁰ Architect's Field Report, April 21, 1978. B36.1 F10, FHS; McGehee, *County Seat*, 29.

⁷¹ Woody Greenberg, "Fluvanna Rededicates Courthouse." *The Daily Progress*, October 29, 1978. Examination of existing paint on the exterior of the courthouse suggests the color was changed from white to the warm beige color of the stone capitals during the 1977 restoration. The columns were painted a warm gray sometime in the late 1990s.

⁷² Milton L. Grigg to James D. Campbell, June 28, 1978; Invitation to bid on carpet, June 12, 1978; Solicitation to bid on Chairs, June 26, 1978, B36.1 F10, FHS; Woody Greenberg, "Fluvanna Rededicates Courthouse." *The Daily Progress*, October 29, 1978.



Figure 12. Courthouse from south. May 1996. B36.1 Folder 6, FHS.

By the early 1990s, Fluvanna County Circuit Court justices were insisting that the Court facilities be brought up to the standards of the Americans with Disabilities Act (1990) (Figure 9). Justice F. W. Harkrader Jr. urged the Board of Supervisors to consider an evaluation of the historic courthouse to determine if it met the federal legislation as required by the regulation, and if not what renovations were required. The exterior ramp and removable accessible ramp were likely installed on the courthouse during this period.⁷³

During the early 1990s the Board of Supervisors were also considering the need for expanded court facilities. The Circuit Court, General District Court, and Domestic Relations court all shared space in the 1830 courthouse. Further, the late 1970s renovations worsened the acoustics in the courtroom making it more difficult to hear what was being said.⁷⁴ Initial plans were made to build a large addition to the existing courthouse. Schematic plans were drawn up by the Charlottesville firm of Browne, Eichman, Dalglish, Gilpin & Paxton.⁷⁵ These plans called for the construction of a new 5,755 square-foot courts facility east of and abutting the basement level of the existing courthouse (Figure 13). This solution avoided an above-grade addition and allowed the continued use of the existing courthouse, an approach favored by the Circuit Court justices, but it did not accommodate the space needs of the General District Court, Sheriff's Department and other Fluvanna County government offices.⁷⁶

⁷³ F. W. Harkrader, Jr. to Fluvanna County Board of Supervisors, January 23, 1992. FHS.

⁷⁴ Rex Bowman, "Fluvanna Courts growing out of house, home." *The Rural Virginian*, November 4, 1992.

⁷⁵ The partnership was the descendant firm of Grigg Wood Browne and Williams.

⁷⁶ Minnie Lee McGehee, Courthouse Committee to Virginia Division of Historic Landmarks, August 17, 1992. B36.1 F13, FHS.

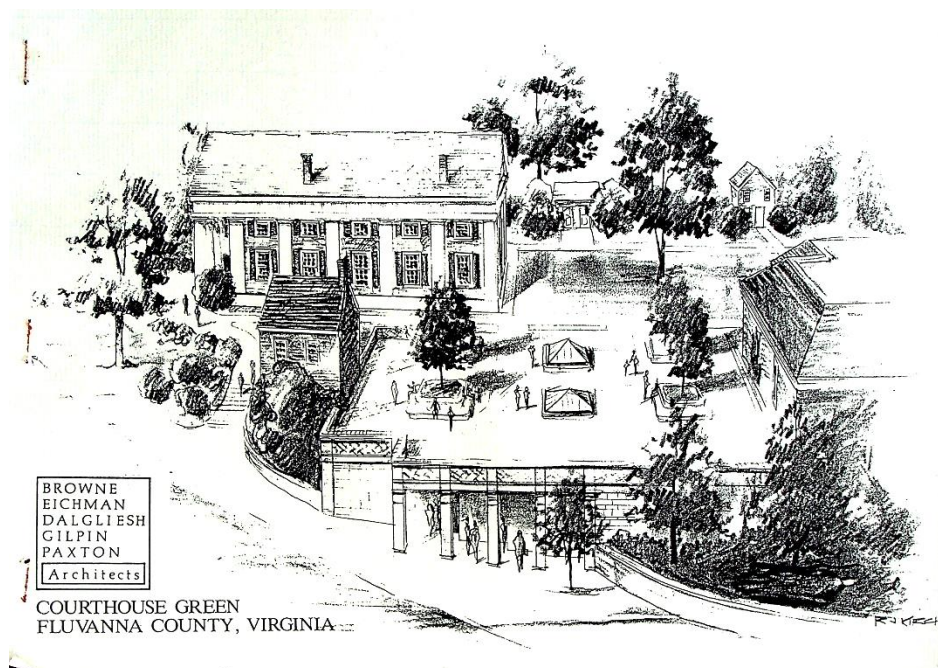


Figure 13. Rendering of unexecuted courthouse expansion by Browne Eichman Dalgliesh Gilpin Paxton Architects. 1992. Box 36.1, Folder 13, FHS.

Plans for an addition within the existing courthouse grounds were ultimately abandoned. In the late 1990s the Board of Supervisors held a county-wide referendum that proposed to move the court to a new facility located on county-owned land at Pleasant Grove, just west of Palmyra. Voters rejected the move to the new location, forcing any new facility to be constructed on land contiguous to the existing courthouse. A new county courts facility and county office building were constructed between 2000 and 2001 at a site on the east side of Main Street approximately 525 feet south of the old courthouse. The new courts facility was designed by the Richmond firm Moseley, Harris & McClintock and constructed by Haley Builders, Inc. of Ashland, Virginia. Prior to the completion of the new courts facility, in early 1998 the historic courthouse received some minor renovations designed to make its functioning more comfortable. New carpet was placed in front of the judge's bench, the wooden benches received soft cushions, and new matching furniture was placed in the jury deliberation rooms.⁷⁷

Following the completion of the new courts facility, all court functions formerly held in the historic courthouse were removed. For the past two decades the historic courthouse has continued to serve the wider Fluvanna community. It has been used on a regular basis as a meeting space by numerous civic organizations. During periods where other county departments are being renovated, the historic courthouse also hosted entire offices for periods lasting several months. During local, state, and federal elections, the courthouse serves as a space for voting as well as tallying votes and storing voting machines. The Fluvanna Historical Society uses the courthouse for regular meetings and storage, and community lectures and book talks are common events.

⁷⁷ Josh Barney, "Fluvanna Making Courthouse more fit until new one is built," 1, 3. *The Rural Virginian*, January 7, 1998.

The Courthouse Grounds

Although the Fluvanna County Court was ordered to occupy the new courthouse in the spring of 1831, the courthouse grounds were largely unfinished and devoid of supporting structures and landscaping features which facilitated the use of a seat of government. To that end, in May 1831 John Hartwell Cocke submitted a plan for the improvement and enclosure of the courthouse grounds. The court ordered the consideration of the plan and its expense estimate. A month later, the court approved of Cocke's plan of enclosure.⁷⁸

Cocke's plan called for a stone wall enclosure surmounted by a wood railing, shaped like a piano, and following the topography of the grounds, with three stairway access points east, west, and south of the front portico. The front or southern gate was the most formal of the three with octagonal posts with two swinging sides that opened in the middle (Figures 14 and 15).

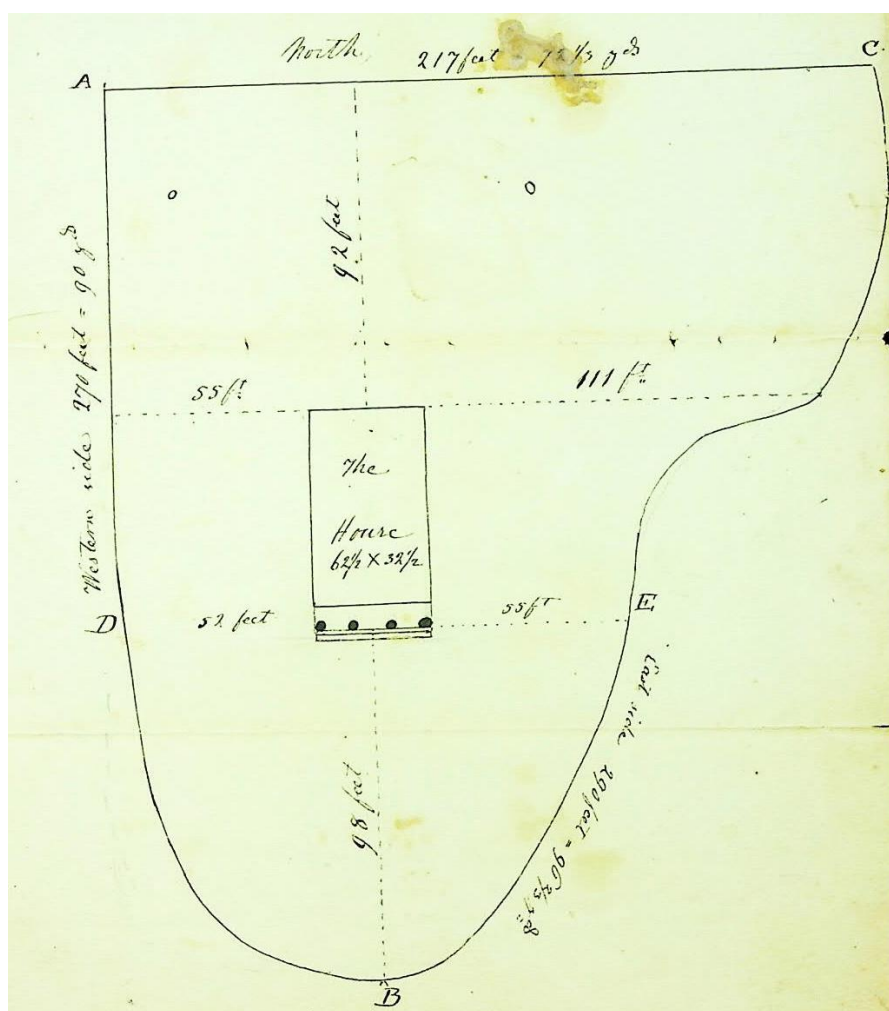


Figure 14. Plan of the Fluvanna County Courthouse Grounds, n.d. [John Hartwell Cocke, 1831?]. Box 2.2, Folder 11, FHS.

⁷⁸ "Plan and Estimate for Enclosing the Courthouse, May 23, 1831. Box 2.2 F11, FHS; McGehee, "County Seat," 30-31.

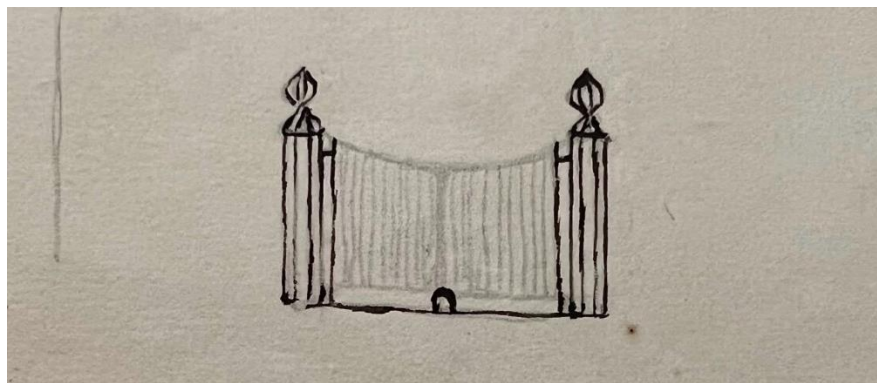


Figure 15. Sketch of the main south gate to the Fluvanna County Courthouse grounds, 1831. John Hartwell Cocke. Box 2.2, Folder 11, FHS.

The wall around the court house yard is proposed to be 2 feet at bottom one foot at top and 3 feet high. This would give one cubic yard for every two running yards or 94 cubic yards from A to B & thence to C at one dollar per yard will be for the wall \$94.00. For a fence on this wall at 50 cents for a panel of 8 feet = 35.00; For stone steps & gate 8 feet wide in front of the yard at B = 25.00; For two pair steps at D and E each 5 feet wide with a gate & railing at each $15 \times 2 = 30.00$; Plain railing on north side from A to C at 4 per yard = 24.00; Removing 560 yards of earth to make road & foundation for wall at 8 cts = 44.80; Removing 400 yds from north end of Court House & filling in with some behind the wall in such places as it may be wanted 12 cts = 48.00. ...The railing as shown above the walling to be made of one plank 1 foot wide & 1 plank six inches wide, inch thick. The post to be planed four inches above the level of the wall and the second six inches above the first, making the whole inclosure 5 ft 4 in height – The plank to be of heart pine and the posts of either locusts or post oak and not less then 5 inches square each panel to be 8 feet in length, the plank to be planed & the heads of the post cut into polygons. The posts to be so planed as to make an angle of 22.5 degrees inward from perpendicular & the plank to be nailed on the inner side of the posts. The front gate to be composed of two parts to meet in the middle and to be hung to posts of an octagonal form not less than one foot in diameter with heads of plain – formation like the angled patterns the side gates to be simple, to be hung to similarly formed posts, not less than 9 inches in diameter.⁷⁹

Despite receiving bids from other contractors, John Hartwell Cocke's bid on the enclosure project was accepted. He agreed to do it for just over \$300 and complete it within a year.⁸⁰ It is not clear who built the stone wall and wood railed enclosure. However, the following June 1832 Basil M. Jones reported back to the court on the progress of the project. Jones noted some diversions from the specifications, particularly in the thickness of the wall, ultimately stating that the work was

⁷⁹ John H. Cocke, "Plan for Court House Enclosure," May 1831. Box 2.2 F11, FHS.

⁸⁰ George McLain, Proposal to Erect the Courthouse Enclosure, n.d. [1831]. Box 2.2 F11, FHS; McGehee, "County Seat," 31.

“no better than common work fences put up by common hands.” Cocke agreed to repair the deficiencies as long as he was paid for the work.

[The commissioner] has by the suggestion of some of your body enlarged the inclosure at the north end two hundred and thirty seven feet, he has to inform the court that agreeable to his understanding of the plan and estimate as presented by one of your body, (who afterwards became the contractor of the work) that the execution of the rock wall is not in his opinion agreeable to the contract, one third of the wall at its foundation is only 18-inches instead of two feet, as soon as your commissioners discovered it, he informed the undertaker who had the balance of the wall put up to its proper thickness, your commissioner tho not a judge of masonry, does not consider the wall built of rock of sufficient size to make it permanent and durable his of the opinion that the wall is no better than common work fences put up by common hands in a form only that is backed with dirt. The undertaker is willing to bind himself that the wall which is too thin at its foundation shall stand as long as the balance. The stone steps your commissioner believes that they are done in the best manner agreeable to the contract, the Road, around the enclosure is complete the earth on the inside of the wall in part has been leveled tho not complete, which your commissioner believes when complete will be much better than calculated by the plan presented. Your commissioner having as he considers complied with the intention of the order, as the wall is immediately under the eye of the court as such your commissioner would respectfully suggest that the court examine and satisfy themselves. The additional work on the wall if done agreeable to contract would be forty five dollars and twelve cents additional all of which is respectfully submitted to your worships by the commissioner.⁸¹

In addition to enclosing the courthouse grounds, the construction of support structures such as the clerk's office was undertaken. In November 1834, the court ordered that a new clerk's office be constructed at a location to be determined in the court grounds and that a plan be drawn up. The order was again issued in February of 1835. In September 1835, Clerk of the Court Abraham Shepherd submitted a plan for the construction of two small structures following the original design of John Hartwell Cocke. Shepherd's plan called for placing a small structure both east and west of the courthouse approximately 18-feet from and opposite each side door of the building. One was to be built by the county with public funds, and the second was to be constructed by Shepherd himself “of the same dimensions and workmanship precisely as the one which they recommend.” The proposal for two new outbuildings was accepted by the court in the same month and two new 18-foot square brick offices were constructed. The western building constructed by Abram Shepherd was used by him as his personal office. The eastern building constructed using public funds, was used by Shepherd's deputy clerk, and would come to be known as the clerk's office. Not until 1945 did the county purchase “the building located on the

⁸¹ “Report of Commissioner [Basil M. Jones], June 23, 1832.” Box 2.2 F11, FHS.

Court Green, known as the Old Abram Shepherd's Office Building," for \$1,500 from a descendant, Blanche L. Shepherd.⁸²

In 1840, the court approved the construction of a new church located on the grounds just north of the courthouse. Construction of the Palmyra Methodist Church was begun in the same year. Funding for the church was made possible through contributions of the Shepherd and Timberlake families, among others. Walker Timberlake was one of the early church elders and leaders. In the late nineteenth-century, the brick church building developed structural issues and had to be abandoned. By 1888, the site for a new church adjacent to and north of the courthouse grounds was chosen and the old church was demolished.⁸³

Repairs to the court grounds enclosure were found to be needed in just over a decade following construction. In March of 1844 the court appointed commissioners "to let the necessary repairs to the inclosure around the Courthouse of this county."⁸⁴ A month later in April of 1844, the project was advertised to prospective contractors. It noted the need for the work which appeared to be a both a failure of the stone wall and repair of the gates. The general specifications required a thorough repair of the enclosure around the Court house lot upon the original plan, with the addition of a coping with flat stones not less than two feet in length and width sufficient to cover the whole thickness of the wall, the missing and unsound posts to be replaced by new ones of sawed post oak not less than 4 by 5 inches square edges or hewed locusts 5 by 6 inches, and with rails of heart pine one inch thick and nailed as formerly to the posts. The whole to be covered with a full coat of tar, except the heads of the posts which are to be painted white.⁸⁵

Only one bidder submitted a proposal and cost for the project. However, according to the commissioners, instead of repairing the existing stone wall as the specifications required, the contractor proposed a "brick enclosure at the same price as he would undertake the repairs mentioned in our advertisement, which bid is herewith submitted, and being of opinion that a brick wall would be the cheapest in the end, and much handsomer and durable." The commissioners sent the proposal back to the court to get its opinion.⁸⁶ The proposal for a new brick enclosure was not accepted and it is presumed no work was accomplished on the enclosure in 1844.

A new, larger Clerk's Office was later constructed northeast of the courthouse. Although the precise date of construction is not yet known, with the exception of the courthouse, the mid-

⁸² McGehee, "County Seat," 27-28, 34-35; Berr, "A Place Called Palmyra," 8-9; Court Order, September 28, 1835, FHS Box 3, Folder 4; Minutes of the Board of Supervisors, May 21, 1845: 24; June 18, 1845, 25; August 20, 1845, 27. FHS Box, 3, Folder 4; Court Order, September 1835, FHS Box 3 Folder 4.. The Court paid for the construction of the office by a County levy, covering half the costs in a levy in 1835, and the remainder in a levy in 1836. By the early twentieth century, the small outbuilding to the east of the Courthouse was being used as the County Treasurer's Office.

⁸³ Jerry L. Holloway, ed., *The Churches of Fluvanna County, Virginia*, 113. (Richmond: Cavalier Press, 1966).

⁸⁴ "Order of the Fluvanna County Court, March 25, 1844." Box 2.2 F11, FHS.

⁸⁵ "Notice, April 23, 1844." Box 2.2 F11, FHS.

⁸⁶ "Report of Commissioners, May 6, 1844." Box 2.2 F11, FHS.

nineteenth-century Clerk's Office was the largest building within the grounds. The 1840 Palmyra Methodist Church and the new Clerk's Office appear on an 1854 map of Palmyra drawn by William Clarke (Figure 16).

By the mid-1850s the courthouse enclosure was repaired again. This time the rock wall was demolished and a four-rail plank fence was erected in its place. The plank fence can be seen in a ca. 1902 - 1904 photograph of the courthouse taken from the southwest (Figure 17).⁸⁷



Figure 16. Detail, A Map of Palmyra, showing the red-shaded courthouse grounds with the courthouse, Palmyra Methodist Church to the north and new clerk's office to the east. Survey by William L. Clarke, January 1, 1854. FHS.

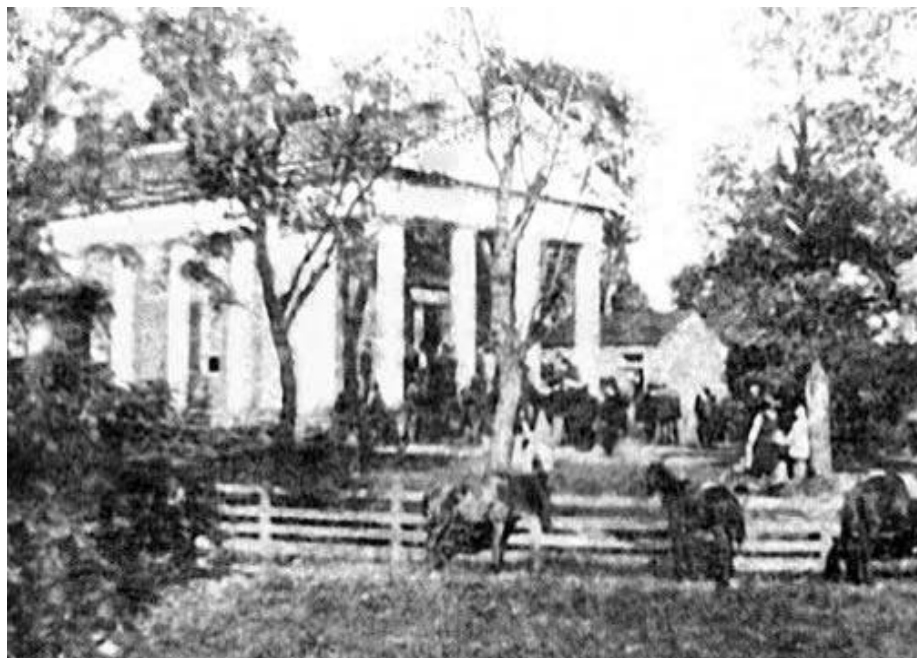


Figure 17. ca. 1902-1904 photograph of the Fluvanna County Courthouse grounds. Box 2.2 Folder 10, FHS.

⁸⁷ McGehee, "Court Seat," 32.

Other landscape features known to be present within the courthouse grounds include a well which was dug ca. 1850. The well's original windlass, rope, and bucket were replaced with a manual pump stock in 1854. Between 1909 and 1920 the pump was repaired again. Likewise in the early 1870s the Court ordered a public privy to be constructed within the courthouse enclosure. Following numerous complaints about the privy between 1907 and 1909, it was replaced with a new public privy in 1912.⁸⁸

During the Civil War Palmyra, the court grounds and its immediate developed vicinity served as a hospital treating the Confederate wounded. All of the buildings within the courthouse grounds, as well as numerous buildings adjacent to it, were utilized for various purposes. In a February 1863 inspection of the Palmyra hospital and its facilities by a Confederate official, the structures within the courthouse grounds were generally described. A sketch map also documents the general appearance of the courthouse grounds during this period.

Six structures are recorded within the courthouse grounds: the courthouse (#2), southeast outbuilding (#1) identified as 'Surgeon's Office & Dispensary,' the northeast outbuilding (#3) identified as the 'Clerk's Office,' the Methodist Church (#4) identified as 'Ward B,' the northwest outbuildings (#5) identified as the 'Baggage Room,' and the southwest outbuilding (#6) identified as the 'Store Room' (Figure 18).

The hospital comprises 13 buildings. ...The Court House (no. 2) is a brick building of two stories, the rent of which is free; it has a capacity of 15 patients, the building is well ventilated, is in good condition, and is unoccupied; it is known as Ward A. ...The Methodist Church (No. 4) is a brick building 40 x 35 and was being thoroughly cleaned on the day of my visit; it is occupied by the government without rent. ...No. 1 is a one story brick building and is used for Surgeon's office and dispensary; the hospital records are present here; and the dispensary, for a County hospital, is in good order and condition.⁸⁹

In late 1900, the county resurveyed the courthouse grounds and placed stone markers at each corner. In the same year, the board fence enclosing the courthouse grounds was refreshed.⁹⁰ A blueprint plat, generated from a 1909 survey, depicts the courthouse grounds at the beginning of the first decade of the twentieth century and shows the enclosure, posts, and encircling road (Figure 19).⁹¹

⁸⁸ McGehee, "Court Seat," 33; Fluvanna County Minute Book 2:193 April 18, 1907; 2:230, July 27, 1908; 2:236 September 3, 1908; 2:253 March 22, 1909; 2:271, November 22, 1909.

⁸⁹ "[Report of Inspection of the Palmyra Hospital] February 27, 1863." Fold3.com.

⁹⁰ Fluvanna County Minute Book 2:63, September 22, 1900; 2:77, August 3, 1900.

⁹¹ Fluvanna County Minute Book 2:267, November 10, 1909.

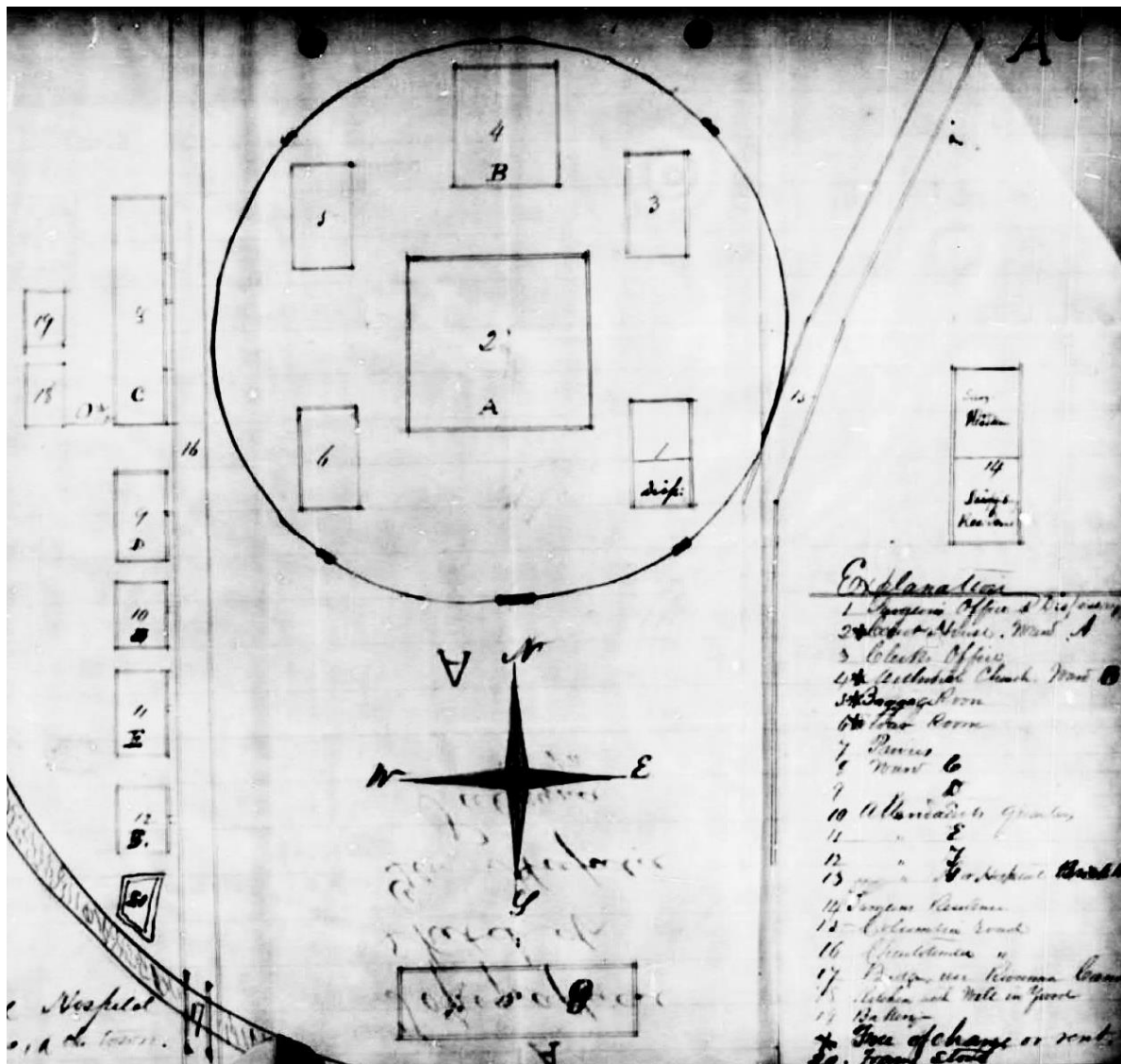


Figure 18. Detail, Plan of the General Hospital, Palmyra, Virginia showing the Fluvanna County Courthouse and Grounds, February 1863. Fold3.com.

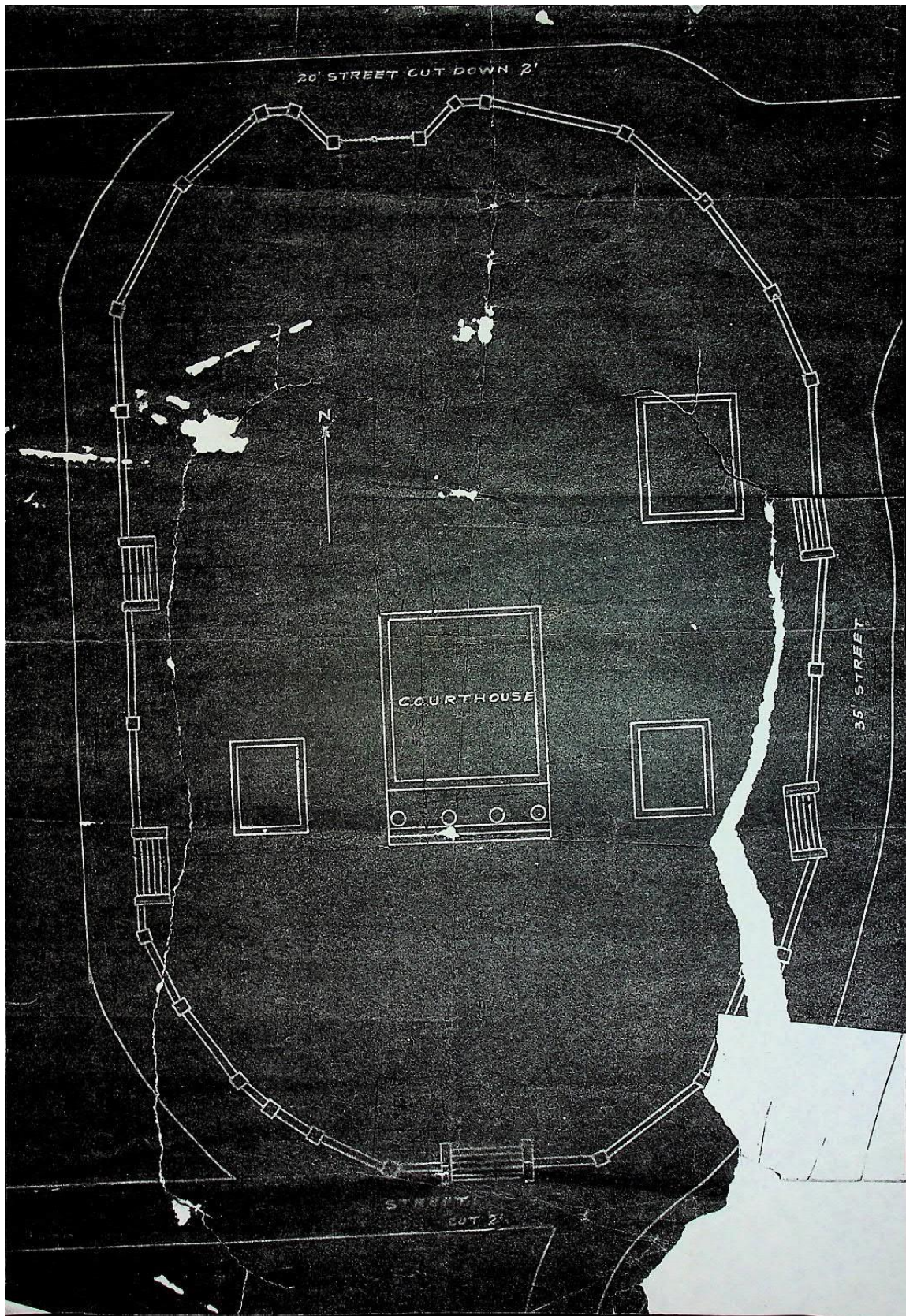


Figure 19. Plat of the Fluvanna County Courthouse grounds, ca. 1909. B2.2 F9 Oversized, FHS.



Figure 20. Plat showing survey of Fluvanna County Courthouse grounds, 1913. Box 22, Folder 9, FHS.

On May 26, 1913, the Board of Supervisors appointed commissioners to ascertain the official boundaries of the courthouse grounds as well as to initiate an exchange of land with the near neighbor to the north, J. B. and R. C. Shepherd. A ca. 1914 color plat accompanying the survey documents the presence of five smaller buildings surrounding the courthouse. The 'Treas. Office' off the southeast corner, 'Shepherd's Office' off the southwest corner, 'Sclater's Office' off the northwest corner, 'Pettit's Office' in the northwest quadrant of the grounds, and the 'Clerk's Office' in the northeast quadrant of the grounds (Figure 20). Clearly the 1914 plat documents that two new small offices, Pettit's and Sclater's, had been constructed in the courthouse grounds by this time. In 1916, the land exchange with the Shepherd family was formalized with deeds.⁹²

In mid-1913, the Board of Supervisors accepted bids for 'fire proofing' the existing clerk's office located off the northwest corner of the courthouse. Plans were submitted and the B. F. Smith Fireproof Construction Co. of Washington, D.C. was hired to retrofit the building for \$3,900. The

⁹² "Plat of Court House Lot, December 2, 1914." B2.2 F9, FHS; McGehee, "County Seat," 32-33; Fluvanna County Minute Book 2:404, July 2, 1914; 2:414 November 1914; 2:465-466, July 3, 1916; 2:468-469, July 24, 1916. It should be noted that this May of 1913 plat shows a Clerk's Office in the general location of what would become the new fireproof Clerk's Office completed in late 1913.

project was superintended by William Sclater, Clerk of the Court, and was completed in late 1913. Metal furniture for the new fireproof building was also supplied by B. F. Smith. Sometime in the mid-twentieth century the clerk's office was expanded, nearly doubling its size. Two wings were also added in the late twentieth century.⁹³

It was during the early twentieth century that the courthouse grounds acquired its current retaining wall enclosure. In August 1916 the firm of Caylor and Snyder was awarded the contract for the amount of \$2,393.00. The design called for the construction of solid cement walls with vertical posts at regular intervals. A grand concrete staircase to the southern entrance of the grounds was also proposed. As part of their work, Caylor and Snyder recommended the replacement and rerouting of several drains which now lead from the corner downspouts of buildings through the wall and into the road.⁹⁴

By the end of the first quarter of the twentieth century, the courthouse grounds received numerous plantings and trees.⁹⁵ In 1937, R. E. Hannum noted that the grounds surrounding the courthouse were planted with old locust trees that "have been so mutilated by wind storms that other trees have been planted recently." Sometime prior to Hannum's visit, what was once a dirt and sod covered courthouse grounds had been transformed into a landscaped green with formal walks. In addition to a new brick paved front entrance to the courthouse, brick walks led to either side of the structure connecting it to the Treasurer's Office, the Clerk's Office, and other buildings. Dwarf box graced the front entrance and sides of the paths.⁹⁶

⁹³ Minutes of the Board of Supervisors, 2:371-372, 375-376, 383. The B. F. Smith Fireproof Construction Company was a firm that specialized in fireproof public buildings such as Courthouses, Clerk's Offices, and Register of Deeds' Offices throughout the mid-Atlantic region. The firm went bankrupt in 1914. See *North Carolina Architects & Builders. A Biographical Dictionary*. Accessed, May 23, 2022. <https://ncarchitects.lib.ncsu.edu/people/P000355>.

⁹⁴ McGehee, "County Seat," 33; Fluvanna County Minute Book 2:471, August 23, 1916; 2:473, September 25, 1916.

⁹⁵ McGehee, "County Seat," 33.

⁹⁶ Hannum, "Fluvanna County Court House," September 7, 1937.

CHRONOLOGY OF DEVELOPMENT AND USE

Introduction

This section of the report provides a timeline of the development and use of the Fluvanna County Historic Courthouse. This chronology relies upon historical research and fieldwork analysis of the building.

Chronology

<i>June 1828</i>	Palmyra selected as new county seat for Fluvanna County, Virginia.
<i>July 1828</i>	Walker Timberlake deeded land for new county seat.
<i>Nov 1829</i>	John Hartwell Cocke submitted plan for design of Fluvanna County Courthouse. County commissioners approved plans and appropriated funds.
<i>Dec 1829</i>	Cocke and Timberlake awarded contract to build courthouse.
<i>Jan 1830</i>	Construction of courthouse began.
<i>Mar 1831</i>	Construction completed and county began use of courthouse.
<i>June 1831</i>	Alterations made to courtroom bar.
<i>Oct 1832</i>	Roof finished and bell installed.
<i>1834</i>	Lightning rods installed.
<i>Nov 1847</i>	Roof repaired and ceiling replastered.
<i>1848</i>	Additional changes made to the bar.
<i>1854</i>	Ceiling replastered and white wash applied to walls.
<i>1860</i>	Carpeting installed in courtroom. New desks and chairs purchased.
<i>1871</i>	Gutters repaired.

<i>ca. 1890</i>	Wood ceiling installed in courtroom.
<i>June 1897</i>	Interior and exterior painting completed.
<i>Sept 1916</i>	Storm sewer pipe installed below grade from courthouse gutter.
<i>1919</i>	Changes to the bar, judge's stand, jury box, and clerk's desk. Linoleum installed on the brick floor.
<i>Sept 1937</i>	Building surveyed by Works Progress Administration.
<i>Pre-1957</i>	Metal bell enclosure constructed at an unknown date.
<i>1971</i>	Fluvanna County Courthouse District listed in the Virginia Landmarks Register and the National Register of Historic Places.
<i>Nov 1973</i>	Feasibility study completed by Grigg, Wood, Browne & Williams (GWBW) of Charlottesville.
<i>Spring 1977</i>	Construction began for restoration and renovation project designed by GBW, including exterior and interior repairs and restoration and basement expansion.
<i>Oct 1978</i>	Construction completed for restoration and renovation project.
<i>Ca. 1985</i>	Accessibility improvements including exterior brick ramp by Wyant Associates of Charlottesville.
<i>Nov 1992</i>	Below-grade courthouse addition proposed by Browne Eichman Dalglish Gilpin Paxton Architects of Charlottesville.
<i>2001</i>	New courts facility constructed south of court square. 1831 courthouse building ceases to hold court functions. The building continued use as a public assembly building with county and FHS storage.
<i>2018</i>	Repairs to kingpost truss compleed.

PHYSICAL DESCRIPTION



Figure 21. Aerial view of Fluvanna County Courthouse from southeast.

ARCHITECTURAL

The Fluvanna County Historic Courthouse is the current name for the old Fluvanna County Courthouse built from 1830 to 1831 by John Hartwell Cocke and Walker Timberlake in Palmyra, Virginia. This Greek Revival temple form building employs a modified Doric order to ornament its simple front gable form (Figure 21). The masonry building was constructed with a large full-height courtroom with a mezzanine and partial second story equipped with two jury rooms. The below-grade basement was added in the 1977 renovation to accommodate modern needs for the county's various courts, including the provision of jury rooms, judge's chambers, storage, and restrooms. The building measures approximately 32' by 63' in plan and 32' in height from grade to the ridge line of the roof. A new courts facility and county office building was constructed in 2001 to the south of the court square and this building was converted to use as a public assembly building with areas for storage.

SITE

The courthouse stands at the heart of court square in the village of Palmyra, Virginia. It is surrounded by several county buildings, the layout of which was partially influenced by Cocke's



Figure 22. Aerial View of Site. 1. Fluvanna County Courthouse (1831), 2. Outbuilding (1835), 3. Outbuilding (1835), 4. Clerk's Office (ca. 1854), 5. Lawyer's office (ca. 1914), 6. Outbuilding (ca. 1914).

original plan for the county courthouse (Figure 22). These buildings include two small outbuildings on the southeast and southwest corners (1835), a clerk's office (ca. 1854), a two-story lawyer's office (ca. 1914), and another outbuilding (ca. 1914). Brick walks surround the courthouse and connect to a brick-paved plaza is located on the south side of the building. Plantings line the paved walks and there is a tree-filled lawn comprising the majority of the historic court square. The site sits above the surrounding roads and has a concrete retaining wall on the west, south, and east sides. The boundary and its walls are a historic feature of the site. Analysis and assessment of these site components were not included in the scope of work for this report. This area is recommended for additional study and continued preservation initiatives.

EXTERIOR

FOUNDATION

The masonry building stands on a rubble stone foundation with a hammer-dressed



Figure 23. Detail view of exterior wall



Figure 24. Detail view of foundation

ashlar stone outer wythe (Figure 23). An 8" thick water table lines the top of the stone course. It projects 2" from the face of the wall below and just over 6" from the face of the brick wall above (Figure 24). The foundations were indicated to be 27" thick in Cocke's original specifications. This dimension was not able to be verified on site. A stone footing measuring 10" thick is partially visible through a wall hatch under the 1977 metal interior stair down to the basement. The top of the stone wall footing is also partially visible at the exterior at the base of the west wall through cracks in the concrete gutter. The relatively shallow depth of the foundation aligns with Cocke's direction to place the footing a minimum of 18" below grade, and it also reflected the contemporary building practices. The foundation was executed with granite sourced from a local quarry in Columbia, a small river town in Fluvanna County. The stone is discolored by various staining, biological growth, and apparent previously applied finishes, altering its natural gray color. The foundation has crawlspace ventilation holes on the east and west sides of the building within the three northern bays. These vents are believed to be original and would have served to ventilate the area below the raised wood courtroom floor.

PORTICO

The front portico is located on the south side of the building. The portico is accessed from the south via a four-riser stair (Figure 25 and 26). The top three steps are granite and the bottom step is concrete. The concrete step is a modern alteration to resolve grade changes



Figure 25. Portico floor and stairs



Figure 26. View of columns and portico on south side



Figure 27. Column capital detail



Figure 28. Portico entablature detail



Figure 29. Detail view of brick wall



Figure 30. Detail of stone sill and lintel

around the building. As noted above, the four smooth-surfaced columns are executed in the Doric order (Figure 27). In adherence with the order, the column shafts lack a plinth or base at the bottom and they possess a simple, rounded capital. The columns are constructed of brick masonry finished with painted stucco. The installation date and composition of the extant stucco is unknown, but is believed to predate the 1977 renovation. The stuccoed column shafts and the carved sandstone echinus, the molded round bottom of the capital, are painted a warm gray (Figure 28). The current paint scheme dates to sometime after the late 1990s.

WALLS

The exterior walls are loadbearing brick masonry walls laid in Flemish bond (Figure 29). Including interior finish, the south wall is 20" thick and the north, east, and west walls are 16" in depth. The thicker south wall is four wythes deep and the others are three wythes. The increased thickness of the south wall was the design solution to accommodate the structural framing for the wood-framed portico ceiling. Dutch corners are laid at wall openings where required by the bond pattern. The brick is a uniform red in color. The bricks vary slightly in size across the building with estimated average dimension of 8 1/4" length by 2 3/8" in height by 4" in depth. The bricks were made locally, likely by Cocke's enslaved workers. The mortar joints in the brick walls were set to the face of the brick and then struck along the edge of each brick to create a shadow line. The mortar varies slightly in color from a warm tan to a warm gray. A mortar analysis was performed as a part of this project, refer to Appendix B for findings. In general, the historic mortar is very soft and can be easily removed by one's finger with little force, while the repointed areas are harder and exhibit greater strength and integrity. Mortar joints range in width from 3/8" to 1/4".

All walls have masonry pilasters finished with stucco and capped with a carved sandstone capital, matching the columns of the front portico. The pilasters stand 4 1/4" from the face of the brick wall surface. All wall openings are situated between these pilasters. The windows have sandstone lintels and sills which are ornamented with a carved linear pattern. The doors have



Figure 31. South entrance doors



Figure 32. Typical ground floor window

sandstone lintels, two instances of which have carved text (Figure 30). The stone sills project 1 ½" at each window opening, while the lintels are set flush to the face of the brick. The building has paneled wood doors arranged in pairs set in a molded wood frame in the doorways on the south, west, and east sides (Figure 31). All doors are painted a light warm gray color. The windows have divided light sash in a painted molded wood frame (Figure 32). A 9-over-9 window pattern is used on the ground floor double-hung windows and nine-light casement windows are used at the upper level. The northernmost ground floor windows at the east and west sides appear to be replacement wood windows as evidenced by their distinctive muntin profiles. Sham windows are used in three locations where interior elements, such as the stairs or judge's bench, preclude the practical use of a window. These false openings have wood shutters fixed in the closed position in front of a masonry recess. All windows are painted warm gray. Painted louvered wood shutters are held in the open position with painted metal shutter dogs at all windows. The shutters are painted dark green.

The Doric entablature is executed in painted wood paneling and moldings (see Figure 29). A simple rectangular-edged molding divides the plain board architrave from the frieze above. The frieze has triglyphs also of wood paneling. An ogee molding transitions from the frieze to a simple rectangular-edged cornice. The painted wood paneling of the front tympanum mimics a fine, sharp-edged ashlar stone coursing. The rear tympanum is built of brick.



Figure 33. View of roof

ROOF

The building is topped by a slate shingle gable roof sloped at roughly 3-to-12 (Figure 33). The rectangular shingles are Buckingham slate of varying widths and blue-gray in color. The shingles appear to be a mix of mostly original shingles with several areas of patches from recent repairs. A painted sheet metal flashing lines the gable ridge. Four thin brick chimneys aligned with the side exterior walls extend above the roof. The chimneys are original to the building and were repointed and repaired in 1977 renovation. All chimneys have a metal cap, although three have uncovered openings for exhaust flues. The roof supports a painted metal bell enclosure that dates to sometime before 1957. A bent metal hood serves as the roof and perforated metal grilles are mounted at each side to prevent nesting. The bell is believed to be original to the building. It is mounted on an embellished metal frame. The wood frame structure that supports the bell enclosure is visible in the attic.



Figure 34. View to south in courtroom

INTERIOR

The Fluvanna County Historic Courthouse interior is dominated by one large room, the courtroom, on its ground floor (Figure 34). The building has three entrances on its south end with pairs of doors on the south, west, and east walls. A small non-historic vestibule is located at the south entrance. There are three stairs in the space: two flanking staircases up to the second level and a stair down to the basement, the latter is tucked behind the judge's and jury box at the north end. The second level includes a gallery and two small jury rooms. Meanwhile, the basement, added in 1977, consists of a series of small rooms intended to support modern court proceedings.

GROUND FLOOR

The ground floor entry area has a brick floor laid in a herringbone pattern on steel decking supported by steel joists (Figure 35). The brick floor was installed during the 1977 renovation. It extends just under 19'-0" from the south wall where it meets a raised wood plank floor. Although only a single step, the change in level clearly delineates the audience at the rear from the legal proceedings which occurred in the bar area at the raised wood floor. A temporary ramp with a textured metal walking surface provides an accessible path to the raised area (Figure 36). Benches constructed for the 1977 renovation flank the central aisle that extends from the south entrance to the bar. The raised wood floor has burgundy carpet which runs from the edge of the raised floor, past the bar railing, and to the front of the judge and jury box (Figure 37). The carpet then turns to both the east and west flanking walls and continues up the stairs to the upper level. The entire wood floor in the northern portion of the courtroom was removed and reinstalled during the basement excavation as a part of 1977 renovation. The removal appears to have necessitated the cutting of the original tongues from the tongue-and-groove boards and, in many locations,



Figure 35. View facing west at rear of courtroom

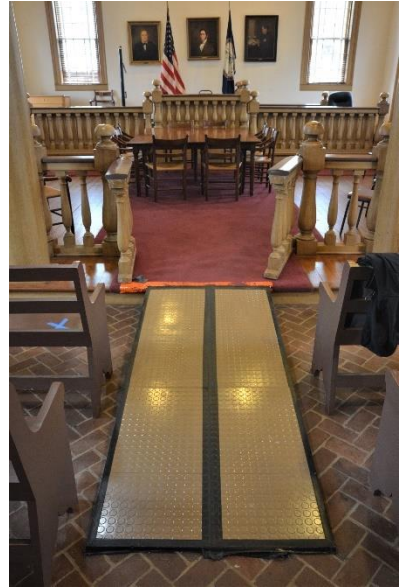


Figure 36. View of ramp at center aisle

its reinstallation on modern wood framing has left abandoned original nail holes adjacent to the modern nail locations. The wood floorboards vary in width between 4" and 6". The flooring finish has darkened the color of the wood from the original natural finish likely due to repeated applications and typical wear and tear.

A turned wood post balustrade arranged in a U-shaped plan serves as the bar (see Figure 34). As in contemporary courtrooms, the bar served to separate the parties involved in the legal proceedings from those observing at the rear of the courtroom. The bottom rail of the balustrade is set directly on the floor and connected to a heavy beveled top rail via turned balusters. The top rail is interrupted at both corners and intersections by turned square posts capped by a semi-spherical finial. This same railing design is used for the judge's and jury boxes as well. The bar has changed numerous times over the building's history. Although precedent examples from

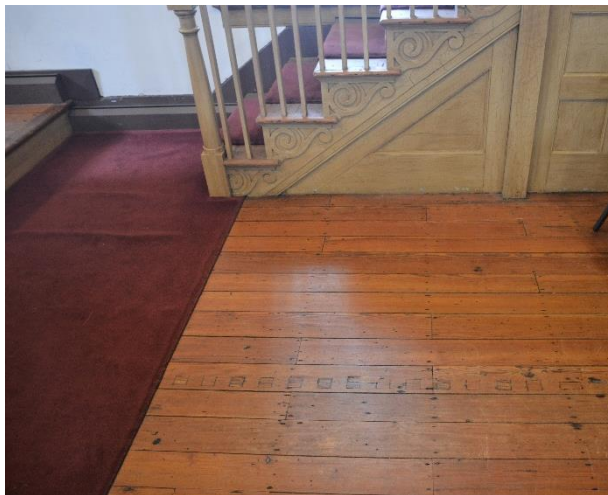


Figure 37. View of floor in courtroom area



Figure 38. View of balustrade at judge's and jury box

contemporaneous courthouses provide potential clues to the original arrangement, it is unlikely to be confirmed without the discovery of a set of Cocke's plans due the lack of documentation for many of the changes across the building's history. One earlier bar location can be seen via a series of markings in the floor, including a row of square balusters at the east side which meets a rounded south end at long, angled members in the southeast and southwest corners (see Figure 37). In the years prior to the 1977 renovation, the bar was arranged in a straight transverse line about halfway from the start of the raised floor to the judge's box. According to Don Swofford, the project architect for Milton Grigg's office during the 1977 renovation, the current location of the bar was moved approximately 3'-0" to the south of markings found from an earlier location so as to provide additional space within the bar area. The marks from this earlier iteration are supposed to be visible under the existing carpet, although they could not be confirmed during this project. Additional investigation of these markings upon removal of the existing carpet is recommended.

The judge's and jury boxes are located at the north end of the courtroom (Figure 38). A wood floor of unknown vintage is raised by steps from the level of the bar area. The judge's box is centered in the courtroom and it is almost square in plan. Accessed via a single step at the adjacent clerk's area and two additional risers at its east side, the judge's box is situated approximately 18" above the main wood floor. Excluding the stair location on the east, a balustrade lines all sides of the judge's box. A sawn trim board with a wave motif ornaments the base of the courtroom side of the jury and judge's box (Figure 39). A painted modesty panel was installed on the interior face of the balustrade—an alteration of recent vintage. To the west is the jury box. It is an elongated rectangle in plan located in the northwest corner of the courtroom. Similar to the clerk's area, a single riser provides access to the jury box. Two additional risers in the jury box create three levels for the jurors to observe the proceedings without visual obstruction while seated. Similar to the judge's box, the jury box has a modern, painted modesty panel on the rear of the front balustrade. The clerk's area is located on the east end and it also has an elongated rectangular shape. As noted above, a single riser steps up to this small rectangular space with room for a single table and chair. Behind the clerk's area is a staircase to



Figure 39. Detail view of wave motif and painted wood graining



Figure 40. View of stair to basement



Figure 41. View of wood columns in courtroom



Figure 42. View of east wall in rear of courtroom

the basement (Figure 40). The 1977 renovation added the stair in this area to access the below-grade addition in order to minimize the overall impact on the courtroom. Accordingly, the jury and judge's box were moved forward, or to the south, so as to accommodate the stair. Beyond its placement at the north end of the courtroom, the original layout of the jury and judge's box is not confirmed. Historically, wood stoves were located near the jury and judge's box, but their precise location and arrangement has not been confirmed by historical documentation.

Like most of the woodwork in the courtroom, the bar is painted with a faux-graining dating to the 1977 renovation (see Figure 39). The extant faux-grained paint finish on the courtroom woodwork was designed to mimic the painted wood graining employed at Bremo, John Hartwell Cocke's mansion. The original specifications, however, indicate that the woodwork was to be painted "a stone color" (refer to Appendix D for a transcription of the specifications). Paint analysis of the interior will be necessary to confirm the original paint scheme.

Two Tuscan columns are located at the south end of the raised wood floor and support the gallery above (Figure 41). Flanking the opening at the bar, the columns also serve as a transition between the legal participants and observers. Based on the form of cracking occurring along the vertical length, it appears that the columns are a single piece of wood with a hollow, bored out interior. The columns are finished with the typical faux-grained paint.

Cocke's specifications indicated that the walls of the courtroom were originally whitewashed plaster. The historical record documents a number of repairs to the plaster walls over time. At some point after the 1977 renovation, possibly as a part of the ca. 1985 project by Wyant Associates of Charlottesville, the plaster walls were covered by a wallboard with a skim coat of plaster and then painted white (Figure 42). The purpose of installing the wallboard is not known, but it may reflect an issue with the condition of the plaster walls, and potentially a consequent concern over the cost of repairing the plaster. The application of wallboard has negatively impacted relationship between the wood trims and the wall surface, wherein the trim and wall are essentially in the same plane. An unmolded, plain board base trim, painted brown, lines the

*Figure 43. View of typical window**Figure 44. View of east doors*

base of the courtroom walls, including stepping up at a right angle in concert with floor level changes.

The windows are set in a molded wood frame with molded wood trim at the wall (Figure 43). The frames have a beaded sash stop. The jamb trim has a beaded corner which turns along the wall and transitions to a cyma reversa profile at the outer edge of the window wall trim. The projecting stool has a rounded underside that meets a cavetto molding and transitions to the apron below. The window aprons are flat boards with a beaded bottom edge. The two arched windows on the north wall are ornamented with a molded wood keystone at the head trim and plain spring blocks at the base of the arches. The double-hung windows at the ground floor do not have sash ropes and appear to be painted shut. A bolt latch was installed on the windows at a later date to increase security. The upper casement windows have a simple wood latch with a hinge for the out-swinging sashes. Several of the upper windows have bolt latches as well. All wood surfaces of the windows are finished with the faux-graining used elsewhere on the woodwork. These windows also do not operate and appear to be painted shut. All windows have wooden Venetian blinds and the two arched windows have a fanned shade set into the upper semi-circular light. The blinds were installed during the 1977 renovation.

The ground floor doors are located near the south end of the building. Each door has four beaded and raised panels of two alternating heights (Figure 44). All doors are similar in design and appear to date to the original construction of the building, save the new door at the south vestibule which was added in the 1977 renovation. The east and west pairs of doors, as well as the vestibule doors, have a divided light wood transom window with four square panes. The taller main entrance doors on the south wall do not have a transom. The door trim consists of a beaded board that meets a cyma reversa molding with a square edge. All ground floor exterior doors have rim locks manufactured by Ball and Ball that were installed during the 1977

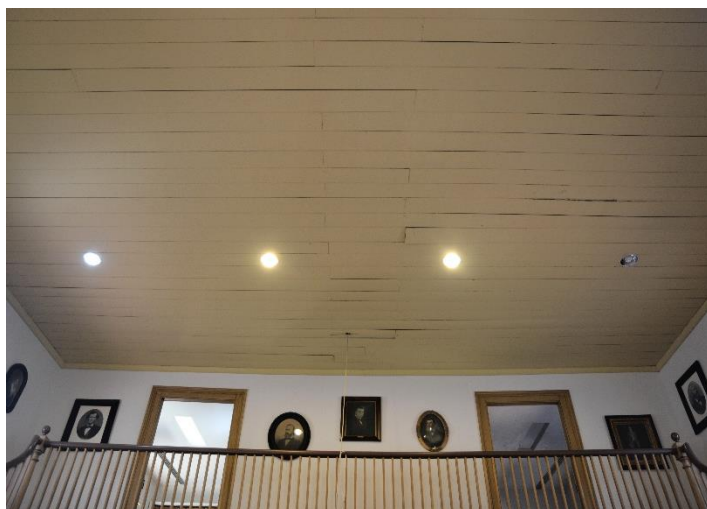


Figure 45. View of courtroom ceiling



Figure 46. View of east stairs

renovation. Additional modern locking hardware, including dead bolts and bolt locks have been installed on the doors as well. The exterior and interior pairs of doors at the south entrance have door closers.

The ceiling of the courtroom consists of painted wood planks arranged in an east-to-west direction (Figure 45). Originally, a plaster ceiling was installed in the courtroom. However, after a series of repairs, presumably tied to roof leaks, the plaster ceiling was removed and replaced with the current ceiling in ca. 1890. The ceiling is painted a light ochre color. Similar to other painted surfaces, paint analysis of the interior is necessary to confirm the original color. The ceiling boards match in width and the courses alternate between two or three boards set lengthwise in each run so as to stagger the joints. A wood ovolo molding transitions between the ceiling and the wall. Three rows of recessed can lights are located in the ceiling.

Wood stairs are located on the west and east walls of the courtroom (Figure 46). These stairs connect to the upper gallery and historically would have been used by jurors to access the second-floor jury rooms. The stairs have wood treads and risers which are covered by a carpet runner along their full length. There is a landing at the sixth riser on each stair. The square landing has an angled wood board set on top of the railing. These landings were apparently used historically by court officials to monitor and record the proceedings with the angled board serving as a writing surface. The stair railings consist of small, rectangular balusters capped with a rounded wood handrail. Turned posts are located at landings. Similar to the jury and judge's box, a sawn trim board ornaments the paneled face of the stair and gallery with a wave motif. The motif changes in direction at the center of the gallery where it meets at the courthouse bell rope pulley mount. Both stairs have beaded wood paneling on their face below the lower run, while the underside of the stairs have mechanical openings with painted louvers that were installed in the 1977 renovation. The balusters, posts, paneling, and louver are painted with the faux-wood graining and the handrail has a dark brown paint color. The 1977 renovation appears to have replaced in-kind, or perhaps removed and reinstalled, the lower run of stairs. However, the remaining stairs are believed to be original to the building.

*Figure 47. View of upper floor gallery**Figure 48. View to north in east jury room*

UPPER FLOOR

The upper floor consists of a gallery and two jury rooms. It is situated on the south end of the building and accessed by the aforementioned stairs on the east and west walls. The gallery has a narrow walking surface between a wood handrail overlooking the courtroom and the wall of the jury rooms. The wood floor is oriented east-to-west and covered by a burgundy-colored carpet runner (Figure 47). The 3'-0" tall wood railing is set into the floor, and it is finished to match the stair railings. Door openings into the jury rooms are located in the south wall of the gallery. The courthouse bell rope extends down through the ceiling above the gallery. The wood plank courtroom ceiling described earlier covers the gallery as well.

The jury rooms are accessed via a single 3'-4" wide in-swinging door (Figure 48). Similar to the exterior doors, the six-paneled doors have rim locks manufactured by Ball and Ball installed in the 1977 renovation. The west jury room has strap hinges set on the room side, while the east jury room door has modern mortise hinges. Both door frames have scars indicating a previous generation of door hardware. The doors are painted a burgundy color, while their wood trim, the profile of which matches the ground floor doors, is painted the same light ochre as the courtroom ceiling. Both jury rooms have wood plank flooring that continues uninterrupted from the gallery and between rooms. The walls of the jury rooms are finished with painted plaster, matching the original design. Unlike the courtroom, the plaster walls in these two rooms were not covered by a modern wallboard. The base trim on the walls is a simple beaded board with quarter-round shoe molding. The wall shared by the two jury rooms was intended to be an operable partition executed with four hinged doors that could be opened to connect the two rooms. This wall is no longer operational as the four wood doors are now painted shut. The painted color on the wood partition matches the color used on the wood trim and courtroom ceiling. Each jury room has two windows on the outer wall. These windows match those upper



Figure 49. View of fireplace in west jury room

windows in the main courtroom with the exception of the light ochre painted finish. Both jury rooms have a simple, molded painted wood mantelpiece that extends beyond the sidewalls (Figure 49). The opening at the firebox is infilled. A brick hearth is set level with the surrounding wood floor and continues under the firebox infill panel. Both jury rooms have plaster ceilings, although the west jury room has a modern textured finish that is distinct from the smooth-finished ceiling of the east jury room. An access hatch to the attic is located in the northeast corner of the west jury room.

ATTIC

The attic is an unfinished space that does not serve an active use. Wood king post trusses span between the east and west walls as smaller members support the roofing and the interior and exterior ceilings (Figure 50). See the structural description later in this report for more



Figure 50. View of attic to south



Figure 51. View of south end of attic above portico ceiling

information on the wood trusses. The upper floor mechanical unit is located in this space with plywood panels installed on the attic floor to provide access to the unit. The bases of the chimneys are visible along the side walls. The interior sides of the north and south tympanums can be seen at the end walls. The ceilings for the portico and the interior spaces can be viewed as well (Figure 51). Fiberglass insulation is installed on top of the ceiling of the interior spaces.

BASEMENT

The basement was completed in the 1977 renovation so as to provide modern conveniences and additional space in the courthouse while minimizing the visual impact to the original building. The basement is accessed via an exterior cast-in-place concrete stair on the north side of the building and an interior slate tread stair on the north end of the courtroom. Both stairs meet at

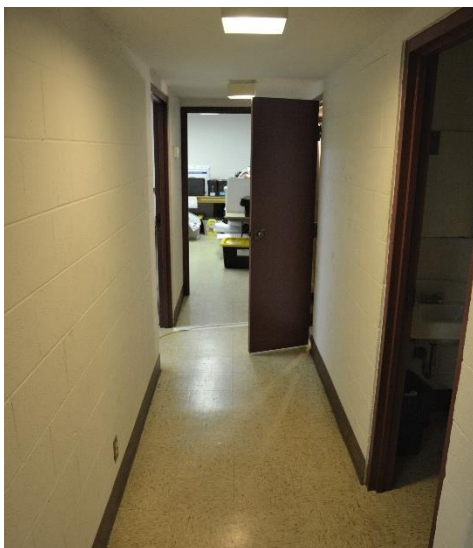


Figure 52. View to south in basement corridor



Figure 53. View of typical storage in basement

an indoor entry area in the northwest corner of the basement. Jury rooms, judge's chambers, witness rooms, restrooms and a mechanical closet were housed in the basement and were intended to support the continued use of the courthouse. The utilitarian design of the basement is displayed in the painted concrete masonry walls, vinyl wall base, vinyl composition tile flooring, and painted gypsum board ceilings throughout the space (Figures 52 and 53). Circular steel tube posts support the original wood beam located at the mid-span of the ground floor above. Excluding the removal of several toilet fixtures in the small restrooms, few changes appear to have been made to the basement since its construction. Today the basement is primarily used as a storage space by the county registrar.



Figure 54. View of basement mechanical room



Figure 55. View of mechanical unit in attic

MECHANICAL SYSTEMS

The building is served by (4) DX split air conditioning / heat pump systems – each with an indoor air handler and associated outdoor condensing unit. Three of the air handlers (AH-1, -2 and -3) are located in a mechanical closet in the basement, and the other air handler (AH-4) is located in the attic above the second floor (Figures 54 and 55).

EQUIPMENT SUMMARY

System 1 serves the basement: The air handler AH-1 is Lennox model CBX25UH-030 of nominal 2-½ ton cooling capacity with Space-Gard model 2200 high-efficiency air cleaner (filter), and Aprilaire model 600 bypass humidifier. Though the air handler nameplate does not indicate an integral electric heater, it appears the unit may contain one as the electrical panel schedule indicates the 50A/2P breaker in spaces 31/33 is for the “Air Handler to the Right” – an apparent reference to the location of this air handler. The air handler appears to be of recent vintage, while the humidifier appears to be of older vintage. The wall thermostat for this system is located in the basement hallway. Adjacent to this air handler is a York heat recovery ventilator. In practice, this unit would introduce preconditioned outside air into the return of the air handler and exhaust a corresponding amount of room air, while exchanging heat between the two airstreams. However, according to maintenance personnel, this unit is no longer functioning.

System 2 serves the west side of the first-floor courtroom. The air handler is Lennox model CBA25UH-042 of a nominal 3-½ ton cooling capacity with electric heater, an associated integral circuit breaker, Space-Gard model 2200 high efficiency air cleaner, and Aprilaire model 600

bypass humidifier. The air handler and humidifier appear to be of recent vintage, the air cleaner appears to be of older vintage. The wall thermostat for this system is located on the west wall near the return grille beneath the stair to the second floor.

System 3 serves the east side of the first-floor courtroom. The equipment includes a Lennox model CBA38MV-042 air handler of nominal 3-½ ton cooling with Space-Gard model 2200 high efficiency air cleaner, and Skuttle model 60-1 humidifier. The air handler and humidifier appear to be of recent vintage, while the air cleaner appears to be of older vintage. The wall thermostat for this system is located on the west wall near the return grille beneath the stair to the second floor.

System 4 serves the jury rooms on the second floor. The equipment includes a Radco model FA4ANF024 air handler of nominal 2 ton cooling with 10 kW electric heater and Space-Gard model 2200 high efficiency air cleaner. The air handler appears to be of fairly recent vintage. The wall thermostat for this system is located in the east jury room. Supply and return ducts from this air handler are routed through the attic to linear slot supply and return registers located along the west and east walls of the respective room.

All four of the aforementioned air handlers are controlled by Honeywell electronic programmable wall thermostats. Condensate from AHU-1, -2 and -3 drain to a floor-mounted condensate pump unit in the basement. The drain line for condensate from AHU-4 and its secondary drain pan extend from the attic down through the building and appear to enter the southwest corner of the basement mechanical room where it combines with the condensate drain lines for AHU-1, -2 and -3. The condensate lines then discharge into the service sink in the basement mechanical room.

Outdoor condensing units for the four air handlers are located on the north side of the building to the west of the courthouse (see the building labeled with #2 on Figure 22). The refrigerant piping and electrical power associated with the mechanical systems are routed underground in a PVC pipe from the courthouse to the north side of this 1835 outbuilding. The outdoor units are listed below and appear to correspond to the noted air handlers:

- Lennox model 14HPX-030, nominal 2-1/2 tons (AHU-1)
- (2) Lennox model 14HPX-042, nominal 3-1/2 tons (AHU-2 and -3)
- Carrier model 38YCC024340, nominal 2 tons (AHU-4)

An outside air duct extends from one of the crawlspace vents in the west exterior wall into the basement mechanical room closet that houses air handlers 1 through 3. There is no means, such as a motorized damper, to close the duct when the building is unoccupied.

The mechanical system also includes a series of additional equipment. Portable electric dehumidifiers are present in the basement mechanical room and storage rooms, presumably to mitigate high humidity in this floor level. Several apparently inoperable Broan model 675 wall

exhaust fans are located in the basement to exhaust air from the three storage rooms along the east wall into the crawlspace beneath the ground floor. Lastly, a ceiling fan-light exhausts the active and former basement bathrooms.

STRUCTURAL SYSTEMS

The Fluvanna County Historic Courthouse is a loadbearing masonry structure with wood framing for the second floor and wood trusses to support the roof (Figure 56). The exterior brick masonry walls are supported on a rough-faced ashlar stone foundation. The original specifications indicate the stone footings are located 27" below grade. This depth can be confirmed via an access hatch under the interior basement stair. The 1977 renovation added a basement within the existing building footprint requiring extensive excavation and the removal of the ground floor of the building. The basement has a concrete slab-on-grade and reinforced concrete block retaining walls at the perimeter. Four brick columns finished with stucco support the portico on the south elevation. Stucco-clad brick pilasters are spaced evenly across the west, north, and, south walls. The south exterior wall is four wythes thick while the west, north, and east brick masonry walls are three wythes. All walls are laid in Flemish bond. The south wall reduces from four wythes to three above where the portico ceiling framing is supported by the masonry. All wall openings have stone lintels and sills.

The slate roof is fastened to 1" thick wood decking which is supported by wood rafters measuring 3 ¾" by 3 ¾" and spaced at 24" on center. The rafters are attached to a 2" by 4" wood ridge board and are notched where supported by purlins, measuring 3 ½" by 6". The purlins are located at the midpoint of each sloped side of the gable roof. A continuous ribbon board carries the end of



Figure 56. Aerial view of building from northeast



Figure 57. View of roof structure with repaired truss in foreground

the rafters at the cornice. The rafters have a birdsmouth notch where they rest upon the ribbon board. The roof assembly is supported by seven king post wood trusses spaced at 7'-8" on center (Figure 57 and 58). The vertical member at the center of the truss is called the king post. For these trusses, the king post measures 10 ½" by 5", and it is notched down to 6" by 5" just above the wood-pinned connection to the web member. One king post was repaired recently due to failure caused by a lightning strike. This member has been supplemented with a steel plate connecting the historic remaining member to a spliced-in replacement member. The web members of the typical truss measure 5" by 5" and are attached to the king post with a mortise joint with wood pins located approximately 14" above the bottom chord. The web member extends at an angle to the top chord of the truss, where it also has a mortise joint with wood pins at an approximate



Figure 58. Detailed view of roof structure at southeast corner of portico



Figure 59. Detailed view of fabrication markings on roof trusses for use in assembly

lateral dimension of 7'-5". The top chord of the truss measures 5" by 6 1/2" and it attaches to the king post with a mortise joint with wood pins, similar to the web member. The top chord is notched where it supports the purlins and there are limited instances of steel bolts to reinforce the connection of multiple members. The bottom chord of the truss measures 5" by 11". The ceiling joists measure 3" by 3" and are attached to the underside of the bottom chord with spikes at a spacing of 16" on center. All members of the wood trusses were marked with notches after fabrication to indicate their intended assembly pattern in the field (Figure 59). At the portico, wood joists carry a plaster-on-lath ceiling to the entablature framing supported by the columns.

The floor assembly of the ground floor courtroom was extensively modified in order to accommodate the basement expansion. The south end of the courtroom has brick paving laid on metal decking supported by 12" deep open web steel joists spaced at 24" on center. The raised floor at the north end of the courtroom consists of 1" thick wood boards varying between 4" and 6" in width on 2x12 wood joists at 16" on center. The floorboards were originally tongue-and-groove, but the tongues appear to have been cut during the removal for the 1977 renovation. Numerous abandoned nail holes are present in the floorboards. The wood joists run east-to-west and are supported at their midspan by a large, square wood beam which appears to be an historic, and potentially original, structural member. At the perimeter, the joists are supported by masonry walls. The large wood beam is now supported along its length by 3 5/8" diameter steel posts in the rooms along the east side of the basement hallway, an alteration from the 1977 renovation (Figure 60).



Figure 60. View of basement steel pipe columns. The columns support the historic wood beam.

The wood stairs to the second floor are supported on wood framing at each side wall of the courtroom. The floor framing for the second-floor gallery is supported on two bored-out hollow wood columns situated near the bar. No interior structural member of the wood columns was observed. A wood-framed wall bounds the north side of the second-floor jury rooms.

A metal stair is located at the north end of the courtroom and extends down to the basement. It is supported by reinforced concrete masonry walls at its sides. The basement structure consists of concrete block interior and exterior walls, the latter of which is fully reinforced and also serves as a retaining wall. The floor is a concrete slab-on-grade.

CONDITION ASSESSMENT



Figure 61. JMAP and Train Architects performing assessment fieldwork

INTRODUCTION

This chapter provides the assessment summary of the existing condition for the architectural, structural, and mechanical systems. As noted earlier in this report, the plumbing, electrical, and AV systems were not included in the scope of this report. These summaries are intended as an overview companion for the more detailed discussion of key issues and inventory of conditions which follow.

APPROACH

The architectural assessment of the Fluvanna County Historic Courthouse was performed by Andrew Marshall, RA, with supervision by John Mott, FAIA, of JMAP on March 31 and April 1, 2022. The structural assessment was performed by David Linton, PE, of Linton Engineering and the mechanical assessment was performed by Bob Crowell, PE, of 2RW; both occurred on April 1, 2022. All exterior assessments were performed from grade with the assistance of binoculars. Ladders were used to access the upper exterior wall and the attic from the interior. The roof was surveyed via drone photography. Finish removals for paint and mortar samples were executed by JMAP senior architectural conservator Amanda Edwards, PA-AICP. Beyond this sampling, no destructive testing was performed as a part of this assessment.

ARCHITECTURAL ASSESSMENT SUMMARY

EXTERIOR

The exterior of the building is generally in good-to-fair condition. Several conditions present issues which will cause greater deterioration if not addressed in the near-term. A number of other issues require attention in the mid-term as well.

- The most visible issue at the building is the deteriorated state of the existing finish on the four stuccoed columns at the front of the building. The cracking outer finish mars the front elevation. Similar finish issues occur on the stuccoed pilasters on all elevations to varying degrees. Additional investigation of the stucco is needed to confirm the composition as well as determine the extent of alteration required to prevent the condition from worsening or reoccurring.
- The roof of the building requires immediate near-term work to address active water infiltration. Drone photography indicates that numerous slate shingles are damaged or missing. In some locations, daylight is visible through the roof inside the attic, including one location where the wood decking boards are fully visible. Gaps at the flashing and various holes at the metal bell enclosure allow water to infiltrate the exterior envelope. The enclosure also displays signs of heavy corrosion. The design of the original bell enclosure, or steeple as it is called in archival records, is not known. Additional research may provide insight on this matter. Regardless, the deficiencies at the enclosure are contributing to the pressing issues with the roofing system.
- The painted finish across all elevations is deteriorated and requires refinishing to protect the wood elements comprising the openings and entablature. The deteriorated paint has also stained the masonry surfaces directly below the wood shutters. The paint analysis indicates that the doors and the shutters have paint history extant under their modern layers. Care should be taken with refinishing these elements to keep some extent of this paint history intact. Meanwhile, the historic paint layers appear to have been removed at the entablature, windows, and wood tympanum, leaving only modern paints. The sanded paint finishes indicated in the original specifications were not found during the paint analysis. See the paint analysis in Appendix B for more information.
- The exterior masonry is generally in good condition, but presents potentially significant future challenges. There is a limited number of open joints and a small number of cracked bricks across all facades. Despite the lack of widespread erosion, the historic mortar is soft enough to remove easily by hand in many places. The softness of the mortar is a concern due to the potential for erosion, but it does not appear to be producing negative

secondhand effects to the brick masonry or interior finishes. Obtaining a mortar that matches this original composition will be difficult and this goal presents a complex series of potential approaches to repointing. It is of utmost important that future repointing be completed with extreme care to use an appropriate mortar mixture while focusing only on those localized areas which are in clear need of repair. See Appendix B for more information on the mortar analysis completed for this report.

- The windows, shutters, and doors typically display deteriorated paint finish. The wood substrate of windows and doors generally appear to be in good condition with a limited number of damaged or missing components. The shutters exhibit more significant issues with separating joints, racking, and wood deterioration. All windows, shutters, and doors require restoration in the near-to-medium-term to address these issues and to mitigate the potential for more extensive deterioration over the long term.

Various other elements require repair or restoration in the coming years. Refer to full condition inventory for additional information.

INTERIOR

The interior of the Fluvanna County Historic Courthouse is in good-to-fair condition generally. There are a few issues which require immediate intervention, including water infiltration at the courtroom ceiling and wall damage adjacent to the east doors. There are also issues which have negatively impacted the interior in significant ways which, although they do not represent ongoing deterioration, must be addressed in the medium-to-long-term.

- A roof leak at the bell rope at the roof level has caused deterioration of various wood elements at the ceiling, floor, and underside of the second-floor gallery. Wood rot and finish deterioration is evident. Preventing further water infiltration by sealing the opening at the bell rope should occur immediately. Repairs to the wood should be performed in the near-to-mid terms in concert with the finish analysis.
- A significant medium-term preservation issue is the existing wallboard finish in the courtroom. The heavy damage near the east doors requires near term repairs and offers an opportunity to investigate the existing assembly in more detail and to better understand the condition of the historic plaster. The interior surface of the perimeter walls has painted plasterboard that was installed over the earlier plaster wall finish. This modern finish has negatively impacted the relationship between the wall surface and the surface of the wood trim pieces. The trim elements are intended to stand proud of the wall, but the existing condition has caused the surface of the wall to become essentially

flush with the trim. Further investigation is necessary to review the wall assembly and condition of historic plaster. Also, joints between wallboards have separated in several locations, creating unsightly joint lines throughout the courtroom.

- The interior faux-wood grain paint finish is failing at various locations on the interior. The paint issues include cracking, areas of poor execution, and general wear and tear. Prior to repainting, additional investigation will be necessary to confirm a paint scheme for repainting. The 1977 renovation included paint scrapings performed in search of learning the original color scheme. The architects selected the faux-grained finish based on visual cues from the rudimentary analysis and because the scheme was used at Cocke's Bremo mansion. Due to the major technological advances in paint analysis, a new analysis would be expected to provide significantly greater insight into the genuine paint history. The findings from this analysis would be an essential guide for future repainting efforts.
- Accessibility presents a design and access challenge to the interior of the courthouse. Currently, an accessible route is provided from the exterior to the main courtroom space. However, the extant removable ramp that was installed to access to the raised court floor level creates an undesirable tripping hazard for those seated at the bench seating. More plainly, the ramp inhibits safe egress from the bench seating. Further, the ramp lacks a wheel stop along its edge. From a design perspective, the ramp is an unfortunate addition to the main view of the courtroom. Removal of the ramp, however, would leave the significant balance of the courtroom floor inaccessible. Additional design investigation may offer insight into how to balance these competing requirements and could suggest a preferred ramp location and design.
- There are a couple of issues with railings inside the building. The second-floor gallery has a wood handrail which flexes upon moderate pressure. Although the existing building code will likely allow the existing condition to remain, structural improvements may be desirable or could be required by a building official. Also, the basement stair railing is mounted at an improper height and lacks the sufficient extension at the base of the stair.
- The basement is generally in fair condition overall with some items of concern. The high humidity at this level must be addressed. This issue is discussed further in the mechanical section of this report. The basement floor, wall, and ceiling finishes are dated and display some minor wear and tear. However, given the back of house nature of this floor, near-term repairs are not necessary. The long-term programming for the basement should be reviewed prior to any repairs. If the basement will continue to serve as storage or other utilitarian use, then the space can remain mostly as-is with some minor repairs.

The interior presents a number of other issues in which require attention. Refer to full condition inventory in the Treatment Recommendations section of this report for additional information.

STRUCTURAL ASSESSMENT SUMMARY

The scope of work for the structural system condition assessment was directed by Fluvanna County to focus on the roof structural system so as to address recently repaired damage and any other potential issues with the roof. Refer to the architectural assessment for issues related to exterior masonry conditions.

The overall condition of the roof structure is good with a few notable exceptions connected to water penetration at specific areas.

- The primary area of concern occurs at the chimney penetration locations through the roof. At three of the four chimney penetrations, the rafters flanking the chimney have rotted to the extent that the ends of the rafters are no longer supported on the adjacent exterior wall. Additionally, the mortar in the chimney has severely deteriorated and is in need of full depth repointing.
- The second area of concern occurs at the cupola. Water has penetrated through the roof and traveled down the bell enclosure structure to where it has rotted the support structure at the attic level. The connection of the bell enclosure support post to the adjacent roof structure has also rotted. The most structurally significant damage has occurred where the top half of the bottom chord of one of the trusses has rotted where it supports the bell enclosure beam.

MECHANICAL ASSESSMENT SUMMARY

Generally, the equipment components appear in fair-to-good condition. However, there are deficiencies with the mechanical systems which must be addressed in the near- to mid-term to mitigate humidity issues in the basement and to comply with the mechanical code.

- There is a lack of permanent means for controlling the humidity in the basement, which is evident by conditions in the basement and made clear by the use of plug-in portable dehumidifiers. A permanent means for effectively controlling the humidity level in the basement is necessary. The basement is currently used to store paper records and other important county registrar equipment which may be susceptible to issues stemming from high humidity.

- A heat recovery ventilator (HRV) connected to basement air handler AH-1 is reported to be non-functional. Therefore, the occupied spaces in the basement are not receiving outdoor air for occupants as required by current building codes. This arrangement potentially increases the build-up of humidity in the basement. The basement humidity is also increased by the lack of operability of the wall exhaust fans on the east wall. The air intake duct in the west exterior wall also lacks the means to stop the flow of outdoor air into the building when the building is unoccupied. Several dehumidifiers indicate that they have full tanks and require emptying, suggesting that additional ongoing maintenance is necessary to address the humid conditions in the near term.
- A part of the mechanical assessment included determining if the active use of the systems contributed to deterioration of the historic building fabric. There is no clear evidence that the active use of the mechanical systems are the cause of any damage to the building. The systems are not configured to pull moisture into the building, nor do they appear to be creating any otherwise harmful condition to the historic fabric. As noted above, however, it is the inherent limitations of the systems, rather than their active use, which are having a negative impact on the building.

TREATMENT RECOMMENDATIONS

INTRODUCTION

This chapter provides an overview of treatment, the historic preservation goals for the building, followed by an inventory of the existing issues and recommended repairs. These first two items include key criteria, such as standards, regulations, and stated county goals, that must be used to guide the careful management of this historic property. These passages should serve as a starting point for any alterations to the building and site. Following those items is the inventory which includes description of the existing condition, recommended repairs, and the quantity of repairs required.

TREATMENT OVERVIEW

The Secretary of Interior's Standards for Treatment of Historic Properties guides historic preservation professionals in their development of treatment recommendations for historic properties. The recommendations included in the report are intended to pursue the lightest impact alteration necessary while protecting the historic fabric of the building. All alterations performed on the building should be pursued within this spirit. In addition, all work must comply with the Virginia Construction Code, Virginia Existing Construction Code, and all other applicable regulations.

The proposed recommendations will require additional coordination with preservation professionals, trades, and contractors to confirm a restoration or rehabilitation approach prior to execution. It is important that qualified individuals oversee and perform the design and construction work on this historic property to minimize the potential for unforeseen or irreversible damage to the building's historic character and integrity. For more information and guidance on the regulations and guidelines affecting the work and additional insight onto how the work should be executed, refer to the Requirements of Work section later in this report.

MANAGEMENT OF THE HISTORIC BUILDING AND SITE

The Fluvanna County Historic Courthouse is recognized as a significant structure for its architectural design and its connection to a historical figure – John Hartwell Cocke. In addition to its wider acknowledgement, this historic courthouse is a nationally recognized work of architecture and an iconic building for Palmyra and Fluvanna County. The National Register-listed historic district includes the courthouse building and the four historic buildings to its west, north, and east. The court square site, including the surrounding buildings, the boundary retaining wall, and other landscape features, as well as the village of Palmyra are historic elements which are critical to the historic context of the courthouse and its setting. Additional

research and assessment of the court square site are recommended to preserve these elements. The courthouse and its surrounding context comprise a series of valuable resources and it will require a determined level of care and attention to preserve the historic integrity of this important architectural icon.

Prior to alterations of either the building or the site:

- The county should engage with the Fluvanna Historical Society (FHS) to review any proposed changes.
- The county should coordinate alterations with all necessary regulatory agencies, including Virginia Department of Historic Resources, during planning and design stages.
- All changes to this historic building and site should be undertaken with great care so as not to diminish the integrity of the numerous historic resources at court square.
- It is strongly recommended to engage historic preservation professionals, including architects and conservators, to design and oversee these alterations to facilitate the process and provide the necessary expertise.
- It is also very important to hire skilled and experienced tradespeople and contractors in the execution of the work.

HISTORIC PRESERVATION OBJECTIVES

Due to the complexity of connected issues on a historic building, the goals for the preservation of a historic building should be outlined prior to the commencement of work and adhered to, or updated, as items are successfully completed or new challenges arise.

- **Collaboration of the stakeholders of this historic building is essential.**

Protection of this iconic building will require a concerted and coordinated effort by the county leadership, the county public works department, and the FHS. These efforts will involve coordinated strategic planning, funding of design and construction projects, and the ongoing maintenance and monitoring of the existing fabric. Careful and sensitive maintenance is central to this effort. Before acting on any findings, it is important for the stakeholders to work together to determine an approach that both protects the building and solves the corresponding deficiency.

- **All work should pursue a preservation approach.**

The National Park Service defines four approaches to treatment of historic properties and has standards and guidelines for each approach. The four approaches are: preservation, rehabilitation, restoration, and reconstruction. Preservation is defined as “the maintenance and repair of existing historic materials and retention of a property’s form as it has evolved over time.” This approach acknowledges the array of changes over time

and does not seek to restore the building to a specific period of time. Any alterations to the building must respect not only the materials themselves, but the original design intent of the building. The recommendations of this report have been developed to comply with this approach.

- **The building will continue its present use.**

The former courthouse is intended to continue its service as a public assembly hall and historic site. The building also currently serves as a storage space for the county and FHS, although this is a secondary use of the building. Continuing the present function of the building will avoid the need for significant changes to accommodate a change in use as is common with many historic buildings. This current use of the building may require minor improvements, but it is expected that any detrimental effects can be mitigated via careful design and construction efforts.

- **Work shall be executed efficiently and economically.**

It is recommended that the recommended treatments be undertaken in consolidated projects which allow for holistic treatment rather than piecemeal work. This will allow for the resolution of any unforeseen conditions which arise and the coordination of various treatments across the building. Larger construction projects are more cost efficient and also limit the disturbance to the functioning of the building to smaller windows of time.

KEY ISSUES

Below is a series of key issues which present the greatest urgency, most significant intervention, or impact primary character-defining features. A description is provided of the existing condition along with approaches to treatment of the condition.

- Stucco at columns and pilasters
- Roofing system
- Metal bell enclosure
- Exterior painted woodwork
- Windows, shutters, and doors
- Brick masonry
- Basement humidity
- Interior paint finishes
- Interior wall finish in courtroom
- Interior accessible ramp
- Gallery handrail

Stucco at columns and pilasters

Columns exist on the front of the building with pilasters located on the side and rear walls. Based on the county's testing, the front columns are brick covered with stucco, also known as plaster; the two terms will be used interchangeably in this discussion. The pilasters are undoubtedly brick covered with stucco. The condition of the paint on the front columns is much worse than on the pilasters, possibly because of greater exposure to the elements and lack of shared adjacent surfaces to transfer moisture.

Regarding the condition of the columns and, to a lesser extent, the pilasters, the four questions are: 1) what is the current plaster material and finish, 2) what was the plaster material and finish applied to the brick historically, 3) what are the materials applied to it now, and 4) what treatment is recommended to correct the current appearance.

In the nineteenth century, plasterers used lime plaster. It was made from four ingredients: lime, aggregate, fiber, and water. In Virginia, the lime came from oyster shells or ground-and-heated limestone, the aggregate was sand, and the fiber came from animal hair, usually cattle or hogs. Usually lime plaster was installed using three coats – scratch, brown, and finish, in order of application. The first two coats were about 3/8 inches thick with a finish coat of about 1/8 inch. However, this is when it was applied over wood lath. When installed over brick the scratch and brown coats were often combined with a thickness closer to 3/4 inch. Following installation, wetting caused by rain followed by drying cycles would cause the plaster to deteriorate, often necessitating the periodic replacement of plaster as part of building maintenance.

The question is not so much whether the stucco on the columns is the original plaster or a replacement plaster, but whether it is lime plaster or was replaced at some point in time with cement plaster, the use of which became prevalent in the twentieth century. Lime plaster is breathable and allows the evaporation of moisture in the brick. Cement plaster, on the other hand, does not breathe and traps moisture in the brick, resulting in deterioration of the brick. In the case of the Fluvanna County Historic Courthouse moisture could enter the brick either through the surface or by wicking up from the stone surface on which the columns were set. Lime plaster is flexible, while the brittle nature of cement plaster often results in cracking.

Identification of lime plaster can often be determined by the presence of the animal hair. It does not seem to appear in the photos of the test holes in the columns provided by the county. This may be the result of the method used to drill the holes which cut off the hair. The first step in resolving the question about the type of plaster on the columns and pilasters is to probe the edge of the hole to dislodge some plaster in hopes of finding the hair. If this fails, chemical testing is recommended.

The composition of the historic stucco and the current stucco must be determined before repairs can be completed. Historically, paint or limewash (whitewash) was applied as the finish. In some instances, sand was applied with the paint to provide a stone-like texture and color. The paint analysis for the building was unable to detect any of the historic paint or whitewash layers on the plaster of the columns/pilasters. The first discernable paint color was when the first layer of modern paint was applied. This could be because the historic limewash was allowed to wear down before a new coat was applied. Since the application of plaster over the brick was to create the appearance of freestone, the assumption is that the historic paint or limewash was sanded and was colored to match the texture and color of the marble column capitals.

Analysis of the current paint coating is not particularly important as its condition has deteriorated to the point that it should be stripped and replaced. The appearance of the installation suggests that the current coating is a non-breathable type of coating which is trapping moisture within the column resulting in its extensive failure. The specifications for the 1970s work called for the columns and pilasters to be cleaned and then to have a sealer applied. Two sealers were specified, but Don Swofford, a Charlottesville architect who worked for Grigg, Wood & Browne at the time, says that a sealer was not applied. According to Mr. Swofford, the surface of the stucco was scraped and that a surface conditioner was applied before they were painted. According to the bid drawings, a sanded paint was applied to the columns and pilasters. Pictures from subsequent years show that a paint color matching the stone capitals was applied during this project.

The recommended course of action is as follows:

1. Determine if the existing stucco is lime stucco or cement stucco.
2. If the existing stucco turns out to be Portland cement stucco, as is assumed, then it should be removed and replaced with lime plaster. First, the paint must be removed. Next the columns are to be misted over a lengthy period to soften the stucco, followed by hand

removal across a series of layers down to the face of the brick. This process protects the brick substrate from damage during removal.

3. If it turns out to be lime stucco, verify that the finish coat is lime as well rather than some type of waterproof coating that was installed over the old base coats.
4. Assuming that the face coat is lime, totally remove the existing paint using a stripper, such as Ready-Strip Pro, and patch all deteriorated or damaged locations in the plaster including the test holes drilled by the county in the rear of the second column from the east.
5. Test clean selected and unobtrusive areas of the freestone capitals to facilitate paint color selection.
6. Apply a breathable paint coating with a sanded additive with a color similar to that of the freestone column capitals.

Roofing system

With the exception of patches of replacement shingles, the existing slate roof is likely original to the building. The slate sourced from Buckingham County, Virginia, for use on the building is renowned for its quality. A Buckingham slate roof is estimated to last 175 years on average, although many have survived longer. Any remaining original slate at the 190-year-old historic courthouse has now exceeded that average lifespan. A large number of these aged slate shingles display signs of failure. Many have cracks along their lower edge or near the fastener location, with many other shingles are displaced or missing. The ongoing failure of the slate shingles presents an unsafe condition in which several slate fragments are loose and appear likely to fall from the roof. This condition requires urgent remediation.

The overall age of the roofing system and the existing damage are key considerations in determining if the roof system is close to the end of its useful life. The assessment effort of this report relied upon visual analysis, primarily drone photography, to assess the roof condition. A closer inspection of the balance of the roof shingles utilizing a man lift would offer further insight.

A full roof replacement would provide the longest term solution. If more than 25% of the roof displays deterioration, a roof replacement would likely be more cost effective than extensive repairs. The visual assessment of the roof estimates a percentage which is below but close to this threshold, and closer analysis may prove to increase the percentage. A much greater extent of historic fabric would be removed in a full roof replacement. Several other components of the roof are demonstrated to be beyond its lifespan, including the metal flashings and the metal bell enclosure (discussed below). During a roof replacement, all existing shingles should be removed and assessed. Those shingles which are in good condition could be reinstalled rather than replaced, or potentially stored for use in future repairs. In the event of this full removal, the underlying wood roof decking could be examined, documented, and repaired in its entirety as a part of the project.

In lieu of the more invasive full replacement, the roof could be repaired with new metal flashings and replacement shingles installed where needed so as to avoid the much greater cost of the larger project. However, if the extent of repairs is significant enough, no such savings would be realized given the age of the roof. A repair approach will require a greater ongoing maintenance effort. Also, patching the roof would not afford the same opportunity for substantive repair of the wood decking.

With its exposure to the elements, the roof is the most critical element in the preservation of a historic building and must be addressed in the near term. Regardless of approach selected, all replacement materials should be provided in-kind to match the current design.

The recommended course of action is as follows:

1. Immediately patch and repair roof areas at exposed wood decking. The new shingles should be Buckingham County slate and match the existing historic shingles in dimension, texture, and weathered color.
2. Slide new shingles under courses above and fasten with copper nail at vertical joint. Install copper sheeting above nail hole under shingles to prevent water penetration at new hole.
3. Immediately remove all loose pieces of slate from surface of roof.
4. During repairs, perform assessment of slate shingles to determine integrity of typical shingle. Determine if fasteners or slates themselves are failing. Apply pressure with hand to individual slates. Those in good condition will remain firm, while deteriorated slates will convey a brittleness and crack. Sound displaced and damaged shingles to determine integrity.
5. Assuming balance of deteriorated shingles is less than 25%, remove and replace only damaged tiles. Where two or more adjacent tiles are damaged, create a pyramid replacement area with copper bib flashing at top course only.
6. Perform repair or replacement efforts in concert with installation of new copper flashings at ridge and alterations to metal bell enclosure. Coordinate flashing materials at all locations to avoid galvanic corrosion.
7. Assuming the extent of damage exceeds 25% of roof area, remove and replace slate roofing. Provide temporary cover. Salvage tiles in good condition and reinstall or store for future repairs. The new shingles should be Buckingham County slate and match the existing historic shingles in dimension, texture, and weathered color.
8. During removal of large areas of damaged tiles, assess condition of visible areas of roof decking from above.

Metal Bell Enclosure

A sheet metal bell enclosure tops the roof with a bent metal sheet creating a hood over a historic bell. The open ends of the hood are filled with perforated metal sheets. The enclosure displays

extensive corrosion and currently allows water into the building at the skyfacing opening for the bell rope. These issues have caused rot at the supporting wood structure in the attic and damaged wood finishes in the courtroom ceiling. Repairs are necessary in the near term to stop the leaks and prevent further deterioration paired with efforts to improve the existing construction.

The construction date of the enclosure itself is not known. The earliest image confirming its construction dates to 1957. A bell was installed at the building soon after the completion of the original building and the attic wood framing for enclosure appears to date to the original construction as well, suggesting that the footprint size of the enclosure is original. Additional research may provide insight. It is believed that the bell dates to the early days of the building, but the bell should be examined as a part of any repair work to attempt to confirm this information. Without the discovery of evidence to the contrary, the design of any replacement enclosure should match the existing enclosure in form and material.

The corroded elements must be surveyed via man lift to confirm the extent of deterioration. Drone photography displays extensive corrosion on various sheet metals as well as staining on the roof and the sheet metal flashing will require removal and replacement. The corrosion appears to be the result of deteriorated paint finish and galvanic reaction between dissimilar metals. Ferrous metals corrode (rust) when exposed to oxygen in the presence of moisture. These materials are generally protected by paint coating systems formulated for ferrous metal substrates. Galvanic reaction of dissimilar metals in proximity, such as copper and iron, will occur even if the metals are separated as rainwater can transfer the chemical reaction downstream between the metals.

Urgent spot repairs and waterproofing of the existing bell rope opening is necessary in the short term. These efforts paired with the replacement of the most deteriorated elements could serve as an alternative short-term measure. The extent of corrosion and quality of existing materials suggest building a new painted sheet metal enclosure would better address the water infiltration issues and extensive finish deterioration. If possible, a new attic vent should be provided in the replacement enclosure to help prevent humidity build-up in the attic.

The recommended course of action is as follows:

1. Immediately install temporary gasket at bell rope opening to prevent water intrusion.
2. Survey bell to confirm age and assess condition to determine if restoration is needed.
3. Determine if original design is known. Develop a design for the enclosure through additional research and schematic design.
4. Remove all metal elements, including roof panels, sheet metal flashings, and perforated metal sheeting, and wood bell mounting boards. Determine if roof panels can be salvaged and refinished.
5. Assess condition of all existing wood framing during removal. Perform repairs as necessary.
6. Protect bell during construction. Restore bell and mounting frame.

7. At open ends, install bird netting to prevent roosting as opposed to installing new perforated metal sheets at open side ends. Provide in-kind replacement in all other instances. Coordinate metals used with new flashing noted in roofing recommendations.
8. Perform structural repairs at support framing. Remove and replace in-kind two wood framing members—one post supporting the enclosure and a horizontal support member. At bottom truss chord at adjacent king post truss remove 12" of rotted wood and sister on each side.

Exterior Painted Woodwork

The painted finish on the exterior woodwork is deteriorated and appears to have been applied onto a surface that was not sufficiently prepared. Cracking paint and uneven surfaces demonstrate the present issues. These conditions should be addressed to protect the wood substrate from further deterioration and to resolve that deterioration already occurring in some localized areas.

As a part of this report, the exterior painted wood surfaces were sampled and analyzed to document the paint history of the building. The paint analysis revealed the following colors on the wood trim, from newest to oldest: light gray, pinkish taupe, and white. The original specifications called for a sanded paint finish, but this finish was not found during the analysis. The findings suggest that the wood trim was stripped at some point in the history of the building. Meanwhile, the doors have a faux wood-grained paint finish that likely precedes the application of white paint on all wood surfaces. The sanded paint indicated in the original specifications was to mimic the appearance of freestone, the type of fine-grained sandstone used for the column capitals. This freestone color would have harmonized with the faux-graining found at the door. Performing small areas of cleaning on the column capitals would offer the ability to determine the true color of the stone and to consider potential color matches for the new sanded paint color finish of the exterior wood trim, including entablature, cornice, and tympanum. The wood windows and doors should be returned to their faux graining painted finish that is expected to have been coincident with the sanded paint finish.

The application of a sanded paint finish requires specialized experience and has a higher initial installation cost. However, sanded paint has lifespan of up to twenty years, or double the typical ten-year expected longevity for a high-quality exterior paint. Sanded paint is created by the blowing of sand onto the freshly painted surface. The incorporation of sand creates a more durable exterior coating with a stone-like appearance. It was employed during the period of the Fluvanna County Courthouse when painted wood and stone were used in close proximity or to stand-in for stone at a much cheaper cost. Although a much earlier building, George Washington's Mount Vernon in Fairfax County, Virginia, is perhaps the most well-known example of sanded paint.

The use of sanded paint also requires a different approach to maintenance of the exterior

painting. As layers of paint accumulate on a surface, the weight of the layers of paint will eventually cause delamination from the substrate and lead to paint failure. With the addition of the sand into painted finish, weight becomes an issue more quickly when using sanded paint. As such, the sanded paint will require stripping, rather than the typical scraping and sanding, after its twenty-year lifespan to prevent the delamination from occurring.

The recommended course of action is as follows:

1. Develop sanded paint specification. Perform test panels with different sands and application techniques to find the best mimic for the freestone finish indicated in the original specification. Review available local sources for sand, the original was likely a natural sand from a nearby river.
2. Scrape deteriorated paint at all wood surfaces. Avoid use of damaging abrasive removal treatments executed via power tools, waterblasting, or sandblasting.
3. Strip wood surfaces down to bare wood at all locations. Use environmentally friendly chemical stripper such as Ready-Strip Pro. Protect adjacent surfaces from staining.
4. Make repairs to woodwork. Remove rotted elements and provide wood dutchmen in larger holes and sections of deterioration. Use same wood species for repairs.
5. Treat all parts of new and existing wood with wood preservative.
6. Prime bare wood surface with 48 hours. Use exterior oil-based wood primer.
7. Apply two coats of breathable exterior paint as soon as primer is fully dry. Sand lightly between all coats. Finish coats and primer should be sourced from same paint manufacturer and be fully compatible.
8. Caulk wood joints prior to topcoat of exterior paint.
9. Apply tack coat for sanded finish in a thin to moderate wet-film thickness with a brush or roller and allow time to dry until sheen turns to a matte.
10. Apply full sand coat of paint in a moderate to heavy wet-film thickness without creating curtains in surface of paint.
11. Apply sand by blowing technique to dust sand lightly onto wet paint in successive areas.

Windows, Shutters, and Doors

The painted wood windows, shutters, and doors display a range of conditions. Many shutters are in poor condition with racking creating separation between components. Wood rot and heavy surface deterioration is also occurring at the shutters. The windows are in fair-to-good condition but display extensive finish deterioration. A number of window muntins are damaged or missing. The doors have areas of rot and finish deterioration. The hardware at all exterior doors requires repairs as well.

With painted wood elements it can be difficult to determine the full extent of repairs required until the painted finish has been removed. The peeling and cracking paint can often suggest more damage than is actually present in the substrate. The condition assessment found very few areas

of extensive deterioration of the wood components at the windows and doors. It appears likely that repairs will be moderate and localized in nature. However, the deterioration of painted surfaces and those individual damaged areas present significant potential for future damage if not addressed in the medium term.

The shutters will require more extensive repairs. In many cases, the rails and stiles of the shutters are separating and racking. The shutters have mounting hardware set into the masonry at the window jamb and shutter dogs, which hold the shutters in the open position, mounted into the face of the masonry wall. The finish has typically deteriorated on these elements and several appear to have become loose in their mountings. Repair and refinishing of the shutters and shutter hardware is recommended and only shutters which are totally beyond repair should be replaced.

The paint analysis performed as a part of this project provides insight into the original paint scheme. The findings suggest a faux-grained paint finish was used on the exterior doors. It is likely that the window sashes and wood surrounds at the doors and windows would have matched the faux-grained doors. The shutters were likely a very dark green almost black color to create a complimentary contrasting color. Additional interior paint analysis is necessary to determine the original interior finish. See below for more information.

The recommended course of action is as follows:

1. Remove wood doors, window sashes, and shutters to allow for shop restoration work. Provide weathertight temporary infill at all openings.
2. Remove glazing putty and glass panes at window sashes.
3. Remove perimeter sealant at all window and door frames.
4. Assess condition of shutter hardware. Repair and/or reinstall as required.
5. Scrape deteriorated painted surface at all wood surfaces, including in-situ window and door frames as well. Avoid use of damaging abrasive removal treatments applied via power tools, waterblasting, or sandblasting.
6. Strip wood surfaces down to bare wood at all locations, excepting the exterior wood doors where the intact paint history should be conserved. Use environmentally friendly chemical stripper such as Ready-Strip Pro. Protect adjacent surfaces from staining.
7. Make in-kind repairs to window sashes, door panels, shutters, and frames. Remove rotted elements. Make repairs with epoxy at surface damage and provide wood dutchmen in larger holes and sections of deterioration. Match existing wood species for repairs. Provide missing elements.
8. Treat all parts of new and existing wood with wood preservative.
9. Prime bare wood surface with 48 hours. Use exterior oil-based wood primer.
10. Apply two coats of breathable exterior paint as soon as primer is fully dry. Sand lightly between all coats. Finish coats and primer should be sourced from same paint manufacturer and be fully compatible.
11. Caulk wood joints prior to topcoat of exterior paint.

12. Reinstall restored doors, windows, and shutters.
13. Provide perimeter sealant at all windows and doors.

Masonry Repointing and Repair

The building has a fair number of openings in the exterior masonry walls where mortar has eroded or cracks have occurred in the masonry units. Open masonry joints present an avenue for water infiltration into the building envelope. Under the effects of age and weathering, all masonry joints will eventually deteriorate and require replacement. Provided the mortar is installed properly and is compatible with the specific masonry units, repointing mortars may remain viable for up to 50 years. Material incompatibility and installation errors will shorten the lifespan of any joint material, as will excessive exposure to moisture and freeze-thaw cycling.

The historic mortar is comprised of calcined clay, lime, and sand. This composition is soft compared to lime-based mortars and requires greater care in repointing, as commonly available modern mortars will have much greater strength than the original mortar and the bricks themselves. Previous repointing efforts have employed cementitious mortars that do not match the color, strength, and installation technique of the original mortar. Such repointing can cause water to migrate through the masonry itself instead of mortar joints and thereby increase the potential for deterioration via spalling or staining. However, the condition assessment of the building does not suggest that these mortars present an active threat and may be maintained with routine monitoring. Future repointing efforts should consider the extent of intervention, potential for deterioration, and aesthetics of these repointed mortar joints to determine if removing the cement-based mortar is desirable.

Replicating the historic mortar precisely will be very difficult. The use of calcined clay in mortar mixtures today is not common. Locating the matching raw materials and preparing them with the same processes are the biggest challenges to the inclusion of clay in the mortar. However, other more readily available mortars may be appropriate, such as a natural hydraulic lime (NHL). This would create a stronger mortar and therefore must be done with great care and requires further investigation. An examination of the permeability of the existing mortar would offer important insight into the design and specifications of a future repointing mortar. It may also be useful to perform additional tests on the strength of the bricks themselves before repointing with a harder mortar. Refer to mortar analysis in Appendix B for more information.

The recommended course of action is as follows:

1. Perform permeability test. Use RILEM tube and water on existing mortar joints to measure rate of water penetration through mortar joints over time.
2. Use materials analyses to develop mortar specification for future repointing.
3. Select mock-up areas for repointing with different mortar mixtures to confirm a matching appearance to historic mortar and tooling techniques.

4. Perform localized repointing only at open masonry joints and areas of mortar erosion.
5. Remove existing deteriorated mortar from joint in a depth at least 2.5 times the width of the joint. Removal should be performed with hand tools and with great care by an experienced mason to avoid damaging the historic masonry.
6. Remove cracked bricks and mortar on all sides of each unit. Salvage bricks from other locations on building, potentially the attic side of the north tympanum, for reinstallation at removed brick locations.
7. With brick surfaces clean of mortar, rinse joints with water to remove debris.
8. Mist masonry with water for a few hours prior to repointing.
9. Install salvaged bricks where cracked units were previously removed.
10. Apply repointing mortar when joint is damp with no standing water. Fill via successive layers of approximately ¼" in depth. Apply next layer when previous layer has reached thumb-print hardness.
11. Tool joints to match historic technique when mortar is at appropriate stage of curing. Install red-tinted penciled joint.
12. Cover repointed joints and mist with water regularly for two days.
13. Perform annual monitoring of previous repointing efforts to determine if they are damaging the masonry assembly.

Basement Humidity

The basement has high humidity and the mechanical system lacks the capabilities to address the issue. Previous stop gap solutions, including the use of portable dehumidifiers, are an attempt to mitigate the humidity. However, the dehumidifiers require active maintenance to empty the buckets for all units. The current air handlers are outdated and are not capable of addressing the issue in their current configuration. This issue requires near-to-medium term attention to improve the conditioning in the building and to prevent the increased potential for damage to historic elements.

Humidity must be addressed for a number of reasons. It fosters the growth of mold on surfaces. The extended presence of moisture can produce rot in the wood members of the building. Other aesthetic issues such as unsightly staining and musty smells can create spaces which are undesirable to occupy. Also, rooms with high humidity also make poor long-term storage areas with the potential to negatively impact paper and other sensitive equipment held in the basement.

The best method to address the build-up of humidity is through a series of HVAC improvements. The existing units should be thoroughly tested to confirm that the system is indeed not able to control the humidity in the basement. The findings from the condition assessment suggest that further action will be necessary. Currently, the basement does not have controlled introduction and ability to condition outside air. A new energy recovery unit (ERU) would treat outside air before it enters the space allowing improved management of the humidity.

The recommended course of treatment is as follows:

1. Immediately begin regular maintenance effort to monitor and empty the dehumidifier buckets.
2. Thoroughly test and monitor the humidifiers and controls at the basement air handlers to confirm the system is not managing humidity to meet needs.
3. If existing system is not capable of mitigating existing levels of humidity, discuss storage goals and requirements with county registrar's long-term use of basement to develop parameters for mechanical design project.
4. Install backdraft damper in existing exhaust duct to prevent air infiltration.
5. Remove inoperable fans in basement walls. Provide removable access panel in existing opening.
6. Determine extent of improvement of humidity control by above improvements. If further remediation is necessary, install ducted dehumidifier and associated interior ductwork to serve the basement. Provide exhaust fan to remove heat from dehumidifier. Locate exterior louvers at existing vent openings in foundation wall. Limit ability to see new louvers from exterior.
7. Coordinate improvements with recommended replacement of air handlers beyond their useful lifespan.

Interior wallboard finish in courtroom

For the majority of the historic courtroom walls, modern wallboard has been applied over the historic plaster. It is obvious that the plaster wall finish was not removed prior to the application of wallboard because the wood trim at the base and windows, which would have been applied over the plaster, is now nearly flush with the trim. In addition, near the east doors there is a deteriorated section of wallboard which allows one to see a glimpse of the plaster and lath.

There is no record indicating when this action was taken or what prompted it. It was not part of the 1970s work. At least it is not indicated on the Griggs, Wood, & Browne drawings and, during a meeting with Don Swofford, a Charlottesville architect who worked for the firm when the 1970s work was done, he verified that it was not part of their work. He did, however, think that it was done as part of the same project that included construction of the exterior accessible ramp completed ca. 1985 by another firm.

The only logical assumption for why it was done was that there was some problem with the plaster. This is reinforced by the fact that the wallboard is located on all exterior walls of the courtroom wall. It would seem that the wallboard was applied to hide the plaster problem; a cheaper alternative than repairing the plaster. The question, of course, is whether this was a case of simply treating the symptoms or if the cause of the plaster problem was treated as well.

The recommended course of action is as follows:

1. Remove a section of wallboard in a location with significant deterioration which already requires repair. The section should be large enough to allow a good look at the face of the plaster. It is assumed that when the wallboard section is removed much of the plaster behind it may fall off.
2. Determine the cause of whatever caused the wallboard to be installed and verify that it has been corrected. If not, provide testing and investigation as necessary,
3. Remove all wallboard, determine how much of the historic plaster is damaged, and remove all plaster that is loose, friable, bubbled, crumbling, or otherwise deteriorated or unsuitable to remain. Repair any plaster that is solid, well adhered to the lath, and only exhibits cracks.
4. Perform paint analysis on the historic plaster to determine historic interior finishes for future painting.
5. Where plaster is removed, leave the wood lath in place, removing any that is damaged and will interfere with the new plaster.
6. Install galvanized diamond-mesh expanded metal lath (2.5 pounds per square yard) over the wood lath.
7. Where plaster is to be applied over existing exposed wood lath, clean the wood lath completely to remove all remains of original plaster.
8. Wet the lath thoroughly the day prior to installing plaster to prevent dry wood from pulling moisture out of the plaster. Wet lath sufficiently to permit the wood to swell and then reach a suitable condition ideal for plaster application. On the day when plaster is to be installed again wet the lath approximately two hours before beginning plaster application.
9. Install three coats (scratch, brown, and finish) of pre-mixed lime plaster consisting of natural hydraulic lime and natural sand. A typical manufacturer is Limeworks, located in Bucks County, Pennsylvania. Wait ten days to two weeks between coats to allow the newly applied one to dry. Where the new plaster meets existing plaster apply bonding agent to the existing plaster prior to installing new plaster.
10. Allow the plaster to dry at least two weeks before painting. Waiting four weeks is better. Confirm paint color with paint analysis findings.

Interior Painted Finishes

The interior painted surfaces include woodwork, plaster, and wallboard. The woodwork includes the bar, columns, trims, ceiling boards, doors, shelving, and mantelpieces. The first-floor base trim and all woodwork in the second-floor jury rooms are painted a single solid color, either light yellow or burgundy. The vast majority of the interior woodwork surfaces in the courtroom are finished with a faux-graining, including the doors, windows, and railings at the stairs, bar, judge's and jury box. The painted interior finishes display a range of finish deterioration issues. Most of the deficiencies stem from the age of the finishes and general wear

and tear. Cracking in the faux-grained paint, separating joints in wallboard, and damaged surfaces require refinishing in the near-to-medium terms to improve the interior appearance.

Before painting a historic interior, more information is necessary to understand the historic scheme. According to Don Swofford, architect for the 1977 renovation, the faux-grained finish on the woodwork was designed to mimic John Hartwell Cocke's Bremo. The use of painted faux-graining was a common approach to finishing wood surfaces during the period. However, the original specifications indicate that the interior woodwork was to be painted to imitate stone. Although possible, it appears unlikely that additional research will provide any more detailed insight into the original finish. The 1977 project included an analysis where the surface was scraped to remove layers of paint. The project did not fully remove or strip the interior surfaces, suggesting that some extent of historic paint remains on a number of surfaces. Contemporary paint analysis techniques offer a significantly greater capability to understand historic paint schemes. An interior paint analysis of all historic painted surfaces is recommended to confirm the original design.

The interior paints are a significant contributor to the character of a historic interior. All existing interior paint finishes date to the 1977 renovation or later and they exhibit a number of deficient conditions. The faux-graining presents the additional challenge in that it cannot be easily touched up or repaired given its composition. The other surfaces could be touched up in the near term to the extent desired. It is recommended to fully repaint the interior after careful consideration of the historic schemes and restoration of the plaster in the courtroom. Depending on the paint analysis findings, there is a wide range of paint types, techniques, finishes, and surface treatment that may be recommended for use. So as to avoid confusion with the array of potential approaches, those methodologies and specifications should be developed in detail as a part of a future design project.

The recommended course of action is as follows:

1. Perform interior paint analysis and hazardous materials survey of all historic surfaces throughout ground and upper floors.
2. Develop full building interior paint scheme and specifications based on findings.
3. Coordinate work with wallboard removal and plaster installation and repair as noted above.
4. Depending on approach selected, prepare surfaces for application of new paint.
5. Apply paint using techniques and in the layers required to match the historic paint scheme.

Interior Accessible Ramp

A temporary ramp is currently used to create an accessible route from the lower brick floor to the raised wood floor of the courtroom. It is flanked by wood benches on each side and it occupies

much of the aisle. The ramp creates a tripping hazard for occupants egressing from the benches. In addition, the ramp lacks features such as a wheel stop or handrails so as to provide a safe accessible route between the levels. Bright-colored tape is used to mark the floor level change on the carpeted nosing at the raised floor and the end of the ramp. Lastly, the ramp mars the principal interior view of the courtroom upon entry to the building.

Although the current arrangement provides a compliant and direct accessible route to the raised courtroom floor, it creates several undesirable conditions. The building has limited alternative solutions to provide an accessible route. The preferred alternative to the existing approach is to move the ramp to one side of the courtroom as opposed to occupying the center aisle. Placing the ramp along the wall would allow for additional protections to be added, including a wheel stop and handrails, and it would restore a key interior view from the front door down the center of courtroom. This solution would incur additional work to shorten the non-historic benches on one side to accommodate the new side aisle. As the raised floor is blocked off from access due to the 1977 bar design, a hidden gate would need to be added to the bar to provide an accessible path to the main courtroom area. The current bar is not the original fabric nor is it in the original location. If the proposed alternative accessible route is adopted, restoring the bar location in lieu of creating the hidden gate should be considered during the design project.

Another approach would include keeping the central location while integrating the ramp into the raised floor of bar area and moving it forward. This solution would require the removal of the original wood floorboards to install the ramp and will impact the central view of the courtroom. It would eliminate the ramp's tripping hazard and provide a wheel stop along its edges. This approach is not recommended due to its damage of the historic wood flooring and intrusion on the original design.

Lastly, another alternative could include the removal of the ramp and the provision of interpretive panels or interactive screens at the edge of the raised wood floor to allow those unable to traverse the change in level to understand the courtroom space through images and text. This approach would reduce the existing level of accessibility, while eliminating the modern intervention of the ramp. A portable, removable ramp similar to the current, but lighter and more mobile could be provided in lieu of the existing ramp to allow for an accessible route for particular events.

The recommended course of action is as follows:

1. Determine the approach to accessibility in the building and develop a ramp design. Review and confirm approach with code official.
2. Assuming desire is to maintain existing level of accessibility, remove existing temporary ramp.
3. Modify non-historic wood benches on one side of courtroom to shorten length by approximately 4'-0".
4. Construct reversible, but permanent, wood ramp with 1:12 slope constructed with wood

ramp and handrails at each side.

5. Modify existing bar railing to install swinging gate that can be easily operated and utilizes existing wood components.

Gallery Handrail

The upper level gallery handrail is a wood railing that consists of one handrail supported on narrow rectangular wood balusters which are set into the wood floor. This assembly lacks the structural capacity to comply with current building code standards for new construction. However, given its historic nature, the extant handrail may be determined to comply with the applicable building code for existing buildings by a building official. Even if it is deemed compliant, the handrail presents a potentially unsafe condition at present due to its lack of rigidity under pressure.

The current condition should be reviewed with the county building official to confirm it is not deemed to be an unsafe condition. If the condition is considered to be unsafe, then potential options include structural reinforcement or controlling public access to the gallery. Structural reinforcement will likely take the form of vertical steel plates which reinforce the wood railing and fasten into the floor structure. The steel plates would be clearly visible and would not be a sensitive treatment for the historic railing. Alternatives which focus on limiting public access to this area would be recommended over reinforcement. Review the ability to use docents to monitor the public access of the upper gallery. Also, the use of ropes or other barrier to prevent public access to the full width of the upper gallery could potentially be deemed satisfactory for any concerns regarding the historic railing.

The recommended course of action is as follows:


1. Review existing railing with county building official for code compliance.
2. If railing is deemed compliant, no work is necessary. Care should be taken monitor public use of gallery to the extent possible. Post small permanent signage at railing to inform visitors of level of recommended care. Avoid use of temporary ad hoc postings.
3. If railing is deemed non-compliant, review requirements for public access to gallery and second floor with code official. Determine extent of limitations on public access to upper gallery.
4. If public access requires monitoring, provide docent at select times to allow public access.
5. If public access is not possible to second floor without improvements, provide rope at top of stairs on each side of courtroom.
6. If full public access is desired and requires reinforcement to comply, install structural reinforcement. Coordinate design to limit visibility of reinforcement from courtroom to the extent possible.

ARCHITECTURAL





All conditions are identified by an alphanumeric code on the architectural condition assessment drawings in Appendix A.

EXTERIOR




GENERAL





CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
G.1	N/A	<p>There is no current analysis of the existing building for the presence of hazardous materials, such as lead-based paint and asbestos-containing material. No such analysis was not performed as a part of this project.</p> <p>Perform hazardous material survey to determine if lead-based paint, asbestos-containing materials, or other hazardous materials are present at the building. Survey should be completed before repairs are undertaken to allow for abatement of any hazardous materials in concert with associated work.</p>	Full building (interior and exterior)
G.2		<p>The building does not currently have lightning protection and was recently damaged by an apparent lightning strike.</p> <p>Provide lightning protection system to mitigate potential for future damage.</p>	Full building lighting protection system

MASONRY


CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
MB.1		<p>Open mortar joints and mortar deterioration occur on all elevations.</p> <p>Repoint open brick masonry joints with recommended mortar mixture using techniques to match original mortar joints. See further discussion in Key Issues section.</p>	125 SF
MB.2		<p>Stairstep cracks occur in the mortar joints extending from the heads of many windows and door openings.</p> <p>Repoint localized areas identified on drawings, refer to MB.1 for repair and quantity.</p>	See MB.1
MB.3		<p>Brick masonry units are cracked in several locations. This issue occurs with greatest frequency at the window lintel bearing points and near the south doors.</p> <p>Remove cracked brick unit. Provide matching brick unit and install in concert with wall repointing.</p>	8 brick units
MB.4		<p>Existing brick unit appears to be displaced from masonry assembly.</p> <p>Remove and reset displaced brick unit.</p>	1 brick unit

MB.5		<p>Biological growth is occurring at localized areas of the exterior masonry, typically along the base of the building, and causing staining on the exterior facade.</p> <p>Remove biological growth and staining with architectural anti-microbial biocide. Use gentlest means possible.</p>	400 SF
MB.6		<p>There are holes in the brick masonry, apparently made by anchors in a small number of locations.</p> <p>Repair holes in masonry wall with compatible color-matched patching mortar.</p>	3 locations
MB.7		<p>Deteriorated paint from an adjacent painted surface has stained the masonry walls.</p> <p>Remove paint staining from surface of masonry walls. Perform tests on masonry and pursue the gentlest effective method.</p>	80 SF
MB.8		<p>Overpaint is present on masonry surfaces directly adjacent to painted surfaces.</p> <p>Remove overpaint on brick surfaces using the gentlest effective method.</p>	160 LF



MB.9		<p>Existing exterior surfaces display soiling in localized areas.</p> <p>Clean localized staining from exterior walls. Preferred cleaning approach is hand-washing with mild detergent with care to be taken at mortar joints to minimize damage and erosion. A low-pressure water wash of less than 400 psi may be utilized in lieu of hand washing after testing a small area to determine impact to historic materials.</p>	250 SF
MB.10		<p>The masonry walls at the existing sham windows are hidden behind wood shutters and were not assessed.</p> <p>Remove wood shutters at sham windows and assess masonry walls. Perform work in concert with shutter restoration.</p>	3 locations
MB.11		<p>Existing brick paved walking surface at accessible ramp on east side of the building displays signs of settlement and open mortar joints.</p> <p>Remove brick pavers and reset at landing to resolve settling. Repoint 100% of brick walking surface and ramp walls.</p>	120 SF

MB.12		<p>At top of existing chimney, the sloping mortar cap abuts the copper flue cap. This condition has led to deterioration of mortar.</p> <p>Remove chimney cap. Provide new copper chimney cap to cover, rather than abut, a new sloping mortar cap at top corbel.</p>	4 locations @ 8 LF each
MS.1		<p>Stone stairs at front portico display extensive mortar deterioration and numerous open joints.</p> <p>Repoint stone foundation wall and match existing mortar in color and composition.</p>	125 SF
MS.2		<p>Existing stone and concrete stairs display discoloration and staining.</p> <p>Remove paint and staining from stone stairs and bottom concrete step. Perform tests on masonry and pursue the gentlest effective method.</p>	125 SF
MS.3		<p>The sky-facing sides of several of the stone capitals have graffiti and various surfaces are stained.</p> <p>Remove paint and clean stains on stone capitals. Removal of all stains is not the intended goal. Clean surface with mild detergent and gentle water wash to remove surface dirt.</p>	18 locations




CONCRETE

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
C.1		<p>Areas of existing concrete gutter at perimeter of building have extensive cracking.</p> <p>Remove cracked concrete at gutter. Provide replacement concrete to match the remaining portions in profile and color.</p>	30 LF
C.2		<p>Existing concrete stair displays deterioration and lacks a handrail.</p> <p>Remove concrete stair. Provide new concrete stair that spans over existing gutter. Review requirement for landing at exterior side of door with code official. Stair is to have code-compliant tread depth and riser height. Provide code-compliant painted metal handrail on both sides of stair. Do not fasten handrail to face of historic building.</p>	1 stair with 4 risers / 10 LF of handrail
C.3		<p>Existing concrete element has cracks.</p> <p>Remove loose concrete at existing crack. Prepare joint and provide cementitious filler to match color of existing concrete.</p>	8 LF

STUCCO/PLASTER





CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
ST.1		<p>Existing stucco surface at all columns and pilasters display extensive delamination of paint and finish stucco coat.</p> <p>Perform selective removal of stucco at columns to determine to confirm binder. Complete petrographic analysis to determine composition of stucco. This analysis will determine if a lime mortar was used. An inappropriate material such as Portland cement may have been used, leading to the finish issues. It may be necessary to remove the existing stucco from columns and pilasters to the brick substrate. If the composition of the stucco is appropriate, the issues may stem from application of the modern paint coating. To resolve this issue, remove paint and finish surface with breathable paint.</p>	<p>Small area of selective removals and petrographic analysis of existing stucco.</p> <p>Surface prep and repainting of all columns and pilasters.</p>
ST.2		<p>Existing portico stucco ceiling displays finish deterioration and localized areas of cracking.</p> <p>Gently sound damaged areas of stucco ceiling surfaces to determine extent of delamination. Remove loose or damaged areas of stucco. Prepare wood lath substrate to allow for sufficient bond with new stucco. Saturate wood lath with water in advance. Provide new stucco surface that matches composition and texture of existing stucco. Paint 100% of ceiling using breathable paint.</p>	<p>230 SF of repainting / 20 SF of repair</p>

WOOD




CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
WD.1		Existing wood cornice board has a split end. Strip finish from damaged portion of wood cornice board. Remove rotted portions of wood and provide wood dutchman or epoxy repairs.	6 LF
WD.2		Existing wood cornice, pediment, and tympanum display varying degrees of failure of the existing painted finish. Since much of paint history was previously removed from these areas, scrape strip 100% of deteriorated paint finish. Assess wood substrate. Repair minor surface damage. Remove rotted elements and provide wood dutchman. Prepare wood surface for new sanded paint finish per original design. Repaint.	1,500 SF of repainting / 25 LF of repairs
WD.3		Existing wood bench displays finish deterioration. Prepare and repaint all surfaces of exterior wood bench.	3 benches at 30 LF combined


METAL

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
MT.1		Existing metal access door displays deterioration. Remove metal access door at pilaster. Provide new painted metal access door in existing opening.	1 location




MT.2		<p>The sheet metal bell enclosure displays corrosion and finish deterioration. The existing roof opening for the bell rope is allowing water to migrate into the building.</p> <p>Remove corroded sheet metal bell enclosure. Provide new enclosure. Determine design of new enclosure. Assess bell and mounting. Determine ability to reuse roof panels. Include attic vent and metal roof flashing at base of new enclosure. Provide flashing and sealant to create weatherproof opening for bell rope at horizontal metal surface.</p>	1 location (approx. 20 SF footprint)
MT.3		<p>The existing crawlspace vents have a series of mismatched screens which are in varied condition. Debris is entering crawlspace through vents.</p> <p>Remove metal screen. Provide new metal screen in existing opening set back from face of masonry.</p>	10 locations
MT.4		<p>Finish on existing metal railing is deteriorated.</p> <p>Prepare surface of metal handrail. Repaint.</p>	2 locations @ 100 LF total
MT.5		<p>Existing metal element displays corrosion.</p> <p>Remove corrosion from surface of metal element. Repair surface deterioration. Paint.</p>	4 LF

WINDOWS

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
W.1		<p>Existing wood windows display finish and substrate deterioration at various components.</p> <p>Restore 100% of wood windows. Remove window sashes. Remove glazing putty and glass. Label and store glass for future reinstallation. Strip paint. Remove rotted wood from sash and frames. Remove perimeter sealant. Provide epoxy patch for all surface repairs and wood dutchman for rotted sections. Reglaze sash. Paint all sides of frame, sill, and sash. Reinstall sash. Provide perimeter sealant.</p>	<p>8 double-hung windows @ 25 SF each / 10 casement windows @ 15 SF each / 4 transoms @ 10 SF each</p>
W.2		<p>Existing wood shutters display finish deterioration and apparent signs of wood rot.</p> <p>Restore wood shutters. Remove all painted wood shutters. Repair shutter hardware and secure any loose shutter dogs. Strip paint. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Paint all sides of shutters and hardware. Reinstall shutters.</p>	<p>10 locations @ 25 SF each, 10 locations @ 15 SF each</p>
W.3		<p>Wiring is routed through a wood window sash.</p> <p>Assess need for wiring. Reroute wiring and repair hole at wood window sash.</p>	<p>1 location</p>


W.4		<p>Existing glass pane is broken. 1 location</p> <p>Remove cracked glass pane. Provide glass pane in existing window.</p>
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DOORS

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
D.1		<p>Existing wood doors display finish and substrate deterioration at various elements.</p> <p>Restore wood doors. Remove wood doors. Repair door hardware to improve operability and latching. Remove deteriorated paint from door and frame. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Do not strip full surface of doors. Scrape and sand surface to prepare for new finish and paint all sides of door and frame. Reinstall door.</p>	<p>6 doors / Assume replacement of rotted bottom rail at 2 locations and 30 LF of wood door panel molding.</p>
D.2		<p>Existing door sweep is damaged and beyond useful life.</p> <p>Remove and replace door sweep.</p>	<p>3 paired doors</p>
D.3		<p>Door is missing exterior knob.</p> <p>Restore door hardware and provide new door knob for existing hardware.</p>	<p>1 location</p>


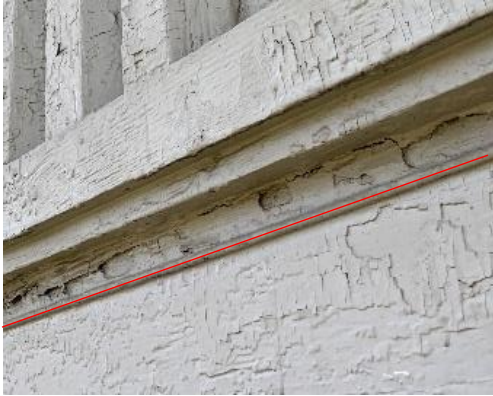


D.4		Existing wood threshold displays signs of deterioration. Repair rotted portions at existing wood threshold with epoxy repair.	2 locations
D.5		Door stop is not securely installed at wood base trim. Remove and reinstall door stop. Repair and refinish wood base trim.	1 location

ROOF

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
R.1		The slate roof has many broken and missing shingles. Remove broken slate shingles. Inspect decking substrate to determine integrity. Repair decking. Provide in-kind slate shingle replacement, matching color, texture, and size.	175 shingles
R.2		Existing slate roof shingles are stained from corrosion at bell enclosure. Clean ferrous stains from slate shingles. Review cleaning methods. Complete tests to determine impact on adjacent fabric, including downstream surfaces, before full cleaning. Use gentlest effective method.	200 SF

R.3		<p>Ridge flashing displays finish deterioration and damaged joints between sections.</p> <p>Remove and replace 100% of painted metal ridge flashing. Coordinate with new bell enclosure to avoid galvanic reaction between metals.</p>	75 LF
R.4		<p>Existing chimney flue is not covered and allows rain and debris to enter flue.</p> <p>Provide copper rain cap at opening and weatherproof seal and flashing between piping and opening in chimney cap.</p>	2 locations
R.5		<p>Slate shingles are missing and wood roof sheathing is exposed.</p> <p>Immediately install shingles to cover location of exposed roof structure and address water infiltration at bell rope opening.</p>	1 location
R.6		<p>Portions of broken shingles are loose and unattached.</p> <p>In the immediate near term, perform aerial lift survey. Remove all unattached full shingles and portions of shingles from surface of roof.</p>	Full roof

OTHER

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
O.1		<p>Paving at north side of building has settled, opening a mortar joint and creating a hole adjacent to brick-paved walk.</p> <p>Repoint joint along building at walk. Monitor joint to determine if settlement is active. Provide compacted fill to create level surface up to existing brick paving.</p>	1 instance @ 8 SF
O.2		<p>Various types of wiring are mounted to the exterior face of the building. See red highlight line for reference.</p> <p>Determine if wiring is in active service. Reroute surface wiring and remove mounting accessories. Repair surface as necessary. Provide concealed interior wiring.</p>	2 instances
O.3		<p>The exterior grade has settled at the face of masonry accessible ramp, revealing the concrete block foundation wall.</p> <p>Regrade planting bed at brick ramp to obscure concrete block foundation wall and create positive slope away from building.</p>	1 location of approx. 40 SF
O.4		<p>Debris has collected in basement areaway and soiling has occurred on the stair retaining walls.</p> <p>Clean areaway and basement stair of all dirt and debris.</p>	60 SF

O.5





There is a bird nest on the horizontal surface of a column capital.


1 location


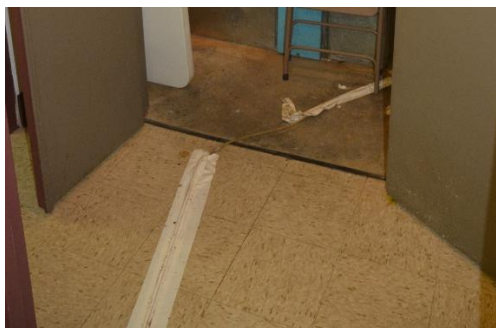
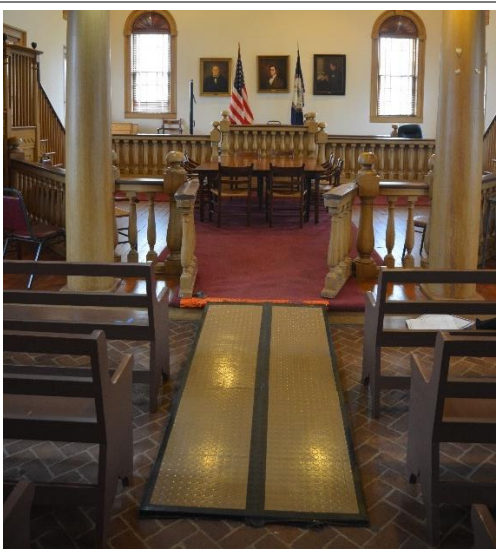

As a part of full exterior cleaning, remove bird nests while avoiding harm to any birds in the nest.


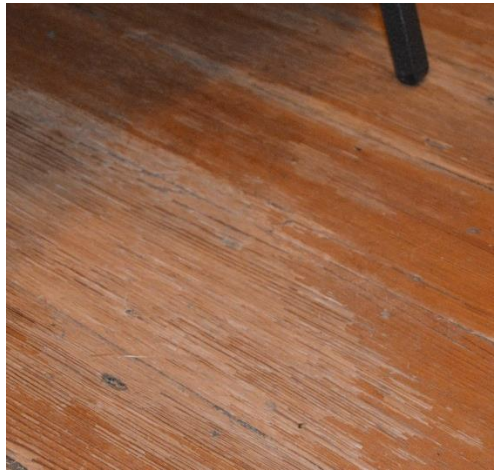


**INTERIOR
GENERAL**

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
GI.1		<p>The interior of the building has a minor extent of debris and soiling throughout, especially the basement and upper levels.</p> <p>Clean all interior spaces to remove debris and soiling.</p>	2,500 SF
GI.2		<p>There is a ladybug infestation in the second-floor jury rooms and a wasp infestation in the attic. Although not harmful to the building, it is recommended to remove these infestations.</p> <p>Address ladybug infestation via vacuum removal, installation of natural or chemical repellent, and/or traps. Perform removal after exterior repairs to prevent future reinfestation. Remove wasp nests from attic and fill openings with appropriate material to prevent additional infiltration.</p>	Upper floor and attic area




FLOOR



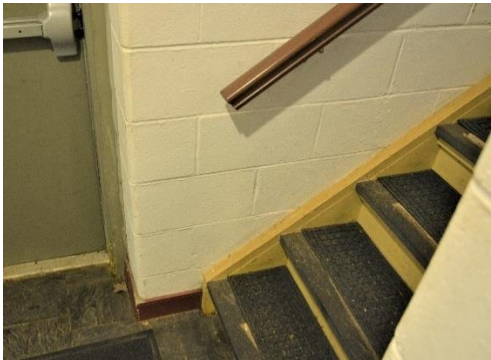


CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
F.1		<p>Existing vinyl wall base is damaged and aged.</p> <p>Provide new vinyl wall base.</p>	270 LF

F.2		<p>Existing vinyl composition tile (VCT) flooring displays minor discoloration due to age. Despite discoloration, floor tile is in good condition.</p> <p>As basement is expected to remain back-of-house space, maintain existing flooring and apply protective coating.</p>	780 SF
F.3		<p>Dehumidifier drain line is taped to floor from registrar's storage room to floor drain in mechanical room.</p> <p>Provide heavy duty protector for condensate line until mechanical upgrades are completed in basement.</p>	1 location at 6 LF
F.4		<p>Removeable ramp from brick floor to upper wood floor creates a tripping hazard at wood bench seating and lacks a raised edge or barrier along a raised edge to mitigate fall potential.</p> <p>Remove temporary ramp. Install fixed ramp with handrail at side wall of courtroom. Shorten benches to accommodate ramp location. Modify existing bar to install swinging gate to provide permanent accessible path.</p>	1 ramp @ 7 LF, modify three benches to shorten in length, install 3'-0" wide clear swing gate in existing bar
F.5		<p>Stair tread covers do not fit the width of the basement stair treads.</p> <p>Provide broadloom carpet stair runner down center of stair.</p>	20 LF

F.6		<p>Broadloom carpet covers a significant portion of the wood floor, preventing the ability to assess its condition.</p> <p>Remove carpet to allow for floor refinishing in courtroom, stairs, and gallery. Provide new broadloom carpet at stairs and gallery to protect stair surface from wear and to maximize safety. Return main courtroom floor to exposed wood flooring.</p>	<p>600 SF of carpet removal / 350 SF of new carpet on stairs and gallery</p>
F.7		<p>Wood flooring has localized surface damage and gaps between floorboards.</p> <p>Repair and sand area of floor damage. Prepare surface for new flooring finish. Fill gaps measuring 1/4" or more with wood matching in species and graining. Provide new clear high-traffic coating on restored wood floor. Provide foot pads on all furniture.</p>	<p>50 SF of damage / 1600 SF of refinishing</p>
F.8		<p>The brick hearths in the jury rooms have several broken bricks.</p> <p>Remove broken bricks. Prepare substrate and reset salvageable units. Replace heavily damaged units with salvaged bricks. Consider removal of the infill panels in each room to restore fireplace.</p>	<p>10 units / 2 infill panels</p>
F.9		<p>Attic lacks a walking surface to permit maintenance access across length.</p> <p>Install 4'-0" wide by 3/4" thick plywood decking on existing ceiling joists to create maintenance access path to full length of attic.</p>	<p>200 SF</p>

WALLS





CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
WA.1		<p>Painted wood graining finish displays deterioration and localized areas of poor execution.</p> <p>Perform interior paint analysis. Remove deteriorated paint finish on all wood surfaces. Prepare surface and repaint 100% of woodwork in courtroom and jury rooms per findings of analysis.</p>	600 SF
WA.2		<p>Existing courtroom walls have a layer of plasterboard installed over the historic plaster finish. This alteration has negatively impacted the relationship of between the surface of the wall and the surface of the wood trim pieces.</p> <p>Selectively remove 5'-0" x 5'-0" area of deteriorated wall finish. Assess condition of plaster and masonry substrate. Determine impact of removal of interior wallboard finish on all courtroom walls to restore original design detailing.</p>	25 SF
WA.3		<p>Existing plaster board and plaster wall finish has gaps along joints and localized areas of deterioration.</p> <p>Repair damaged areas of wallboard and plaster finish. Paint 100% of walls. Alternate approach includes removal of all existing wall finish applied on top of historic plaster and repair/replacement of plaster wall finish.</p>	<p>6000 SF of painting / 150 SF of repairs</p> <p>Alternate: Remove applied wall board in courtroom and repair/replace plaster.</p>

WA.4		<p>Metal fasteners are installed in face of concrete block wall.</p> <p>Remove metal fasteners. Patch wall with mortar. Paint wall.</p>	5 locations
WA.5		<p>Interior face of brick tympanum on north wall exhibits extensive deterioration of mortar joints and brick displacement.</p> <p>Repoint 100% of interior side of brick tympanum with recommended mortar mixture. Reset displaced brick units.</p>	100 SF
WA.6		<p>The basement stair handrail does not meet code due to low mounting height and lack of extension at bottom landing.</p> <p>Remove and replace existing basement stair handrail. Relocate light switches at basement landing to accommodate raised handrail.</p>	1 location
WA.7		<p>Debris is entering crawlspace area through exterior vents.</p> <p>Remove wall-mounted vents and fans. Inspect crawlspace. Remove debris. Provide vents.</p>	5 locations
WA.8		<p>Wood paneling at gallery beam is cracked and displays rot.</p> <p>Remove approximately 30" long portion of deteriorated wood paneling and pulley at gallery support beam. Remove wood paneling members in their entirety back to nearest joint. Do not cut wood to remove. Examine substrate to determine extent of damage. Remove any areas of wood rot and repair surface damage with epoxy. Reinstall paneling. Paint.</p>	5 SF

WA.9		Modesty panels were installed on rear side of balustrade at raised judge and jury box in previous renovation.	25 LF
		Remove modesty panels and patch and paint wood at fastener locations.	
WA.10		Wood columns have checks, or cracks, along full height. Wide gaps are present where filler previously installed in checks has failed.	25 LF
		Monitor columns throughout year. Determine if repair is desired per findings. Remove sealant fill at checks in hollow bored wood columns. Fill checks. For narrow checks (less than 1/8") use epoxy paste filler. For checks larger than 1/8," install a narrow, tapered slat of pine into crack during dry season. Apply adhesive and drive slat into the check with light taps from hammer. Once glue dries, trim excess glue and slat. Repaint column.	
WA.11		Surface of wood column is damaged.	2 locations @ 1 SF each
		Repair damaged surface. Refinish column.	
WA.12		Paint finish on operable wood partition is heavily deteriorated.	150 SF
		Remove deteriorated paint finish from operable wood partition on all sides. Repaint. Consider restoring operability to wood panels.	

WA.13		<p>Window trim is damaged or displays finish deterioration.</p> <p>Repair wood window trim. Coordinate refinishing with item WA.1.</p>	4 SF total
WA.14		<p>Wood door jamb trim and surface of door has surface scars from previous hinge location and wear and tear.</p> <p>Install wood patches to eliminate signs of scars. Repair surface of door. Repaint trim and door.</p>	5 SF total
WA.15		<p>Concrete block walls in basement have areas of finish deterioration and staining.</p> <p>Repaint 100% of concrete block walls.</p>	1750 SF
WA.16	N/A	<p>Historic paint interior schemes are not documented.</p> <p>Perform paint analysis on historic interior wood and plaster surfaces to confirm the original color scheme.</p>	All historic interior surfaces

CEILING

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
CL.1		<p>The basement mechanical room ceiling is damaged.</p> <p>Remove damaged metal lath and plaster in mechanical closet. Provide new ceiling in entire mechanical closet.</p>	40 SF
CL.2		<p>The painted wood board ceiling exhibits minor finish deterioration and several boards have become unfastened over time.</p> <p>Refasten loose ceiling boards and cornice trim. Prepare and repaint 100% of painted wood board ceiling and cornice trim. Coordinate painting with paint analysis findings.</p>	1000 SF of repainting / Assume refastening of 15 ceiling/trim boards
CL.3		<p>Localized areas of gypsum wallboard ceiling display minor finish deterioration.</p> <p>Patch damaged area of gypsum wallboard ceiling. Prepare and paint 100% of gypsum ceiling.</p>	750 SF of painting / 20 SF of repairs
CL.4		<p>Localized areas of plaster ceiling display minor finish deterioration.</p> <p>Prepare and paint 100% of plaster ceiling. Perform work in concert with plaster repairs in item CL.5.</p>	950 SF

CL.5		<p>Localized areas of textured plaster ceiling display moderate water damage.</p> <p>Repair damaged locations. Paint 100% of ceiling. Consider replacement of textured ceiling finish with smooth ceiling finish. Coordinate work with item CL.4.</p>	275 SF of painting / 30 SF of repairs
CL.6		<p>Mold is present on the surface of the wood trim at the gallery beam.</p> <p>Clean painted surface to remove mold. Coordinate mold removal with WA.8.</p>	10 LF
CL.7		<p>Wood board at bell rope displays signs of rot and deterioration.</p> <p>Remove and repair deteriorated wood ceiling board. Remove rotted wood and repair with epoxy. Repaint wood board and reinstall.</p>	2 SF of repairs
CL.8		<p>Existing fiberglass attic insulation located in the joist bays above the upper floor ceiling appears to be soiled and deteriorated due to the presence of moisture infiltration.</p> <p>Remove and replace 100% of fiberglass insulation.</p>	1500 SF

OTHER

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
OI.1		Existing Venetian blinds do not operate with ease and display signs of soiling and age. Remove and replace Venetian blinds.	18 locations
OI.2		Wood balustrade at upper gallery flexes under light pressure and does not meet current code requirements for structural integrity Depending upon level of alteration in future restoration efforts, the handrail may need to be reinforced. If reinforcement is required, design improvements to minimize visual intrusion.	1 location of 25 LF
OI.3		Existing wood stair baluster is loose. Provide wood glue and/or tack to fix baluster in place.	2 locations
OI.4		Wood benches and jury room wood shelves display minor finish deterioration and damage. Paint 100% of wood benches and jury room shelves.	65 SF of shelf painting / 135 LF of bench painting

OI.5



Assessment of the electrical and A/V systems were not included in the scope of this project.

Full building

Complete review and assessment of electrical and A/V systems. Review potential to update all lighting, electrical, and A/V systems as required. Review all floor receptacles in court room. Remove any nonfunctioning receptacles and provide blank off plate.

OI.6










Several dehumidifiers indicate that the buckets are full and require emptying.

6 units





Until mechanical system upgrades occur, a routine maintenance schedule should be developed for the basement dehumidifiers.

STRUCTURAL

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
S.1		Settlement has occurred at the second-floor gallery evidenced by the small gap at the shoe molding and the floor. Monitor gap at floor and base trim over time to determine if settlement is active.	N/A
S.2		The mortar at the chimneys in the attic displays extensive deterioration. Repoint 100% of three chimneys in attic.	30 SF
S.3		The roof rafters notched into the chimneys have rotted extensively at three of the four chimneys. Remove rotted wood and sister new member onto sound portions of existing member.	2 instances at 3 chimneys
S.4		Brick is missing at chimney in attic. Install salvaged brick in missing location. Coordinate with chimney repointing.	1 instance
S.5		Roof sheathing is rotted due to water infiltration. Replace rotted areas of wood. Coordinate repairs with roofing repairs.	25 SF

S.6		<p>Post supporting bell enclosure is rotted at roof connection, at bottom of post, and at horizontal support member.</p> <p>Remove and replace bell support members to match existing member.</p>	2 members of 15 LF total
S.7		<p>Bottom truss chord beneath king post adjacent to bell enclosure location is rotted.</p> <p>Remove approx. 12" length of rotted wood and sister existing bottom chord on each side.</p>	1 location

MECHANICAL

CODE	PHOTOGRAPH	CONDITION/REPAIR	QUANTITY
M.1		<p>Typical air handler setup (AH-1 shown) with air cleaner at return, condensate drain to pump unit.</p> <p>Regular servicing and tune-ups of all (4) systems are recommended twice annually at season changes.</p>	4 AHUs
M.2		<p>Basement wall exhaust fans are of dated vintage and do not appear to be operative.</p> <p>Replace fans, wall switches, and existing open-ended outside air intake duct.</p>	3 wall exhaust fans, 3 switches, and 15 LF of ductwork
M.3		<p>Basement has build-up of humidity.</p> <p>Test all humidifiers and associated controls to confirm proper operation.</p>	3 total
M.4		<p>Existing thermostats require calibration.</p> <p>Calibrate existing thermostats to confirm accurate operation and ability to maintain desired indoor temperature conditions.</p>	4 total

M.5		<p>No outside air intake duct exists at attic AHU-4.</p> <p>Provide new energy recovery unit (ERU) to supply pre-conditioned / room temperature-and-humidity neutral outside air to the courtroom when Jury Rooms 1 and/or 2 are occupied. Include automatic digital controls to insure the ERU operates when occupants are present. Estimated capacity of 300 CFM.</p>	<p>2 ERUs, controls, and 35 LF of ductwork</p>
M.6		<p>Heat recovery ventilator (HRV) in the mechanical room is no longer operational.</p> <p>Replace defunct HRV with a new energy recovery unit (ERU) to provide exhaust and pre-conditioned room temperature-and-humidity neutral outside air to the occupied spaces. Provide automatic digital controls to insure the new ERU operates when occupants are present. Estimated capacity of 300 CFM.</p>	1 ERU
M.7		<p>Basement bathroom exhaust fans are aged.</p> <p>Replace bathroom exhaust fan/lights in 1 existing operating bathroom. Determine potential for unused bathrooms to return to active use. If so, replace fans.</p>	1 bathroom exhaust fan

M.8



Basement humidity levels are excessive and damaging to paper documents. Portable dehumidifiers appear to be ineffective for mitigating this problem.

Install a ducted dehumidifier and associated interior ductwork to serve the Basement level. This also may require an exhaust fan to remove the heat generated by the dehumidifier.

Provide 1 dehumidifier, humidistat with return/supply ductwork; 1 exhaust fan, associated exhaust duct and exterior louver

TREATMENT AND MAINTENANCE SCHEDULE

Introduction

This section of the report provides the recommended treatment and maintenance schedule for the Fluvanna County Historic Courthouse. As indicated on the Priority Matrix earlier in this report, the treatment recommendations are separated by priority as follows:

- Priority 1 – within one year
 - Urgent threats to building fabric
 - Investigation and testing required to develop the design for the Priority 2 and 3 repair and restoration projects
- Priority 2 – within three years
 - Improvements and repairs to the building's exterior envelope
- Priority 3 – within five years
 - Interior repairs
 - Minor exterior repairs

These efforts will require significant funding to execute as outlined. A rough order of magnitude cost estimate is included in Appendix A. The information gleaned from the additional investigations and tests will provide direction towards treatments which are referenced but not recommended at this time. The report and cost estimate should be updated with these additional findings. All items from the treatment recommendations section are sorted into the phases in the following pages. Refer to the condition assessment and treatment recommendations sections earlier in this report for additional context and information on these items.

All items within the treatment schedule should be completed as a part of a larger project overseen by historic preservation professionals, including architects and conservators, and executed by experienced contractors and skilled tradespeople. It is not recommended for this complex and difficult work be undertaken by the county public works department.

Following the phased treatment schedule is a maintenance schedule. Unlike the treatment recommendations, the work indicated within the maintenance schedule include items which are expected to be within the capacity of the public works department to execute internally or to manage with a local contractor. It is recommended that the county public works utilize this schedule for maintaining the building. Over time, the maintenance schedule should be updated to reflect any executed capital improvements and any issues which have arisen over time.

TREATMENT SCHEDULE

ARCHITECTURAL

EXTERIOR

Priority 1 – within one year

- G.1 Perform hazardous materials survey to determine if lead-based paint, asbestos-containing materials, or other hazardous elements are present at the building. Survey should be complete before repairs are undertaken to allow for abatement of any hazardous materials in concert with associated work.
- ST.1 Perform selective removal of stucco at columns to determine to confirm binder. Follow fieldwork with petrographic analysis to determine composition of stucco. This analysis will determine if a lime mortar was used. An inappropriate material such as Portland cement may have been used, leading to the finish issues (*see additional work in Priority 2*).
- R.5 Immediately install shingles to cover location of exposed roof structure and address water infiltration at bell rope opening.
- R.6 Perform aerial lift survey of roof. Remove all unattached full shingles and portions of shingles from surface of roof.
- MB.1 Perform permeability testing of existing mortar joints (*see additional work in Priority 2*)

Priority 2 – within three years

- G.2 Provide lightning protection system to mitigate potential for future damage.
- ST.1 Depending on the findings of the stucco analysis, it may be necessary to remove the existing stucco from columns and pilasters to the brick substrate. If the composition of the stucco is appropriate, the issues may stem from application of the modern paint coating. To resolve this issue, remove paint and paint surface with stucco per mixture recommended by conservator.
- MB.1 Repoint open brick masonry joints with recommended mortar mixture using techniques per original mortar joints.
- MB.2 Repoint all stairstep crack locations identified on drawings with recommended mortar mixture using strike technique per original mortar joints.
- MB.3 Remove cracked brick units. Provide matching brick units and install in concert with wall repointing.
- MB.4 Reset displaced brick unit.

- MB.5 Remove biological growth and staining with architectural anti-microbial biocide. Use gentlest means possible.
- MB.6 Repoint holes in masonry wall with compatible color-matched patching mortar.
- MB.7 Remove paint staining from surface of masonry walls. Perform tests on masonry and pursue the gentlest effective method.
- MB.8 Remove overpaint on brick surfaces. Perform tests on masonry and pursue the gentlest effective method.
- MB.9 Clean localized staining from exterior walls. Preferred cleaning approach is hand-washing with mild detergent with care to be taken at mortar joints to minimize damage and erosion. A low-pressure water wash of less than 400 psi may be utilized in lieu of hand washing after testing a small area to determine impact to historic materials.
- MB.10 Remove wood shutters at sham windows and assess masonry walls. Perform removal and repair work in concert with shutter restoration.
- MB.11 Remove brick pavers at accessible ramp and reset at landing to resolve settling. Repoint 100% of brick walking surface and ramp walls.
- MB.12 Remove chimney cap. Provide new copper chimney cap to cover, rather than abut, a new sloping mortar cap at top corbel.
- MS.1 Repoint stone foundation wall at front steps and match existing mortar in color and composition.
- MS.2 Remove paint and staining from front entrance stone stairs and bottom concrete step. Perform tests on masonry and pursue the gentlest effective method.
- MS.3 Remove paint and clean stains on stone capitals. Removal of all stains is not the intended goal. Clean surface with mild detergent and gentle water wash to remove surface dirt. Perform tests on masonry and pursue the gentlest effective method.
- C.1 Remove cracked concrete at gutter. Provide replacement concrete to match existing to remain portions in profile and color.
- C.2 Remove concrete stair. Provide new concrete stair that spans over existing gutter. Review requirement for landing at exterior side of door with code official. Stair is to have code-compliant painted metal handrail on both sides of stair. Do not fasten handrail to face of historic building.
- C.3 Remove loose concrete at existing crack. Prepare joint and provide cementitious filler to match color of existing concrete.
- ST.2 Gently sound damaged areas of stucco ceiling surfaces to determine extent of delamination. Remove loose or damaged areas of stucco. Prepare wood lath substrate to allow for sufficient bond with new stucco. Saturate wood lath with water in advance of repairs. Provide new stucco surface that matches composition and texture of existing stucco. Paint 100% of ceiling using breathable paint.

- WD.1 Strip finish from damaged portion of wood cornice board. Remove rotted portions of wood and provide wood dutchman or epoxy repairs.
- WD.2 Strip 100% of paint finish from cornice, pediment, and tympanum. Assess wood substrate. Repair wood with minor surface damage. Remove elements where rotted and provide wood dutchman. Prepare wood surface from new sanded paint per finish per original specifications. Repaint.
- WD.3 Prepare surface and repaint all surfaces of exterior wood bench.
- MT.1 Remove metal access door at pilaster. Provide new painted metal access door in existing opening.
- MT.2 Remove corroded sheet metal bell enclosure. Provide new enclosure. Perform additional historical research to determine earliest design of enclosure or if a steeple preceded the current enclosure. Include attic vent and metal roof flashing at base of new enclosure. Provide flashing and sealant to create weatherproof opening for bell rope at horizontal metal surface.
- MT.3 Remove metal screen at crawlspace vent. Provide new metal screen in existing opening set back from face of masonry.
- MT.4 Prepare surface of metal handrail. Repaint.
- MT.5 Remove corrosion from surface of metal element. Repair surface deterioration. Paint.
- W.1 Restore 100% of wood windows. Remove window sashes. Remove glazing putty and glass. Label and store glass for future reinstallation. Strip paint. Remove rotted wood from sash and frames. Remove perimeter sealant. Provide epoxy patch for all surface repairs and wood dutchman for rotted sections. Reglaze sash. Paint all sides of frame, sill, and sash. Reinstall sash. Provide perimeter sealant.
- W.2 Restore wood shutters. Remove all painted wood shutters. Repair shutter hardware and secure any loose shutter dogs. Strip paint. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Paint all sides of shutters and hardware. Reinstall shutters.
- W.3 Assess need for wiring which is routed through window sash. Reroute wiring and repair hole at wood window sash.
- W.4 Remove cracked glass pane. Provide glass pane in existing window.
- D.1 Restore wood doors. First, remove wood doors. Repair door hardware to improve operability and latching. Remove deteriorated paint from door and frame. Remove rotted wood. Provide epoxy patch for all surface repairs and wood dutchman for rotted elements. Do not strip full surface of doors. Scrape and sand surface to prepare for new finish and paint all sides of door and frame. Reinstall door.
- D.2 Remove and replace door sweep.
- D.3 Restore door hardware and provide new door knob for existing hardware.

- D.4 Repair rotted portions at existing wood threshold with epoxy repair.
- R.1 Remove broken slate shingles. Inspect decking substrate to determine integrity. Repair decking. Provide in-kind slate shingle replacement, matching color, texture, and size.
- R.2 Clean ferrous stains from slate shingles. Review cleaning methods. Complete tests to determine impact on adjacent fabric, including downstream surfaces, before full cleaning.
- R.3 Remove and replace 100% of painted metal ridge flashing. Coordinate metal with new bell enclosure to avoid galvanic reaction between dissimilar metals.
- R.4 Provide copper rain cap at opening and weatherproof seal and flashing between piping and opening in chimney cap.
- O.1 Repoint joint along building at walk on north side of building. Monitor joint to determine if settlement is active. Provide compacted fill to create level surface up to existing brick paving.
- O.2 Determine if wiring is in active service. Reroute surface wiring and remove mounting accessories. Repair surface as necessary. Provide concealed interior wiring.
- O.3 Regrade planting bed at brick ramp to obscure concrete block foundation wall and create positive slope away from building.
- O.4 Clean areaway and basement stair of all dirt and debris.
- O.5 As a part of full exterior cleaning, remove bird nests while avoiding harm to any birds in the nest.

INTERIOR

Priority 1 – within one year

- WA.2 Selectively remove 5'-0" x 5'-0" area of deteriorated wall finish. Assess condition of plaster and masonry substrate. Determine impact of removal of interior wallboard finish on all courtroom walls to restore original design detailing. See WA.3.
- WA.16 Perform paint analysis on historic interior wood and plaster surfaces to confirm the original color scheme.
- OI.2 Depending upon level of alteration in future restoration efforts, the gallery handrail may need to be reinforced. Review with county building inspector. If reinforcement is required, design improvements to minimize visual intrusion.
- OI.5 Complete review and assessment of electrical and A/V systems. Review potential to update all lighting, electrical, and A/V systems as required. Review all floor

receptacles in court room. Remove any nonfunctioning receptacles and provide blank off plate (*see additional work in Priority 3*).

Priority 3 – within five years

- GI.1 Clean all interior spaces to remove debris and soiling.
- GI.2 Address ladybug infestation via vacuum removal, installation of natural or chemical repellent, and/or traps. Perform removal after exterior repairs to prevent future reinfestation. Remove wasp nests from attic and fill openings with appropriate material to prevent additional infiltration.
- D.5 Remove and reinstall door stop. Repair and refinish wood base trim.
- F.1 Remove deteriorated existing vinyl wall base. Provide new vinyl wall base.
- F.2 If basement is expected to remain back-of-house space, maintain existing flooring and apply protective coating.
- F.3 Provide heavy duty protector for condensate line until mechanical upgrades are completed in basement.
- F.4 Remove temporary ramp. Install fixed ramp with handrail along east side of courtroom. Shorten benches to accommodate ramp location. Modify existing bar to install swinging gate to provide permanent accessible path.
- F.5 Provide broadloom carpet stair runner down center of stair to basement.
- F.6 Remove carpet to allow for floor refinishing in courtroom, stairs, and gallery. Provide new broadloom carpet at stairs and gallery to protect stair surface from wear and to maximize safety. Return main courtroom floor to exposed wood flooring.
- F.7 Repair and sand area of floor damage. Prepare surface for new flooring finish. Fill gaps measuring $\frac{1}{4}$ " or more with wood matching in species and graining. Provide new clear high-traffic coating on restored wood floor. Provide foot pads on all furniture.
- F.8 Remove broken bricks. Prepare substrate and reset salvageable units. Replace heavily damaged units with bricks salvaged from elsewhere on building. Consider removal of the infill panels in each room to restore fireplaces.
- F.9 Install 4'-0" wide by $\frac{3}{4}$ " thick plywood decking on existing ceiling joists to create maintenance access path to full length of attic.
- WA.3 Repair damaged areas of wallboard and plaster finish. Paint 100% of walls. Alternate approach includes removal of all existing wall finish applied on top of historic plaster and repair/replacement of plaster wall finish.
- WA.4 Remove metal fasteners in wall. Patch and paint wall.

- WA.5 Repoint 100% of interior side of brick tympanum with recommended mortar mixture. Reset displaced brick units.
- WA.6 Remove and replace existing basement stair handrail. Relocate light switches at basement landing to accommodate raised handrail.
- WA.7 Remove basement wall-mounted vents and fans. Inspect crawlspace. Remove debris.
- WA.8 Remove approximately 30" long portion of deteriorated wood paneling and pulley at gallery support beam. Remove wood paneling members in their entirety back to nearest joint. Do not cut wood to remove. Examine substrate to determine extent of damage. Remove any areas of wood rot and repair surface damage with epoxy. Reinstall paneling. Paint.
- WA.9 Remove modesty panels. Patch and paint wood at fastener locations.
- WA.10 Remove sealant fill at checks in hollow bored wood columns. Fill checks. For narrow checks (less than 1/8") use epoxy paste filler. For checks larger than 1/8," install a narrow, tapered slat of pine into crack during dry season. Apply adhesive to slat and drive slat into the check with light taps from hammer. Once glue dries, trim excess glue and slat. Repaint column.
- WA.11 Repair damaged surface of wood column. Refinish column in coordination with interior refinishing.
- WA.12 Remove deteriorated paint finish from operable wood partition on all sides. Repaint. Consider restoring operability to wood panels.
- WA.13 Repair wood window trim. Coordinate refinishing with item WA.1.
- WA.14 Install wood patches to eliminate signs of scars at second floor doors. Repair surface of door. Repaint trim and door.
- WA.15 Repaint 100% of concrete block walls in basement.
- CL.1 Remove damaged metal lath and plaster in mechanical closet. Provide new ceiling in entire mechanical closet.
- CL.2 Refasten loose ceiling boards and cornice trim in courtroom. Prepare and repaint 100% of painted wood board ceiling and cornice trim. Coordinate painting with paint analysis findings.
- CL.3 Patch damaged area of gypsum wallboard ceiling. Prepare and paint 100% of gypsum ceiling.
- CL.4 Prepare and paint 100% of plaster ceiling. Perform work in concert with plaster repairs in item CL.5.
- CL.5 Repair damaged locations of plaster. Paint 100% of ceiling. Consider replacement of textured ceiling finish with smooth ceiling finish. Coordinate work with item CL.4.
- CL.6 Clean painted surface to remove mold. Coordinate mold removal with WA.8.

- CL.7 Remove and repair deteriorated wood ceiling board. Remove rotted wood and repair board with epoxy. Repaint wood board and reinstall.
- CL.8 Remove and replace 100% of fiberglass insulation in attic.
- OI.1 Remove Venetian blinds. Replace in-kind.
- OI.3 Provide wood glue and/or tack to fix baluster in place.
- OI.4 Paint 100% of wood benches and jury room shelves.
- OI.5 If determined necessary by electrical assessment, replace electrical and AV systems. Coordinate with electrical engineer.
- OI.6 Until mechanical system upgrades occur, a routine maintenance schedule should be developed for the basement dehumidifiers.

STRUCTURAL

Priority 2 – within three years

- S.2 Repoint 100% of three chimneys in attic.
- S.3 Remove rotted wood at existing roof member. Sister new member onto sound portions of existing member.
- S.4 Install salvaged brick in missing location in attic. Coordinate with chimney repointing.
- S.5 Replace rotted areas of wood at roof framing. Coordinate repairs with roofing repairs.
- S.6 Remove and replace bell support members to match existing member.
- S.7 Remove approximately 12" length of rotted wood and sister new member onto existing bottom chord on each side of bell enclosure support.

Priority 3 – within five years

- S.1 Monitor gap at floor and base trim over time to determine if settlement is active.

MECHANICAL

Priority 1 – within one year

- M.1 Regular servicing and tune-ups of all (4) systems are recommended twice annually at season changes.
- M.3 Test all humidifiers and associated controls to confirm proper operation.
- M.4 Calibrate existing thermostats to confirm accurate operation and ability maintain desired indoor temperature conditions.

Priority 2 – within three years

- M.2 Replace fans, wall switches, and existing open-ended outside air intake duct.

Priority 3 – within five years

- M.5 Provide new energy recovery unit (ERU) to supply pre-conditioned / room temperature-and-humidity neutral outside air to the courtroom when second-floor jury rooms are occupied. Include automatic digital controls to ensure the ERU operates when occupants are present. Estimated capacity of 300 CFM.
- M.6 Replace defunct HRV with a new energy recovery unit (ERU) to provide exhaust and pre-conditioned room temperature-and-humidity neutral outside air to the occupied spaces. Provide automatic digital controls to ensure the new ERU operates when occupants are present. Estimated capacity of 300 CFM.
- M.7 Replace bathroom exhaust fan/lights in 1 existing operating bathroom. Determine potential for unused bathrooms to return to active use. If so, replace fans.
- M.8 Install a ducted dehumidifier and associated interior ductwork to serve the Basement level. This also may require an exhaust fan to remove the heat generated by the dehumidifier.

MAINTENANCE SCHEDULE

As noted earlier in the introduction to this chapter, the following work is expected to be within the capacity of the county public works department to complete internally or to work with a local contractor to execute. Primarily these efforts involve monitoring key components of the building and typical maintenance and cleaning. The following list should serve as a starting point for the county staff with updates made as determined necessary over time.

Routine

- Monitor basement humidity and empty dehumidifiers.
- Clean exterior and interior floor drains as required.
- Check lamps on lighting fixtures. When lamps fail, replace and relamp with screw-in LED lamps with a color temperature between 3000-4000 K. Test and select one temperature, rather than mixing, for use within each space.
- Keep log and documentation of repairs and alterations performed.

Semi-annually

- Complete full interior cleaning.
- Service and tune-up of HVAC system timed at season changes.

Annually

- Inspect attic for active roof leaks and nesting of birds or vermin.
- Perform inspection and routine maintenance for mechanical, electrical, and plumbing systems.
- Review condition and operation of all exterior doors.
- Assess exterior walls for damage in masonry assembly.
- Assess condition of all windows.
- Inspect and clean all exterior floor drains.
- Review crawlspace vents for nesting and debris.
- Assess condition of interior face of all exterior walls.
- Review and revise maintenance schedule as necessary.
- Monitor draining at concrete gutters along side walls. Trim all vegetation to be two feet away from the building and relocate any plants or shrubs which are closer than two feet

away from wall. This keeps moisture away from open joints and cracks in the wall and reduces moisture within the foundation walls.

Every two years

- Inspect roof, bell enclosure, bell rope, entablature, and tympanums via aerial boom lift. If repairs are completed, frequency should be reduced.

Every ten years

- Revise historic structure report and historic preservation goals. Indicate all work performed, updating condition assessment and treatment recommendations, and noting any change in the historic preservation priorities.
- Assess condition of exterior paint on wood elements. If painting is needed, this effort should be completed by skilled tradespeople under the supervision of a historic preservation professional.
- Review soiling on exterior wall. Clean exterior with gentlest means possible as required.
- Assess condition of interior floor finish on wood courtroom floor. Refinish wood floor as required.
- Assess condition of interior paint. If painting is needed, this effort should be completed by skilled tradespeople under the supervision of a historic preservation professional.

REQUIREMENTS FOR TREATMENT AND WORK

Introduction

This project is subject to numerous laws and regulations which guide and control the use and treatment of the historic building. These requirements serve to protect the cultural resource while addressing issues of human safety, fire protection, energy conservation, abatement of hazardous materials, and accessibility.

The following entries outline those laws and regulations which have the most significant impacts on the consideration of treatment and work for the Fluvanna County Historic Courthouse. In addition, these guidelines and documents offer additional insight into treatment methods and approaches which are referenced in the historic structure report but not outlined in detail. Detailed treatment directions must be developed as a part of a design project in which the scope of work and extent of intervention has been confirmed.

Legislation and Regulatory Guidelines

Americans with Disabilities Act Accessibility Guidelines (ADA / ADAAG)

This law serves as the accessibility standards for this property. The standards provide guidance on accessibility requirements for existing buildings and alterations within existing buildings.

International Building Code (2018) and International Existing Building Code (2018)

The 2018 versions of these codes are applicable building codes for this project. As this an existing building, which is also a contributing resource for a National Register-listed site, the IEBC serves as the primary code with application of the IBC where referenced and as necessary.

International Mechanical Code (IMC)

The 2018 version of the IMC is applicable to this project. It establishes minimum regulations for mechanical systems using prescriptive and performance-related provisions. The IMC was developed with broad-based principles that make possible the use of new materials, methods and design.

International Plumbing Code (IPC)

The 2018 version of the IPC is applicable to this project. It provides minimum regulations for plumbing facilities and provides for the acceptance of new and innovative products, materials, and systems.

National Electrical Code (NEC)

The NEC is the pre-eminent electrical installation code in the United States. It is often adopted into law by states and local jurisdictions. The NEMA Field Representative Program advocates for the adoption of the most current edition of the NEC, with no state or local amendments, through participation in the code adoption process and collaboration with NEMA Member companies and other industry partners.

National Fire Protection Association's (NFPA) Standard for the Installation of Sprinkler Systems (NFPA-13)

NFPA-13 is the industry benchmark for design and installation of automatic fire sprinkler systems. Although it is unlikely that a sprinkler system will be required in any future renovation, the standard addresses sprinkler system design approaches, system installation, and component options to prevent fire deaths and property loss.

National Historic Preservation Act (NHPA)

This law and subsequent regulations mandate that public agencies receiving federal funding protect historic cultural resources. A major component to its administration is the Section 106 process, which requires federal agencies to review and determine the impact of any alterations to the resources. If an alteration is deemed to cause an adverse effect, the process will require the agency to provide some form of mitigation for the impact to the historic resource. Depending on the source of funding, this process may or may not apply in a future project.

The Secretary of Interior's Standards for Treatment of Historic Properties

These guidelines outline criteria for alterations to historic fabric. These standards establish hierarchies of treatment which seek the lowest level of intervention necessary to achieve a project's goals. Preservation of historic materials is a priority of the guidelines and all modern alterations should be reversible and minimize damage to the historic fabric.

Technical Guidelines*Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*

The National Park Service (NPS) provides a number of guides, referred to as Preservation Briefs, designed to guide practitioners and craftsman in their work on the historic built environment. Preservation Brief 2 focuses on the importance of maintaining masonry and preventing deterioration through the repointing of mortar joints. Proper repointing of historic masonry, including using appropriate materials and methods, is critical to maintaining the aesthetic appearance of the building, and in preventing physical damage to the masonry units.

Preservation Brief 9: The Repair of Historic Wooden Windows

NPS Preservation Brief 9 details the process of window treatment from evaluation of architectural significance to routine maintenance, stabilization, and replacement. The windows on many historic buildings are an important aspect of the architectural character of those buildings. The brief recommends the retention and repair of original windows wherever possible.

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork

This brief identifies and describes common types of paint surface conditions and failures. It also recommends appropriate treatments for preparing exterior wood surfaces for repainting to ensure optimal adhesion and durability of the new paint. The recommendations outlined in this brief are cautious on paint removal because there is no completely safe and effective method of removing old paint from exterior woodwork. Removal of paint from woodwork will inevitably result in some loss to the wood and should be undertaken with great care.

Preservation Brief 18: Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements

Brief 18 discusses the importance of floor plans, arrangement of spaces, finishes, and other features that may be individually or collectively important in defining the historic character of the building and the purpose for which it was constructed. The identification, retention, protection, and repair of historic interiors should be given prime consideration in every preservation project. Caution should be exercised in developing plans that would radically change character-defining spaces or that would obscure, damage or destroy interior features or finishes.

Preservation Brief 21: Repairing Historic Flat Plaster Walls and Ceilings

Brief 21 emphasizes the contribution of plaster walls and ceilings to the historic character of the interior. They should be left in place and repaired if at all possible. The approaches described stress repairs using wet plaster, and traditional materials and techniques that will best assist the preservation of historic plaster walls and ceilings—and their appearance.

Preservation Brief 22: The Preservation and Repair of Historic Stucco

Historic stucco is a character-defining feature and should be considered an important historic building material in its own right. While many eighteenth and nineteenth century buildings were stuccoed at the time of construction, others were stuccoed later for reasons of fashion or practicality. Brief 22 provides guidance for repairing historic stucco, including mixes and material specifications.

Preservation Brief 29: The Repair, Replacement and Maintenance of Historic Slate Roofs

Brief 29 specifically addresses historic slate roofs, detailing the critical aspects of repair and replacement for deteriorated and damaged slate. Slate roofs are a critical design feature of many historic buildings that cannot be duplicated using substitute materials. Slate roofs can, and should be, maintained and repaired to effectively extend their serviceable lives. When replacement is necessary, details contributing to the appearance of the roof should be retained. High quality slate is still available from reputable quarries and, while a significant investment, can be a cost-effective solution over the long term.

Preservation Brief 32: Making Historic Properties Accessible

With the passage of the Americans with Disabilities Act in 1990, access to properties open to the public is now a civil right. This Preservation Brief introduces the complex issue of providing accessibility at historic properties, and underscores the need to balance accessibility and historic preservation. It provides guidance on making historic properties accessible while preserving their historic character. Accessibility at historic properties can be achieved with careful planning, consultation, and sensitive design.

APPENDICES

APPENDIX A

CONSTRUCTION COST ESTIMATE

JOHN MILNER ASSOCIATES PRESERVATION/MTFA ARCHITECTURE, PLLC
FLUVANNA COUNTY HISTORIC COURTHOUSE
HISTORIC STRUCTURES REPORT
PALMYRA, VIRGINIA
ASSUMPTIONS, NOTES -

ICI #: 221128R2
 Prep: mcf
 Date: 6/17/2022
 Revised: 8/27/2022

- 1 Information used in preparation of this Estimate includes:
 - A. John Milner Associates/MTFA Historic Structures Report dated 6/7/2022, received by ICI 6/8/2022.
 - B. John Milner Associates/MTFA updated Historic Structures Report dated 8/8/2022, received by ICI 8/9/2022.
- 2 The Project is based on the following gross / renovated building areas:

Basement	1,090 SF
Ground Floor	1,445 SF
Second Floor	740 SF
Total	3,275 SF
- 3 This Estimate is developed and documented according to the Historic Structures Report
- 4 This Estimate is based on Mid, 2022 construction unit prices. No escalation has been included. Once a construction period has been established the appropriate escalation factor, calculated to the mid point of Construction, based on 6% per year must be added.
- 5 This estimate is based on the following labor rates: Open Shop
- 6 No Overtime or Premium time work is included with the exception of any allowance indicated in the details.
- 7 The unit prices used in the estimate are a combined labor & material unit price, and are based on numerous sources, including our in-house data base developed during the completion of more than 300 estimates per year, feedback and reconciliations with contractors, subcontractors and suppliers, and nationally published databases such as RS Means, Walker, and Saylor.
- 8 The purpose of this estimate is to establish an Order of Magnitude Budget for the described work. Once more detailed Investigations and design have been completed, the Estimate should be revised and updated.
- 9 The additional project costs are indicated in the estimate. These are preliminary figures includes Permits, Engineering Fees, Architectural Fees, Legal Services, and Administrative Expenses. The rough order of magnitude figures are based on a percentage of construction costs.

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ORDER OF MAGNITUDE COST ESTIMATE SUMMARY BY PHASE

See following pages for detailed cost breakdown

Description	Priority #1 within 1 Year	Priority #2 within 3 Years	Priority #3 within 5 Years
ESTIMATED CONSTRUCTION COST BY PHASE	\$ 115,974	\$ 502,382	\$ 587,619
ESTIMATED ADDITIONAL PROJECT COSTS <i>(Rough Order of Magnitude Sum of Permits, Engineering Fees, Architectural Fees, Legal Services, and Administrative Costs)</i>	\$ 17,396	\$ 125,596	\$ 146,905
TOTAL PROJECT COST BY PHASE	\$ 133,370	\$ 627,978	\$ 734,524
TOTAL ESTIMATED COST FOR ALL PHASES			\$ 1,495,872

ALTERNATES

The report proposes a series of alternate treatments dependent upon the findings of additional testing and investigation. The sums indicated below represents additional potential costs.

ALTERNATE CONSTRUCTION COST BY PHASE	\$ -	\$ 106,144	\$ 468,563
ESTIMATED ADDITIONAL PROJECT COSTS	\$ -	\$ 26,536	\$ 117,141
ESTIMATED PROJECT COSTS OF ALTERNATES BY PHASE	\$ -	\$ 132,680	\$ 585,703
TOTAL ESTIMATED ADDITIONAL COST FOR ALTERNATES			\$ 718,383

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6/17/2022
8/27/2022

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EXTERIOR							
General Requirements							
G.1	Analysis of Exterior/Interior for Hazardous Materials	1	LS	\$20,000.00	\$30,600.00	\$ 30,600	
	- Allow for Abatement					TBD	
G.2	Add Lightning Protection System	1	LS	15,000.00	22,950.00	22,950	
	Subtotal					\$ 53,550	\$ -
Masonry							
--	Scaffold/Ladders/Access as Required	1	LS	\$20,000.00	\$30,600.00	\$ 30,600	
MB.1	Analysis Mortar	1	LS	1,500.00	2,295.00	2,295	
	- Repoint Open Joints in Brick	125	SF	45.00	68.85	8,606	
MB.2	Repoint Crack Joints in Brick					Included Above	
MB.3	Replace Cracked Brick	8	EA	225.00	344.25	2,754	
MB.4	Remove & Reset Displace Brick	1	EA	350.00	535.50	536	
MB.5	Remove Biological Growth, Staining	400	SF	10.00	15.30	6,120	
MB.6	Repair Holes w/Colored Mortar Patch	3	EA	150.00	229.50	689	
MB.7	Remove Paint Stains	80	SF	20.00	30.60	2,448	
MB.8	Remove Overpaint Adjacent to Painted Surfaces	160	LF	15.00	22.95	3,672	
MB.9	Clean Localized Soiling, Staining	250	SF	5.00	7.65	1,913	
MB.10	Remove Sham Shutters, Assess/Repair Masonry	2	EA	500.00	765.00	1,530	
MB.11	Remove & Reset Brick Paving @ Ramp, Repoint Incl Wall	120	SF	50.00	76.50	9,180	
MB.12	Remove Chimney Cap, Repoint, Modify Cap	4	EA	750.00	1,147.50	4,590	
MS.1	Repoint Stone Foundation Walls	125	SF	30.00	45.90	5,738	
MS.2	Remove Staining, Paint @ Steps	125	SF	15.00	22.95	2,869	
MS.3	Clean Stains @ Stone Capitals	18	EA	275.00	420.75	7,574	
	Subtotal					\$ 91,112	\$ -
Concrete							
C.1	Replace Concrete Gutter @ Perimeter	30	LF	\$ 125.00	\$ 191.25	\$ 5,738	
C.2	Replace Concrete Steps, Metal Railing	1	EA	7,500.00	11,475.00	11,475	
C.3	Fill/Repair Crack in Concrete	8	LF	75.00	114.75	918	
	Subtotal					\$ 18,131	\$ -
Stucco/Plaster							
ST.1	Investigate, Analysis of Column, Coatings	1	LS	\$ 5,000.00	\$ 7,650.00	\$ 7,650	
	- Patch Stucco, Repaint Columns	1	LS	\$14,250.00	21,802.50	21,803	
	Alternate - Allow For Repair, Rem & Repl of Stucco (4 Column @ 12,500, 14 Pilaster @ 7,500)	1	LS	155,000.00	237,150.00		\$ 237,150
ST.2	Patch Stucco (20sf), Repaint Stucco Ceiling @ Portico	230	SF	20.00	30.60	7,038	
	Subtotal					\$ 36,491	\$ 237,150
Wood							
WD.1	Repair Damaged Cornice Board	6	LF	\$ 125.00	\$ 191.25	\$ 1,148	
WD.2	Strip Paint, Repair (25lf) Repaint Wood Trim, Tympanum	1,500	SF	15.00	22.95	34,425	
WD.3	Prep & Paint Benches	30	LF	75.00	114.75	3,443	
	Subtotal					\$ 39,015	\$ -
Metal							
MT.1	Remove & Replace Metal Access Door	1	EA	\$ 1,850.00	\$ 2,830.50	\$ 2,831	
MT.2	Repl. Sht Mtl Bell Enclosure, Add Vent, Flashing, Sealant	1	EA	10,000.00	15,300.00	15,300	
MT.3	Replace Screens @ Crawl Space Vents	10	EA	325.00	325.00	3,250	
MT.4	Prep & Repaint Handrails	100	LF	25.00	25.00	2,500	
MT.5	Prep & Repaint Metal Elements	4	LF	75.00	75.00	300	
	Subtotal					\$ 24,181	\$ -
Windows							
W.1	Repair, Restore, Paint Wood Windows, Transoms	345	SF	\$ 175.00	\$ 267.75	\$ 92,374	
W.2	Repair, Restore, Paint Wood Shutters	400	SF	85.00	130.05	52,020	
W.3	Repair/Modify Window @ Wire Penetration	1	EA	250.00	382.50	383	

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W.4	Replace Broken Glass Pane	1	EA	325.00	497.25	497	
	Subtotal					\$ 145,274	\$ -
Doors							
D.1	Repair, Restore, Paint Wood Doors	6	EA	\$ 1,450.00	\$ 2,218.50	\$ 13,311	
D.2	Replace Door Sweep	3	PR	300.00	459.00	1,377	
D.3	Replace Missing Door Knob	1	EA	650.00	994.50	995	
D.4	Repair Wood Threshold	2	EA	750.00	1,147.50	2,295	
D.5	Repair Door Stop	1	EA	250.00	382.50	383	
	Subtotal					\$ 18,360	\$ -
Roof							
R.1	Replace Broken/Missing Slate, 100 sf Deck Repl.	175	EA	\$ 200.00	\$ 306.00	\$ 53,550	
	Alternate - Complete Replacement of Slate Roofing	2,750	SF	55.00	84.15		\$ 231,413
R.2	Clean Staining @ Slate	200	SF	10.00	15.30	3,060	
R.3	Remove/Replace Ridge Flashing	75	LF	175.00	267.75	20,081	
R.4	Provide Rain Cap @ Chimneys	2	EA	1,500.00	2,295.00	4,590	
R.5	Replace Missing, Slate, Repair Deck	1	EA	750.00	1,147.50	1,148	
R.6	Survey & Remove Loose, Unattached Shingles	1	LS	7,500.00	11,475.00	11,475	
	Subtotal					\$ 93,904	\$ 231,413
Other							
O.1	Fill Hole Near Walk, Point Joint @ Building	1	EA	\$ 500.00	\$ 765.00	\$ 765	
O.2	Remove Abandoned Wiring, Patch as Required	1	LS	2,000.00	3,060.00	3,060	
O.3	Regrade @ Ramp	40	SF	50.00	76.50	3,060	
O.4	Clean Areaway, Basement Stairs	60	SF	10.00	15.30	918	
O.5	Remove Bird Nest as Required	1	LS	500.00	765.00	765	
	Subtotal					\$ 8,568	\$ -
TOTAL - ARCHITECTURAL EXTERIOR						\$ 528,583	
TOTAL - ARCHITECTURAL EXTERIOR ALTERNATES							\$ 468,563
ARCHITECTURAL - INTERIOR							
General							
G.1	Clean Interior Debris & Soiling	1	LS	\$ 2,500.00	\$ 3,825.00	\$ 3,825	
G.2	Repair/Treat for Insect/Bug Infestations	1	LS	3,500.00	5,355.00	5,355	
	Subtotal					\$ 9,180	\$ -
Floor							
F.1	Replace Rubber Floor Base	270	LF	\$ 4.00	\$ 6.12	\$ 1,652	
F.2	Refinish VCT Floor	780	SF	1.00	1.53	1,193	
F.3	Provide Heavy Duty Cover for Condensate Drain	1	LF	350.00	535.50	536	
F.4	Rem. Temp Ramp, Replace w/New Ramp, Rail/Gate, Shorten Benches	1	LS	13,500.00	20,655.00	20,655	
F.5	Provide Carpet Stair Runners	20	LF	65.00	99.45	1,989	
F.6	Rem Carpet (600 sf), Repl Carpet (350sf), Refinish (250sf)	350	SF	12.50	19.13	6,694	
F.7	Repair Wood Floor (50sf), Refinish	1,600	SF	7.50	11.48	18,360	
F.8	Repair/Replace Brick Floor @ Hearth	10	EA	225.00	344.25	3,443	
F.9	Provide Attic Access Walk	200	SF	15.00	22.95	4,590	
	Subtotal					\$ 59,112	\$ -
Walls							
WA.1	Survey, Analysis Wood Graining, Repaint w Solid Color	600	SF	\$ 10.00	\$ 15.30	\$ 9,180	
	Alternate - Prep & Refinish Wood Graining Finish	600	SF	20.00	30.60		\$ 18,360
WA.2	Remove & Replace Damaged Plaster	25	SF	50.00	76.50	1,913	
WA.3	Repair Plaster/Wallboard, 200 sf Plaster Repair, Paint	3,600	SF	10.00	15.30	55,080	
	Alternate - Rem Wallbrd, Repl Plaster/Lath, Paint 3600sf	1,275	SF	45.00	68.85		\$ 87,784
WA.4	Remove Fasteners @ CMU Walls, Patch	5	EA	120.00	183.60	918	
WA.5	Repoint Interior of Brick Tympanum, Reset Displaced	100	SF	60.00	91.80	9,180	

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HISTORIC STRUCTURES REPORT
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WA.6	Replace Basement Rail, Relocate Light Switch	1	EA	3,500.00	5,355.00	5,355	
WA.7	Inspect Crawlspace, Remove Debris	5	EA	200.00	306.00	1,530	
WA.8	Repair Damaged Wood Balcony Paneling	5	SF	250.00	382.50	1,913	
WA.9	Remove Modesty Panel, Restore Balustrade	25	LF	100.00	153.00	3,825	
WA.10	Repair Checks in Columns, Refinish	25	LF	150.00	229.50	5,738	
WA.11	Repair Surface Damage @ Columns, Refinish	2	EA	750.00	1,147.50	2,295	
WA.12	Refinish Operable Wood Panels, Restore Operation	150	SF	75.00	114.75	17,213	
WA.13	Repair Window Trim	4	SF	120.00	183.60	734	
WA.14	Repair Door Trim	5	SF	120.00	183.60	918	
WA.15	Paint Conc. Block Walls	1,750	SF	1.50	2.30	4,016	
WA.16	Historical Paint Analysis	1	LS	10,000.00	15,300.00	15,300	
	Subtotal					\$ 135,107	\$ 106,144
Ceiling							
CL.1	Replace Plaster Ceiling @ Mechanical Room	40	SF	\$ 35.00	\$ 53.55	\$ 2,142	
CL.2	Refasten Loose Boards, Prep & Paint Wood Ceiling	1,000	SF	5.00	7.65	7,650	
CL.3	Patch Gyp. Bd. Ceiling (20sf), Prep & Paint	750	SF	3.50	5.36	4,016	
CL.4	Prep & Paint Plaster Ceiling	950	SF	2.00	3.06	2,907	
CL.5	Repair Textured Plaster (30sf), Prep & Paint	275	SF	5.00	7.65	2,104	
CL.6	Clean Mold @ Gallery Beam	10	LF	35.00	53.55	536	
CL.7	Replace Damaged Wood Ceiling, Replace	2	SF	175.00	267.75	536	
CL.8	Replace Insulation @ Attic	1,500	SF	6.00	9.18	13,770	
	Subtotal					\$ 33,660	\$ -
Other							
OI.1	Remove & Replace Blinds	18	EA	\$ 1,250.00	\$ 1,912.50	\$ 34,425	
OI.2	Investigate Balcony Balustrade	1	LS	2,500.00	3,825.00	3,825	
	- Reinforce/Repair Balcony Balustrade	25	LF	250.00	382.50	9,563	
OI.3	Repair/Glue Loose Baluster @ Stairs	2	EA	175.00	267.75	536	
OI.4	Refinish/Paint Wood Benches (135lf), Shelves (65sf)	1	LS	10,000.00	15,300.00	15,300	
OI.5	Review & Assess Electrical, A/V Systems	1	LS	15,000.00	22,950.00	22,950	
	- Allowance for full replacement of both systems	1	LS	146,000.00	223,380.00	223,380	
OI.6	Maintain Dehumidifiers				-	By Others	
	Subtotal					\$ 309,978	\$ -
TOTAL - ARCHITECTURAL INTERIOR						\$ 547,036	
TOTAL - ARCHITECTURAL INTERIOR ALTERNATES							\$ 106,144
STRUCTURAL							
Ceiling							
S.1	Monitor Gap @ 2nd Floor Gallery	1	LS	\$ 1,000.00	\$ 1,530.00	1,530	
S.2	Repoint Joints @ Chimneys in Attic	30	SF	45.00	69	2,066	
S.3	Repair Rotted Rafters @ Chimneys	3	Loc	1,200.00	1,836.00	5,508	
S.4	Replace Missing Brick @ Attic Chimney	1	EA	350.00	535.50	536	
S.5	Replace Rotted Roof Deck	25	SF	50.00	76.50	1,913	
S.6	Replace Bell Support Members	15	LF	225.00	344.25	5,164	
S.7	Repair/Sister Chord @ Kingpost	1	EA	1,200.00	1,836.00	1,836	
	Subtotal					\$ 18,551	
TOTAL - STRUCTURAL						\$ 18,551	\$ -
MECHANICAL							
Mechanical							
M.1	Service, Tune-up AHU's	4	EA	\$ 2,500.00	\$ 3,825.00	\$ 15,300	
M.2	Replace Basement Wall Exhaust Fans, Switch, Duct	3	EA	2,250.00	3,442.50	10,328	
M.3	Test/Repair Humidifiers	3	EA	500.00	765.00	2,295	
M.4	Recalibrate Thermostats	4	EA	200.00	306.00	1,224	
M.5	Provide ERU @ Attic	2	EA	15,000.00	22,950.00	45,900	

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M.6	Replace Basement HRV	1	EA	8,500.00	13,005.00	13,005	
M.7	Replace Bathroom Exhaust Fan/Light	1	EA	1,500.00	2,295.00	2,295	
M.8	Add Ductwork, Dehumidifier, Fan @ Bsmt.	935	SF	15.00	22.95	21,458	
	Subtotal					\$ 111,805	
	TOTAL - MECHANICAL					\$ 111,805	\$ -

TOTAL ESTIMATED CONSTRUCTION COST FOR BASE BID

\$ 1,205,975

TOTAL ESTIMATED CONSTRUCTION COST FOR ALL POTENTIAL ALTERNATES

\$ 574,706

APPENDIX B

MATERIALS ANALYSES REPORTS

B.1 – MATERIALS ANALYSIS REPORT

B.2 – SAMPLE LOCATION DRAWINGS

B.3 – PAINT SCHEME CHART AND PAINT SAMPLE IDENTIFICATION

B.4 – PAINT SERIATION SHEETS

B.5 – PAINT AND MORTAR SAMPLE IMAGE CONTACT SHEETS

B.6 – PETROGRAPHIC ANALYSIS OF MORTAR REPORT

MATERIALS ANALYSIS

Scope of Analysis

Materials analysis for the Fluvanna County Historic Courthouse Historic Structure Report included paint analysis of the exterior wood trim and stucco columns and mortar analysis of the historic mortar. John Milner Associates Preservation (JMAP) collected 30 paint samples and four mortar samples on April 1, 2022 either from grade or via ladder. There was no exterior access to the south tympanum but the conservators collected a sample through a gap in the wood siding from the attic. No additional materials analyses were performed as a part of this project.

Paint Analysis Overview

The team collected small paint samples utilizing a fine utility blade to cut through the layers of paint finish to the wood substrate. Each sample location was photographed with a digital field microscope and the corresponding sample number was noted on elevation drawings. The samples were processed in the laboratory by embedding paint chips in individual cubes of clear polyester resin. These cubes were cut with a microtome to reveal the full cross-section of the embedded paint sample. Each paint sample was examined using visible-light and UV-light microscopy at 20x, 40x and 100x magnification. All layers were color matched under the microscope using the Munsell color notation system.

JMAP's architectural conservator examined each paint sample under the microscope to identify at least five paint layers immediately above the wood or stucco substrate. This effort sought to color-match these layers across the samples and to organize the findings into recognizable paint schemes. A scheme spreadsheet, as well as the sample location drawings and photographs, is included in Appendix B3. The appendix also includes seriation sheets showing the color determinations for the initial five paint layers identified under the microscope. The findings suggest that only a few elements show historic paint, including the doors and shutters. The windows, entablature, and tympanum show only modern paints.

Paint Analysis Findings

The 30 paint samples revealed at least four color schemes for the exterior wood trim, doors, windows, and stucco columns. However, there was no evidence of the sanded paint mentioned in the original specifications as the treatment for the entablature. While some samples showed early paint history, there is not enough evidence to align the paint layers with specific points in time. Therefore, the information presented in the charts and seriation sheets in Appendix B4 is a comparison of the paint information found across the samples. For example, many samples included a benchmarking band of 5-7 coats of a grayish white paint followed by a modern

pinkish taupe paint. With this benchmark series as a baseline, the conservator could then determine which paint layers were earlier or later in the common stratigraphy across the samples. A layer is considered modern paint post mid-20th century when the pigment is finely and evenly distributed and the coating is very even due to self-levelling paint technology.

The following paint schemes are arranged from oldest to newest.

Scheme 1

The doors show paint history prior to the benchmark series of white paint. The paint stratigraphy on the doors, with a strong wood-color yellow base and a series of reds, browns, and varnish, suggest the doors may have been faux-grained in an early period. The shutters also show early paint preceding a series of modern green paints. The earliest layer was black followed by an olive green. The original specifications indicated the shutters, or venetians, were to be painted green. It is possible the black was either actually a very dark green or it could have been a primer for the olive green. The specifications also called for the entablature to be sand painted to match the stone trim. No evidence of sanded paint was uncovered but sanded paint trim intended to mimic the freestone capitals for the entablature, tympanum, and door and window surrounds would have harmonized with faux-grained wood doors and dark green shutters.

Scheme 2

The paint evidence suggests a second scheme emerged where the wood trim, windows, and doors were all painted white while the shutters were painted a vibrant green. The many layers of white and green paint indicate this scheme

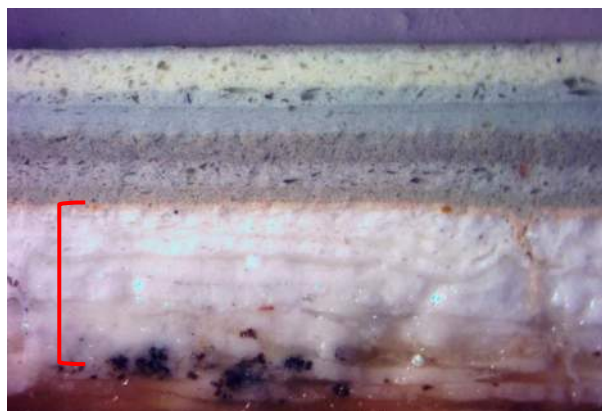


Figure B1. FP-07 with indicated benchmark series of creams followed by modern pinkish taupe layer

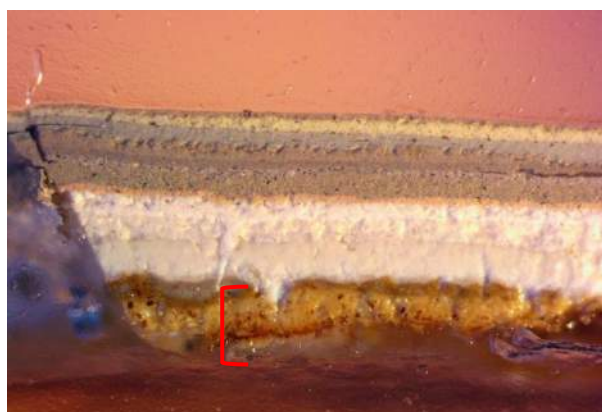


Figure B2. FP-09 showing possible graining of doors in Scheme 1 at indicated layers below benchmark series.

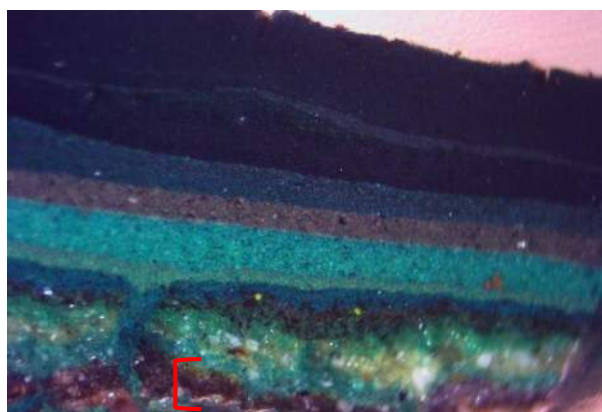


Figure B3. FP-23 showing possible black or very dark green shutters of Scheme 1 where indicated below modern layers.

was present for many repainting campaigns.

Scheme 3

The first layer of modern paint across the wood trim is a pinkish taupe color. Perhaps this color was intended to match the freestone color with its orange patina from natural iron in the stone. The pinkish taupe was applied to all wood trim including the windows and doors. The shutters, however, remained green.

Scheme 4

Modern paints, including the current paint colors at the courthouse, reflect a trend toward light grays for the wood trim and bluish-green color for the shutters. The modern colors from this scheme were the only paint colors found on the columns.

MORTAR ANALYSIS

JMAP extracted four mortar samples and compared them under a microscope to determine which sample represented the oldest mortar. The sample from the south masonry wall taken from the attic had the most integrity and appeared similar to the other samples extracted on the exterior. This sample, FM-01, was sent out to a qualified laboratory for more advanced microscopy following ASTM C1324 standard testing method for petrographic analysis of the mortar composition. The full petrographic analysis is included on page follows the summary of findings and recommendations in this appendix.



Figure B9. Mortar sample FM-01 and location from south elevation brick wall exposed in attic.

FINDINGS

The mortar sample (FM-01) selected for analysis was a bedding mortar found on the portion of the south brick elevation that extends into the attic space. This mortar was similar in color and binder to pointing mortar samples FM-02 and FM-03. This indicates the same mortar was likely used for both pointing and bedding mortars. However, pointing mortar sample FM-02 also had a reddish lime coating on the surface of the joint. It is possible that the pointing mortar was refined with a red-tinted lime penciling to further weatherproof the mortar and to straighten the appearance of the joints against the hand-molded bricks.

The petrographic analysis determined the components in the mortar include calcined clay, lime, and sand. The analyst confirmed the presence of calcined clay due to the percentages of silica and alumina in the binder and due to abnormalities in the paste under polarized light. The clay in the binder is a calcined clay, burned to impart hydraulicity to the mortar as a pozzolan. This additive would allow the mortar set up in moist environments, not just in air. It also imparted some waterproofing to the mortar. The lime component of the mortar was found to be dolomitic lime and measured at about 10% of the binder. The sand component was measured at about 75%, which leaves about 15% of the binder for the calcined clay. This would suggest the lime and clay

were added in almost equal parts to the sand. The sand is a very fine sand that is finer than modern ASTM standards. The sand is siliceous with quartz, quartzite, feldspar, with a trace amount of mica and clay. The source of the sand is unknown.

Calcined clay mortars were used in Europe and in the United States around the time that engineers were understanding the properties of natural cements made from clay-rich limestones. It was known that clay with alumina, when burned to the right temperature (not too hot), would improve the performance of the lime mortar by allowing for quicker set up in air and moisture and impart better performance for water infiltration. At the same time, if confirmed that a thin lime penciling was used on the face of the mortar, this would also suggest that the builders had an understanding of waterproofing the joints. In short, the calcined clay mortar would set faster than pure lime mortar, it would improve the performance of the mortar, and the lime penciling would waterproof the joint and neaten the appearance of the joint.

There are many options for a repointing mortar depending on the level of restoration that is desired. One option is to replicate the clay mortar with a lime-penciled joint. This would require finding the right clay (equal parts silica and alumina), burning it at the right temperature for optimal chemical reaction, and mixing it with a dolomitic lime and fine sand. Another option would be to mimic the hydraulic components of the mortar with a feeble natural hydraulic lime (NHL) and forgo the clay. NHLs are more readily available and have a long track record of performance. JMAP recommends testing the permeability of the existing mortar to specify the right strength of NHL. Much more research is required beyond the limits of this project to understand the use of calcined clay mortars in Virginia and to examine recipes that others have used for replication.

Recommendation from the petrographic analysis report for an NHL mortar:

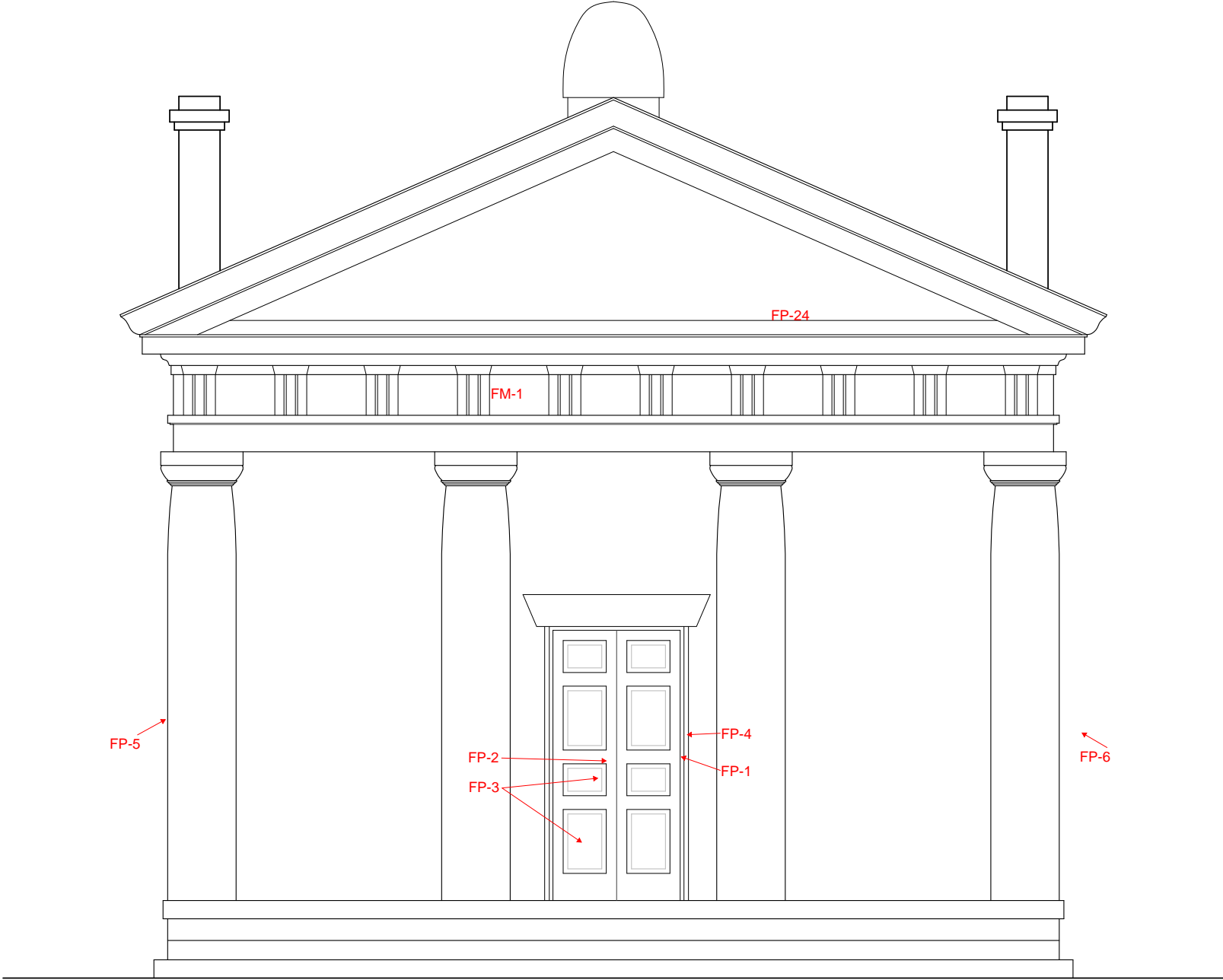
Main Mortar	Mortar Type	Estimated Proportions of Main Mortar	Potential Recommendations For Repointing Mortar
Bedding mortar from attic	Dolomitic lime and calcined clay binders and siliceous sand	Maximum 1-part dolomitic lime to 3½-part sand but a calcined clay component was also added with lime to improve the overall strength of mortar from lime-calcined clay pozzolanic reactions	NHL 3.5 or NHL 5 binder and silica sand at 1-part binder to 2 to maximum 3-part sand by volume

Fluvanna Courthouse Paint Analysis Schemes

Sample Number	Substrate	Location	Scheme 1						Scheme 2			Scheme 3		Scheme 4			
			Doors - Potential Faux Graining						Doors - Series of Whites and Creams			Doors - Modern Paint					
FP01	Door Frame	South	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP02	Door Rail	South	Grayish White 10YR 9/1	Yellow 10YR 7/6	Red 7.5R 3/12	Yellow 10YR 7/6	Dark Brown 7.5YR 3/6	Brown Varnish 2.5YR 2/2	Layers not processed			Layers not processed		Layers not processed			
FP03	Door Panel	South	Yellow 10YR 7/6	Reddish Gray 7.5YR 5/2	Yellowish Gray 10YR 5/1	Yellow 10YR 7/6	Brown Varnish 2.5YR 2/2	Dark Brown 7.5YR 3/6	Layers not processed			Layers not processed		Layers not processed			
FP04	Door Frame Bead	South	Layers not present						Brown Varnish 2.5YR 2/2	Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed		
FP07	Door Frame	West	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP08	Door Frame Bead	West	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP09	Door Rail	West	Layers not present	Red 7.5R 3/12	Yellow 10YR 7/6	Reddish Gray 7.5YR 5/2	Yellowish Gray 10YR 5/1		Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP10	Door Panel	West	Layers not present			Yellow 10YR 7/6	Reddish Gray 7.5YR 5/2	Yellowish Gray 10YR 5/1	Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP25	Door Stile	West	Layers not present			Yellow 10YR 7/6		Grayish Blue 5PB 6/2	Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP26	Transom Bar	West	Layers not present						Layers not present			Layers not present		Yellowish Gray 5Y 6/1			
FP27	Transom Sash	West	Layers not present				Yellow 10YR 7/6		Grayish White 10YR 9/1			Grayish White 10YR 9/1		Yellowish Gray 5Y 6/1			
			Windows - Early paint scheme not found						Windows - Series of Whites and Creams (Sim. To Door)			Windows - Modern Paint					
FP11	Window Frame Bead	West	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP12	Window Sash	West	Layers not present						Grayish White 10YR 9/1			Layers not present		Neutral Gray N 8.75	Yellowish Gray 5Y 6/1		
FP14	Window Frame Bead	North	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP15	Window Sill	North	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP16	Window Sash	East	Layers not present						Layers not present			Layers not present		Neutral Gray N 8.75	Yellowish Gray 5Y 6/1		
FP17	Window Frame	East	Layers not present						Layers not present			Layers not present		Yellowish Gray 10YR 6/1	Neutral Gray N 8.75	Yellowish Gray 5Y 6/1	
FP21	Window Frame	Upper East	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP22	Window Sash	Upper East	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP29	Window Sash	North	Layers not present						Layers not present			Layers not present		Yellowish Gray 10YR 6/1	Neutral Gray N 8.75	Yellowish Gray 5Y 6/1	
			Shutters - Olive Green						Shutters - Series of Greens			Shutters - Modern Paint					
FP13	Window Shutter	West	Layers not present						White N 9.0		Yellowish Green 2.5G 3/6	Bluish Green 10G 2/4	Dark Yellowish Green 10GY 2/2		Bluish Green 10G 2/4		
FP30	Window Shutter	North	Layers not present						Deep Green 7.5G 2/4		Black N 1.0		Bluish Green 10G 2/2	Grayish Black N 2.0	Bluish Green 10G 2/4		
FP23	Window Shutter	Shutter	Black N 1.0				Olive Green 2.5GY 2/2			Deep Green 7.5G 2/4	Olive Green 2.5GY 2/2	Yellowish Green 2.5G 3/6		Bluish Green 10G 2/4			
			Trim- Early Paint Scheme Not Found						Trim - Series of Whites and Creams			Trim - Modern Paint					
FP18	Trim - Entablature	East	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP19	Trim- Metope	East	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP20	Trim- Triglyph	East	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
FP24	Trim- Tympanum	South	Layers not present						Layers not present			Layers not present		Pinkish White 2.5Y 8/2	Yellowish Gray 10YR 6/1		
FP28	Trim- Soffit	South	Layers not present						Grayish White 10YR 9/1			Moderate Yellowish Pink 5YR 7/4		Layers not processed			
			Column - Early Paint Scheme Not Found						Column - Middle Scheme Not Found			Column - Modern Paint					
FP05	Column	South	Layers not present						Layers not present			Layers not present		Yellowish Gray 10YR 6/1	Neutral Gray N 8.75	Yellowish Gray 5Y 6/1	
FP06	Column	South	Layers not present+D30:137						Layers not present		Neutral Gray N 8.75	Moderate Yellowish Pink 5YR 7/4		Yellowish Gray 5Y 6/1	Pinkish White 2.5Y 8/2	Yellowish Gray 5Y 6/1	

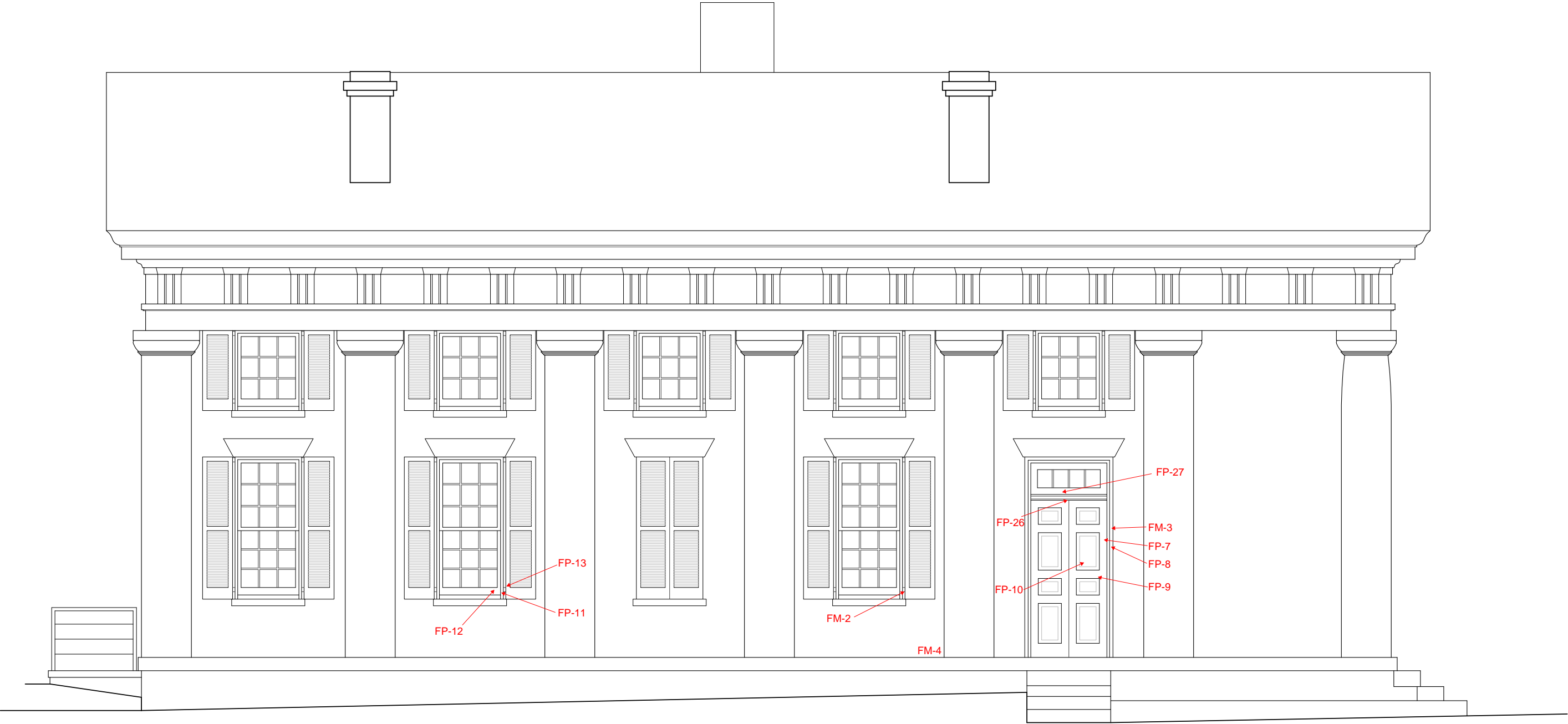
Fluvanna County Courthouse Paint Samples

Sample Number	Substrate	Location	First Layer	RGB	Name	Preliminary Observations
FP01	Door Frame	South Door	10YR 9/1	234,226,213	Grayish White	Many layers of cream
FP02	Door Rail	South Door	10YR 9/1	234,226,213	Grayish White	1. Primer 2. Yellow 5. Glaze
FP03	Door Panel	South Door	10YR 7/6	209,167,104	Yellow	Appears to be the earliest color found across the samples for doors.
FP04	Door Frame Bead	South Door	2.5YR 2/2	64,44,39	Dark Grayish Reddish Brown	Trace glaze followed by many layers of cream.
FP05	Stucco	South Column	2.5Y 8/2	211,199,172	Pinkish White	Not original, modern.
FP06	Stucco	South Column	N 8.75	205,198,209	Neutral Gray	Not original, modern.
FP07	Door Frame	West Door	10YR 9/1	234,226,213	Grayish White	Many layers of cream. Appears to be bio-contaminated.
FP08	Door Frame Bead	West Door	10YR 9/1	234,226,213	Grayish White	Degraded sample appears to be same as FP08
FP09	Door Rail	West Door	10YR 7/6	209,167,104	Yellow	Has a trace of yellow/red like FP-2 before yellow layer.
FP10	Door Panel	West Door	10YR 7/6	209,167,104	Yellow	Yellow. Same as FP09
FP11	Window Frame Bead	West Window	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP12	Window Sash	West Window	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP13	Shutter	West Window	2.5G 3/6	8,83,50	Yellowish Green	Modern green paint.
FP14	Window Frame Bead	North Window	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP15	Window Sill	North Window	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP16	Window Sash	East Window	N 8.75	205,198,209	Neutral Gray	Modern whites and grays.
FP17	Window Frame	East Window	10YR 6/1	154,146,136	Gray	Modern whites and grays.
FP18	Entablature	East Elevation	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP19	Metope	East Elevation	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP20	Triglyph	East Elevation	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP21	Window Frame	Upper East Window	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP22	Window Sash	Upper East Window	10YR 9/1	234,226,213	Grayish White	Degraded sample appears to be same as FP21
FP23	Shutter	Upper East Window	N 1.0	30,28,30	Black	Black
FP24	Tympanum	South Elevation	2.5Y 8/2	211,199,172	Pinkish White	Cream, folowed by blues and grays, all modern.
FP25	Door Stile	West Door	10YR 7/6	209,167,104	Yellow	Yellow. Same as FP09
FP26	Transom Bar	West Door	5Y 6/1	151,147,134	Yellowish Gray	Light Gray, modern.
FP27	Transom Sash	West Door	10YR 7/6	209,167,104	Yellow	Yellow followed by many layers of cream.
FP28	Soffit Panel Frame	South Porch	10YR 9/1	234,226,213	Grayish White	Many layers of cream.
FP29	Window Sash	North Window	10YR 6/1	154,146,136	Gray	Gray, modern.
FP30	Window Shutter	North Window	7.5G 2/4	13,56,44	Deep Green	Green, modern.



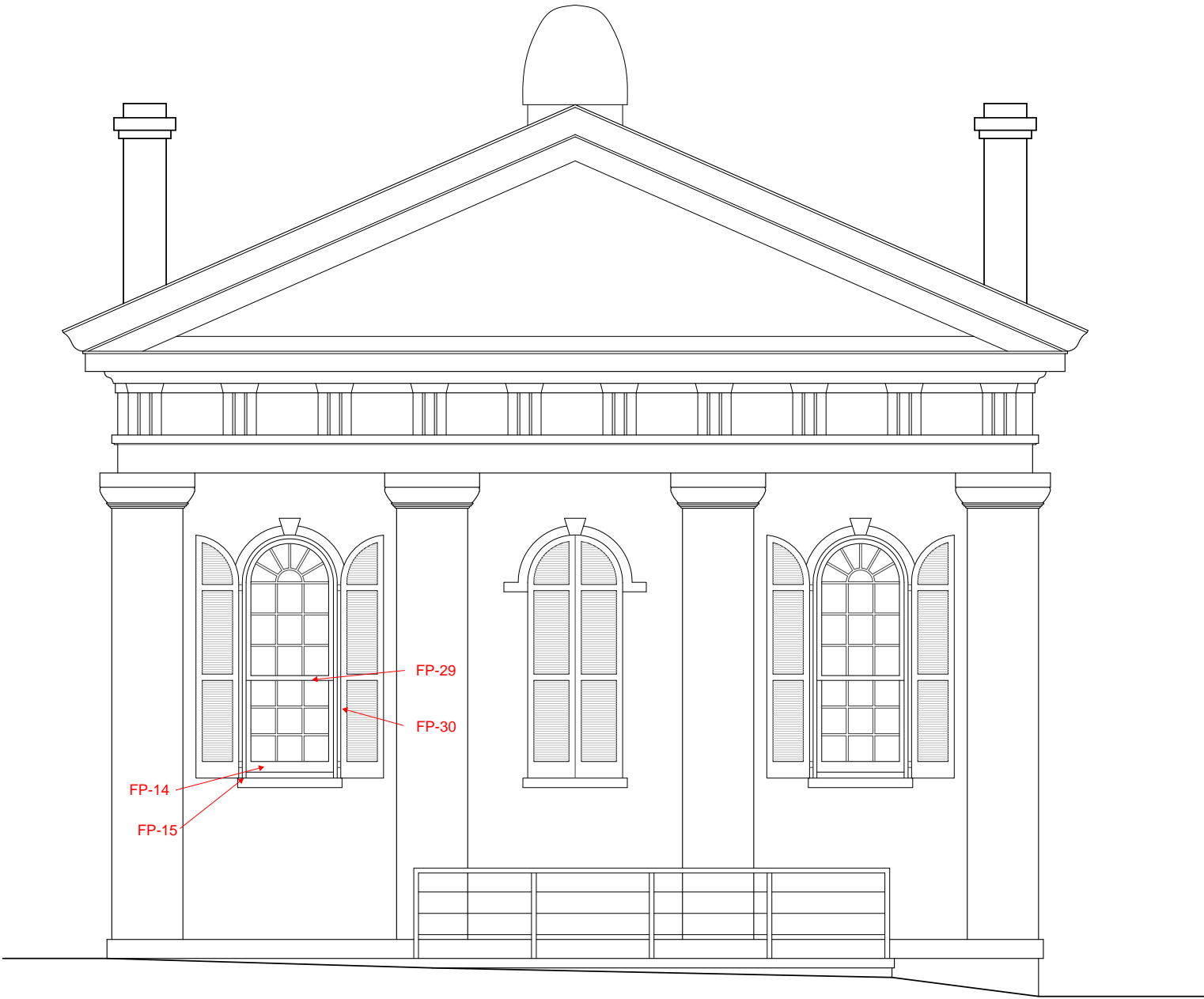
Exterior Elevation - South
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Courthouse



Exterior Elevation - West
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Courthouse



Exterior Elevation - North
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Courthouse



Exterior Elevation - East
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Courthouse

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-01

Element Type: Door Frame

Location of Sample: South Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood	++	
1.	Grayish White	++	10YR 9/1
2.	Grayish White	+	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Dirt	-	
5.	Grayish White	+	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Moderate Yellowish Pink	+	5YR 7/4
8.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-02

Element Type: Door Rail

Location of Sample: South Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Grayish White	-	10YR 9/1
2.	Yellow	+	10R 7/6
3.	Red	+	7.5R 3/12
4.	Yellow	+	10R 7/6
5.	Dark Brown	-	7.5YR 3/6
6.	Brown Varnish	-	2.5YR 2/2
7.	Not Analyzed		
8.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample shows a different color scheme that seems to predate the white scheme found in other samples. This sample in combination FP03 and FP09 suggest the doors may have had a varnished faux-grained scheme at some point. The doors have a different paint stratigraphy than the wood trim. Exposure window in the paint may confirm/reveal what the graining looked like. This scheme is identified as "Scheme 1".

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

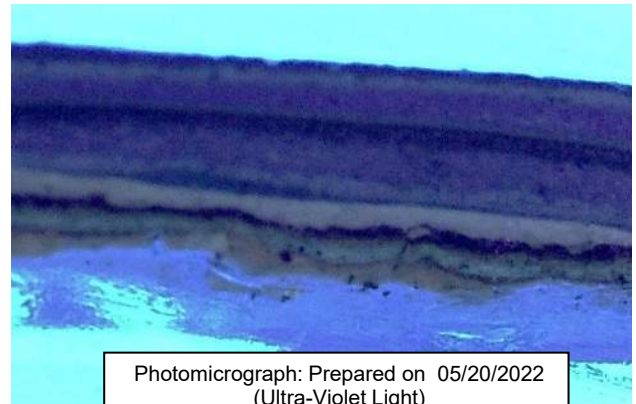
Sample Number: FP-03

Element Type: Door Panel

Location of Sample: South Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Yellow	+	10YR 7/6
2.	Reddish Gray	--	7.5YR 5/2
3.	Yellowish Gray	-	10YR 5/1
4.	Yellow	-	10YR 7/6
5.	Brown Varnish	--	2.5YR 2/2
6.	Dark Brown	+	7.5 YR 3/6
7.	Not Analyzed		
8.	Not Analyzed		

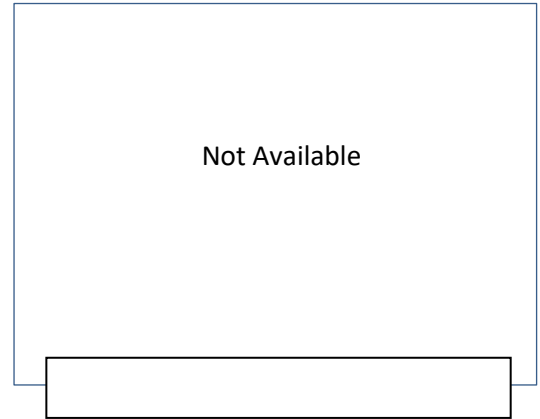
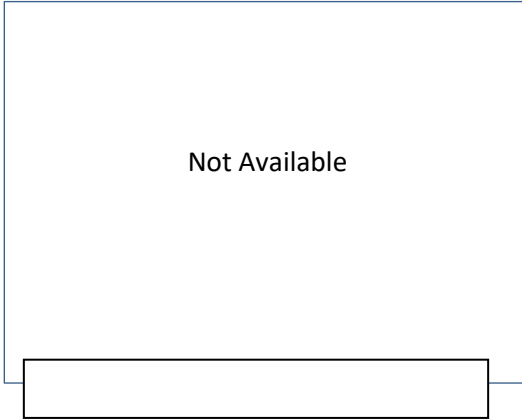
Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample, combined with FP02 and FP09 suggest the doors may have had a varnished faux-grained scheme at some point. An exposure window in the paint may confirm/reveal what the graining looked like. This scheme is identified as "Scheme 1".

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-04	Element Type:	Door Frame Bead
Location of Sample:	South Elevation		



Paint Seriation Chart			
Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Trace Brown Varnish	-	2.5YR 2/2
2.	Grayish White	+	10YR 9/1
3.	Grayish White	+	10YR 9/1
4.	Grayish White	+	10YR 9/1
5.	Grayish White	+	10YR 9/1
6.	Dirt	-	
7.	Grayish White	+	10YR 9/1
8.	Grayish White	+	10YR 9/1
9.	Moderate Yellowish Pink	+	5YR 7/4

Technician:	Amanda Edwards	Date:	7/20/2022
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Comments: This sample has a trace of varnish which indicates that the white scheme came after the varnished scheme. This sample helped us determine that the varnished layers may have predated the white scheme and may have been part of "Scheme 1"

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

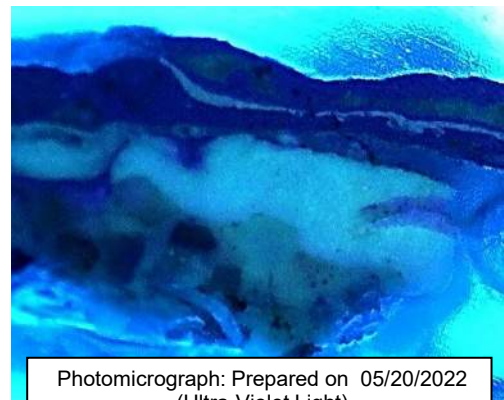
Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-05

Element Type: Column Stucco

Location of Sample: South Elevation



Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Stucco		
1.	Grayish White	+	10YR 9/1
2.	Skim Coat Plaster	+++	
3.	Yellowish Gray (possibly sanded)	+	5Y 6/1
4.	Grayish White	-	10YR 9/1
5.	Yellowish Gray	-	5Y 6/1
6.	Not Analyzed		
7.	Not Analyzed		
8.	Not Analyzed		
9.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

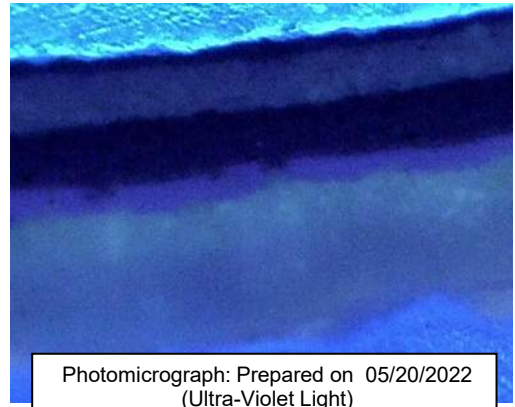
Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-06	Element Type:	Column Stucco
Location of Sample:	South Elevation		



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Stucco		
1.	White	+	N8.75
2.	Skim Coat Plaster	+++	
3.	White	+	N8.75
4.	Moderate Yellowish Pink	+	5YR 7/4
5.	Yellowish Gray	++	5Y 6/1
6.	Pinkish White	++	2.5Y 8/2
7.	Gray	-	10YR 6/1
8.	Not Analyzed		
9.	Not Analyzed		

Technician:	Amanda Edwards	Date:	7/20/2022
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Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

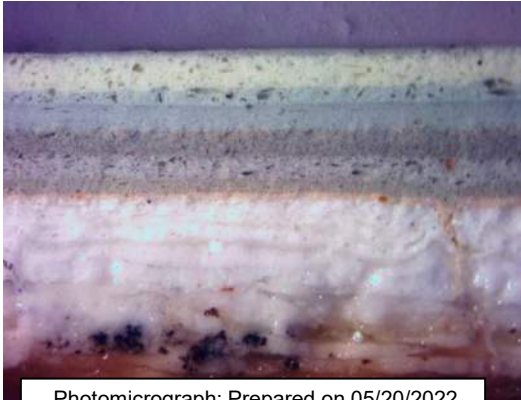
Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-07

Element Type: Door Frame

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	+	10YR 9/1
2.	Grayish White	+	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample shows some degradation of the finish just above the wood which perhaps indicates the previous finish was sanded or removed. The many layers of white confirm "Scheme 2" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-08

Element Type: Door Frame Bead

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)

Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart		
	Layer Thickness	Munsell No.
	++	10YR 9/1
	-	10YR 6/1



8.

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample shows little paint history and it not clear to what scheme the white paint belongs. The top layer of paint is a modern paint.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

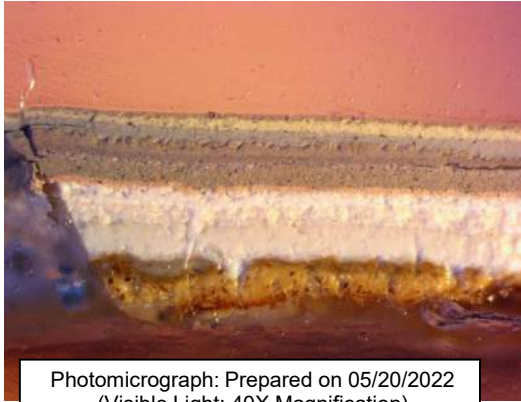
Building Name: Courthouse

Location of Building: Fluvanna, VA

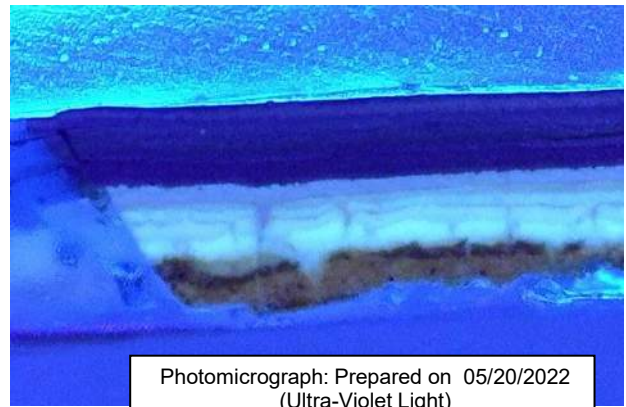
Sample Number: FP-09

Element Type: Door Rail

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Red	-	7.5R 3/12
2.	Yellow	++	10YR 7/6
3.	Reddish Gray	+	7.5YR 5/2
4.	Yellowish Gray	+	10YR 5/1
5.	Grayish White	+	10YR 9/1
6.	Grayish White	+	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Grayish White	-	10YR 9/1
9.	Grayish White	+	10YR 9/1
10.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample is one of the most complete samples for the doors. It clearly shows the yellow/red/browns of a potential faux grain (Scheme 1) below the many layers of white (Scheme 2) and the modern paints (Scheme 3).

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-10

Element Type: Door Panel

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Yellow	++	10YR 7/6
2.	Reddish Gray	-	7.5YR 5/2
3.	Yellowish Gray	-	10YR 5/1
4.	Grayish White	+	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Grayish White	-	10YR 9/1
9.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

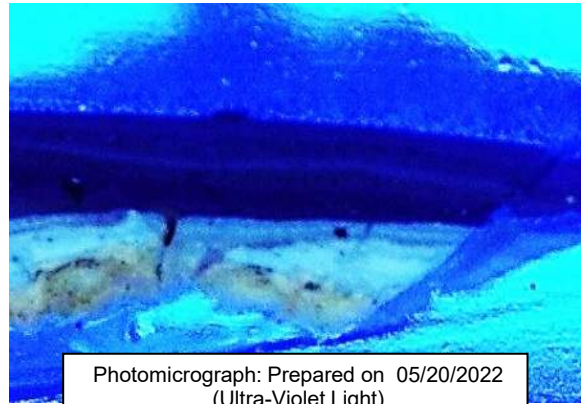
Comments: This sample is one of the most complete samples for the doors. It clearly shows the yellow/red/browns of a potential faux grain (Scheme 1) below the many layers of white (Scheme 2) and the modern paints (Scheme 3).

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-11	Element Type:	Window Frame Bead
Location of Sample:	West Elevation		



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (Not pictured)		
1.	Grayish White	+	10YR 9/1
2.	Grayish White	+	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Moderate Yellowish Pink	-	5YR 7/4
7.	Not Analyzed		
8.	Not Analyzed		

Technician: Amanda Edwards **Date:** 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

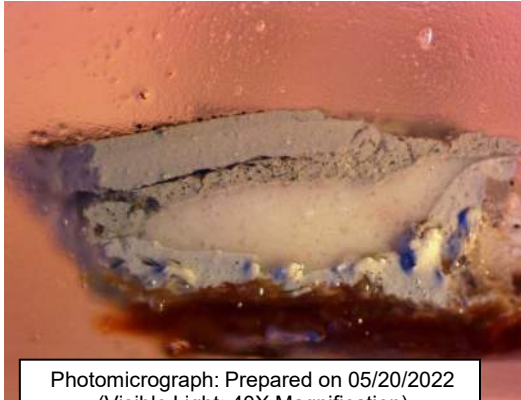
Building Name: Courthouse

Location of Building: Fluvanna, VA

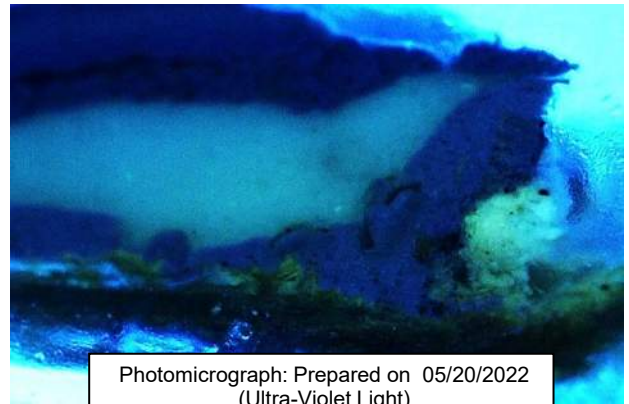
Sample Number: FP-12

Element Type: Window Sash

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

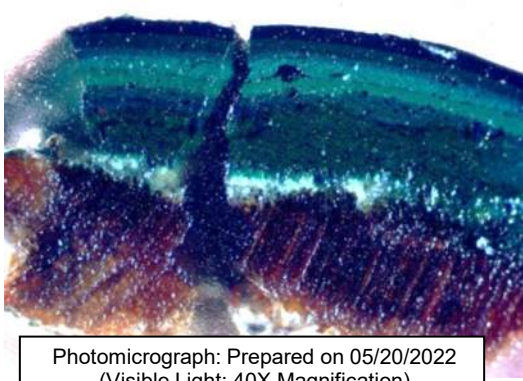
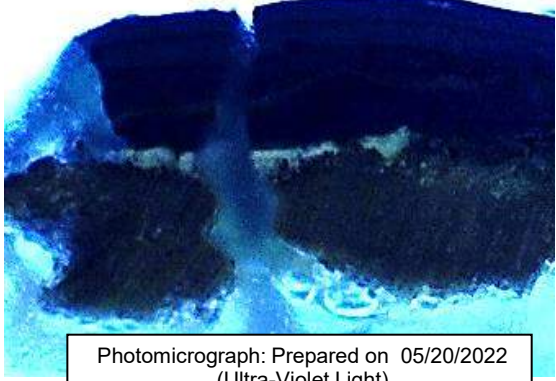
Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	-	10YR 9/1
2.	Neutral Gray	+	N8.75
3.	Spackle	+++	
4.	Yellowish Gray	+	5Y6/1
5.	Neutral Gray	+	N8.75
6.	Not Analyzed		
7.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis			
Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-13	Element Type:	Shutter
Location of Sample:	West Elevation		
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Photomicrograph: Prepared on 05/20/2022 (Visible Light: 40X Magnification)</p> </div> <div style="text-align: center;">  <p>Photomicrograph: Prepared on 05/20/2022 (Ultra-Violet Light)</p> </div> </div>			
Paint Seriation Chart			
Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	White	+	N. 9.0
2.	Yellowish Green	-	2.5G 3/6
3.	Bluish Green	-	10G 2/4
4.	Dark Yellowish Green	+	10GY 2/2
5.	Dirt	-	
6.	Bluish Green	+	10G 2/4
7.	Bluish Green	+	10G 2/4
8.	Not Analyzed	-	
Technician:	Amanda Edwards		Date: 7/20/2022

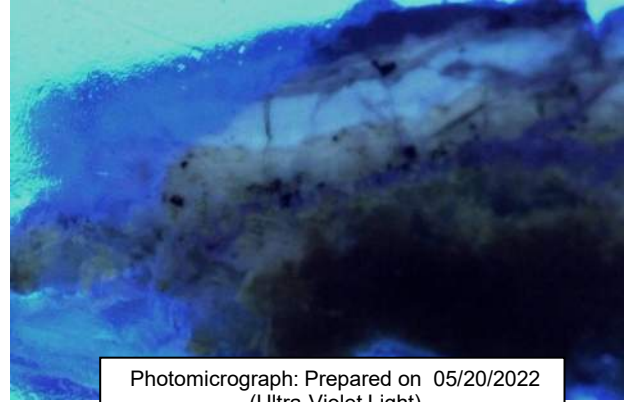
Comments: This sample of the shutters seems to show a white primer layer before the first layer of green. The later layers that lay flat indicate modern paints. It is not clear if this sample shows historic paint schemes or not. The shutters appear to have been painted green for a significant amount of time.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse
Building Name: Courthouse **Location of Building:** Fluvanna, VA
Sample Number: FP-14 **Element Type:** Window Frame Bead
Location of Sample: North Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	+	10YR 9/1
2.	Grayish White	+	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Moderate Yellowish Pink	-	5YR 7/4
8.	Not Analyzed	-	

Technician: Amanda Edwards **Date:** 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-15

Element Type: Window Sill

Location of Sample: North Elevation



Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	+	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	+	10YR 9/1
4.	Grayish White	+	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Grayish White	++	10YR 9/1
9	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

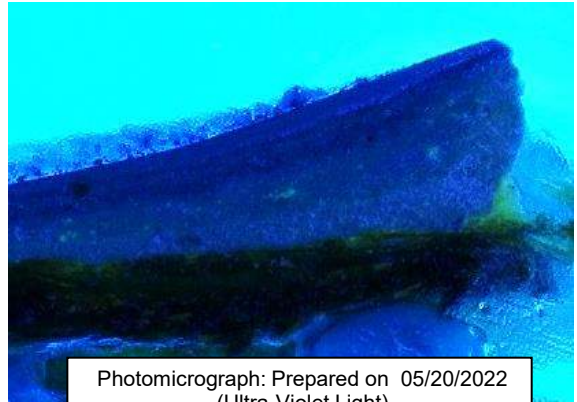
Sample Number: FP-16

Element Type: Window Sash

Location of Sample: East Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Neutral Gray	++	N8.75
2.	Yellowish Gray	+++	5Y 6/1
3.	Yellowish Gray	++	5Y 6/1
4.	Yellowish Gray	-	5Y 6/1
5.	Yellowish Gray	+	5Y 6/1

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

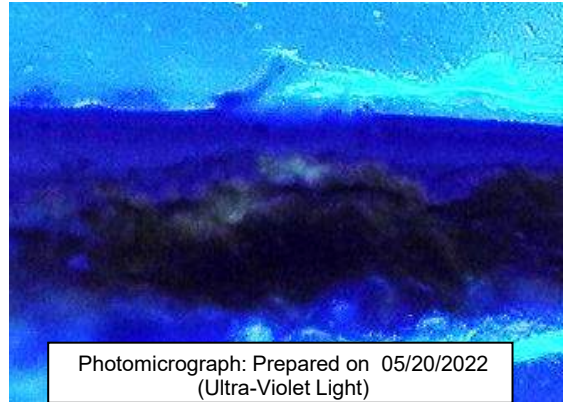
Sample Number: FP-17

Element Type: Window Frame

Location of Sample: East Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Yellowish Gray	++	10YR 6/1
2.	Neutral Gray	++	N 8.75
3.	Yellowish Gray	+	5Y 6/1
4.	Yellowish Gray	+	5Y 6/1

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-18

Element Type: Entablature

Location of Sample: East Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Moderate Yellowish Pink	-	5YR 7/4
7.	Not Analyzed	-	
8.	Not Analyzed	-	

Technician: Amanda Edwards

Date: 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

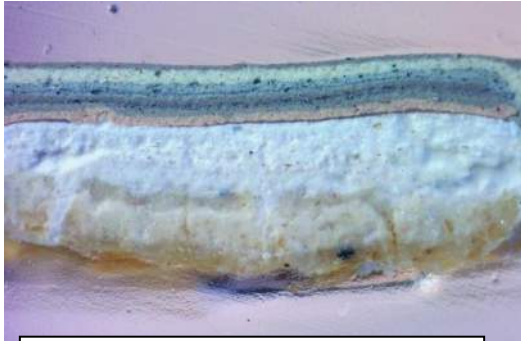
Building Name: Courthouse

Location of Building: Fluvanna, VA

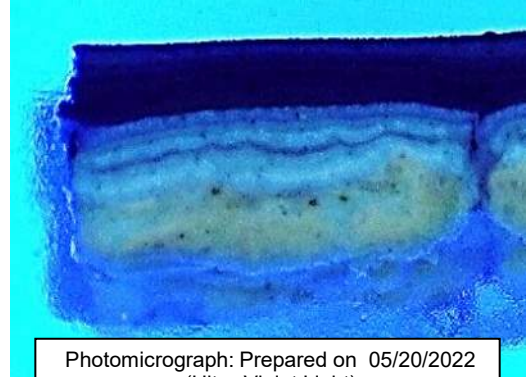
Sample Number: FP-19

Element Type: Entablature Metope

Location of Sample: East Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Moderate Yellowish Pink	-	5YR 7/4

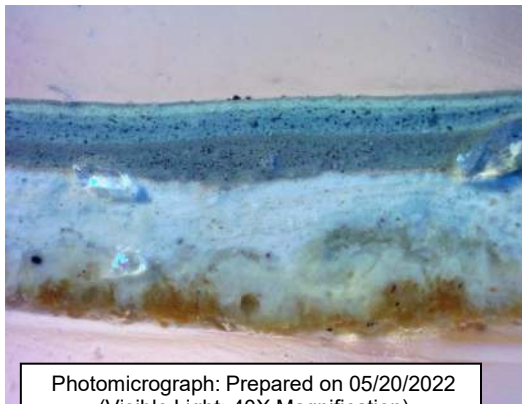
Technician: Amanda Edwards

Date: 7/20/2022

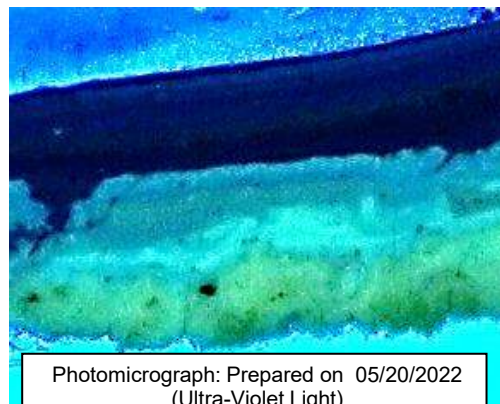
Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-20	Element Type:	Entablature Triglyph
Location of Sample:	East Elevation		



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Moderate Yellowish Pink	-	5YR 7/4
7.	Not Analyzed		
8.	Not Analyzed		

Technician: Amanda Edwards **Date:** 7/20/2022

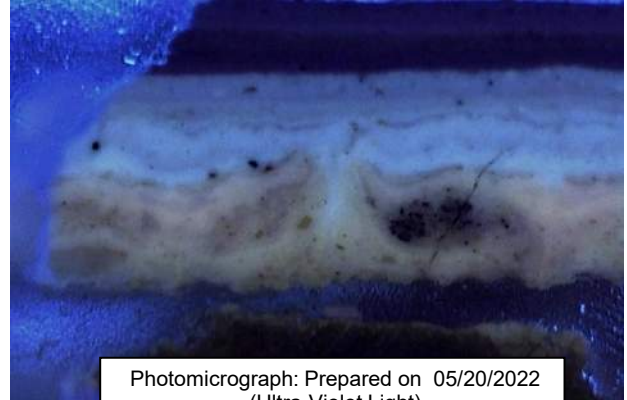
Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-21	Element Type:	Upper Window Frame
Location of Sample:	East Elevation		



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

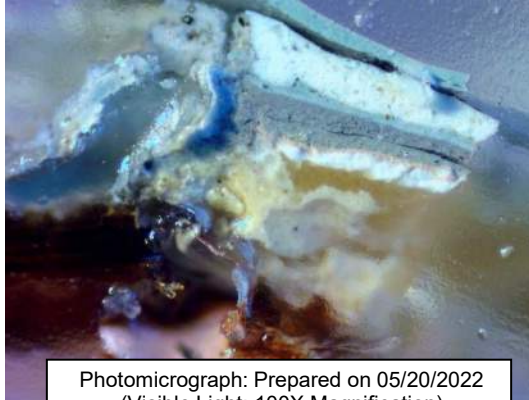
Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards **Date:** 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project:	Fluvanna Courthouse		
Building Name:	Courthouse	Location of Building:	Fluvanna, VA
Sample Number:	FP-22	Element Type:	Upper Window Sash
Location of Sample:	East Elevation		



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	-	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards **Date:** 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

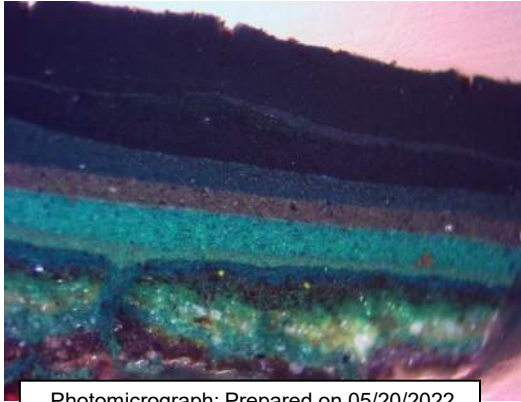
Building Name: Courthouse

Location of Building: Fluvanna, VA

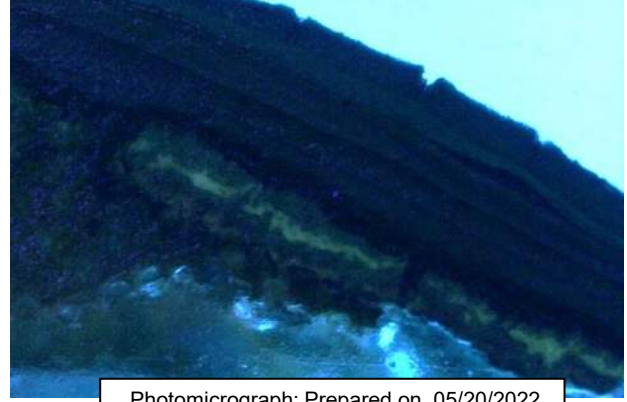
Sample Number: FP-23

Element Type: Upper Shutter

Location of Sample: East Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Black	-	N1.0
2.	Olive Green	-	2.5GY 2/2
3.	Deep Green	+	7.5G 2/4
4.	Olive Green	+	2.5GY 2/2
5.	Yellowish Green	+	2.5G 3/6
6.	Bluish Green	-	10G 2/4
7.	Not Analyzed		
8.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample of the shutter shows some historic paint layers that are earlier than the other shutter samples. The first layer is a very thin black line that was visible under the microscope. It is unclear if the black was the intended appearance or if it served as a primer. A very dark green was the dominant color in the paint history.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

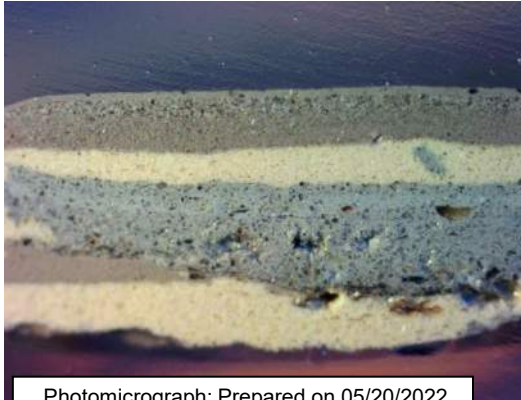
Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-24

Element Type: Tympanum

Location of Sample: South Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Pinkish White	++	2.5Y 8/2
2.	Yellowish Gray	+	10YR 6/1
3.	Gray	++	5Y 6/1
4.	Gray	+	5Y 6/1
5.	Gray	-	5Y 6/1
6.	Pinkish White	++	2.5Y 8/2
7.	Not Analyzed		
8.	Not Analyzed		

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-25

Element Type: Door Stile

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood (not pictured)		
1.	Yellow	++	10YR 7/6
2.	Grayish Blue	+	5PB 6/2
3.	Dirt	-	
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Grayish White	-	10YR 9/1
9.	Grayish White	-	10YR 9/1
10.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample has some of the early yellows and potential faux-grain identified as "Scheme 1." The blue layer is an outlier from all the samples and may represent an anomaly or a degradation of a white layer. The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

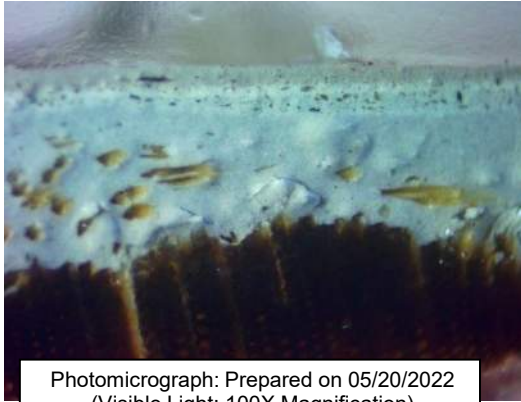
Building Name: Courthouse

Location of Building: Fluvanna, VA

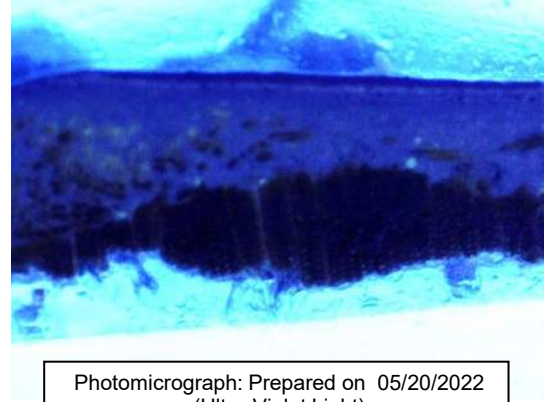
Sample Number: FP-26

Element Type: Transom Bar

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Yellowish Gray	++++	5Y 6/1
2.	Gray	+	5GY 7/1
3.	White	-	5YR 8/1
4.	Gray	+	10YR 6/1

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

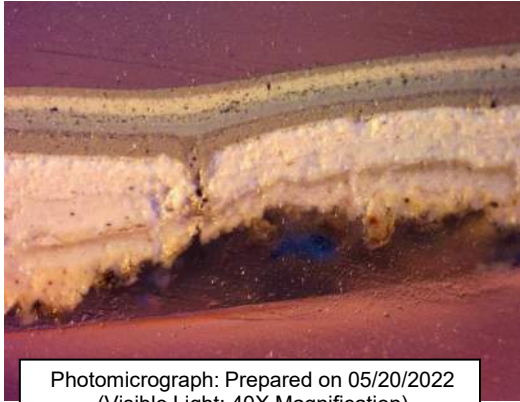
Building Name: Courthouse

Location of Building: Fluvanna, VA

Sample Number: FP-27

Element Type: Transom Sash

Location of Sample: West Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Yellow	-	10YR 7/6
2.	Grayish White	+	10YR 9/1
3.	Grayish White	+	10YR 9/1
4.	Grayish White	-	10YR 9/1
5.	Grayish White	-	10YR 9/1
6.	Grayish White	-	10YR 9/1
7.	Grayish White	-	10YR 9/1
8.	Grayish White	-	10YR 9/1
9.	Grayish White	-	10YR 9/1
10.	Grayish White	-	10YR 9/1
11.	Yellowish Gray	-	10YR 6/1

Technician: Amanda Edwards

Date: 7/20/2022

Comments: This sample has some of the early yellows and potential faux-grain identified as "Scheme 1." The layers of grayish white paint is missing the thin layer of moderate yellowish pink that was part of the benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

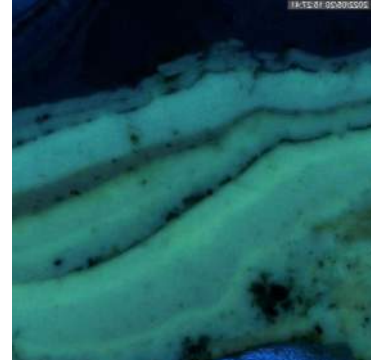
Sample Number: FP-28

Element Type: Soffit Frame

Location of Sample: South Porch



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 100X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Grayish White	++	10YR 9/1
2.	Grayish White	-	10YR 9/1
3.	Grayish White	+	10YR 9/1
4.	Dirt	-	
5.	Grayish White	+	10YR 9/1
6.	Grayish White	+	10YR 9/1
7.	Dirt	-	
8.	Grayish White	-	10YR 9/1
9.	Grayish White	-	10YR 9/1
10.	Dirt	-	
11.	Grayish White	-	10YR 9/1
12.	Dirt	-	
13.	Grayish White	-	10YR 9/1
14.	Moderate Yellowish Pink	-	5YR 7/4

Technician: Amanda Edwards

Date: 7/20/2022

Comments: The layers of grayish white paint followed by a thin layer of moderate yellowish pink is a benchmark sequence found in most of the samples. We do not have an exact timeline of schemes but we know the wood trim and doors were painted white in the early 20th century from photographs. The multiple layers suggest the trim was painted white for a number of years. We have identified this series as "Scheme 2" in our color chart. The UV glow of the white paints suggest oil binders.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

Building Name: Courthouse

Location of Building: Fluvanna, VA

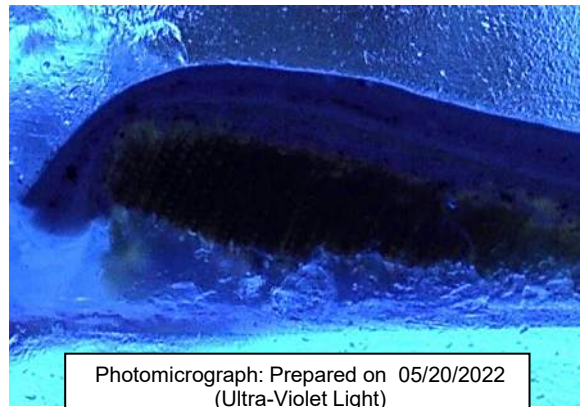
Sample Number: FP-29

Element Type: Window Sash

Location of Sample: North Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Gray	+	10YR 6/1
2.	Gray	+	10YR 6/1
3.	White	+	N9.0
4.	Yellowish Gray	+	5Y 6/1
5.	Yellowish Gray	+++	5Y 6/1

Technician: Amanda Edwards

Date: 7/20/2022

Comments: These paint layers lay flat suggesting they are modern paints and do not represent the historic schemes. Modern paints are identified as "Scheme 3" in the color chart.

Paint Seriation Study and Color Analysis

Project: Fluvanna Courthouse

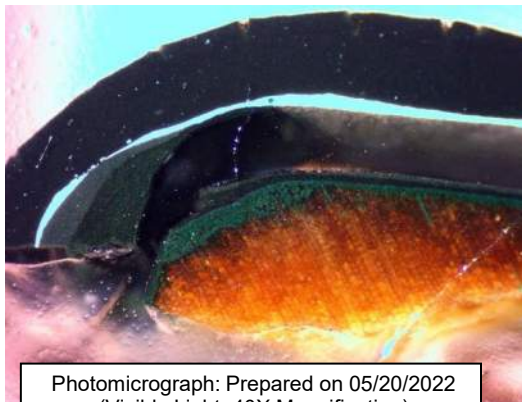
Building Name: Courthouse

Location of Building: Fluvanna, VA

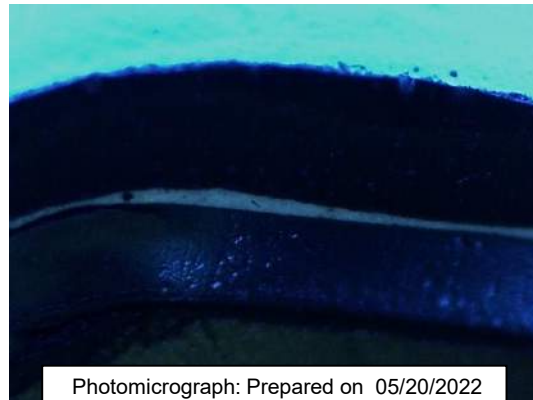
Sample Number: FP-30

Element Type: Window Shutter

Location of Sample: North Elevation



Photomicrograph: Prepared on 05/20/2022
(Visible Light: 40X Magnification)



Photomicrograph: Prepared on 05/20/2022
(Ultra-Violet Light)

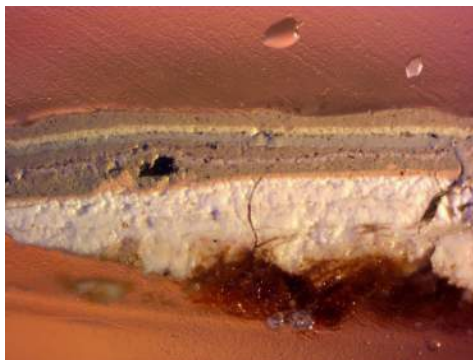
Paint Seriation Chart

Layer No.	Descriptive Color Name	Layer Thickness	Munsell No.
Substrate:	Wood		
1.	Deep Green	+	7.5G 2/4
2.	Black	-	N 1.0
3.	Bluish Green	++	10G 2/2
4.	Grayish Black	-	N 2.0
5.	Bluish Green	+	10G 2/4
6.	White	+	N9.0
7.	Not Analyzed		
8.	Not Analyzed		

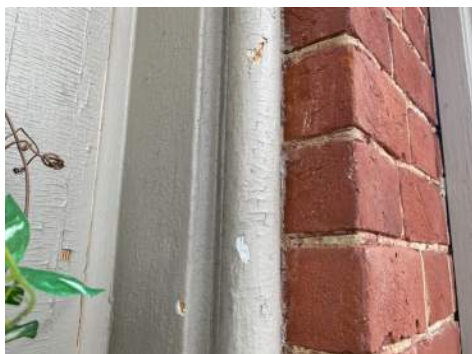
Technician: Amanda Edwards

Date: 7/20/2022

Comments: Most of the paint layers in the sample lay flat suggesting modern paints. This sample confirms that the shutters have been painted green for a long period of time but does not provide information about earlier paint colors.



FP-01 40x i.bmp



FP-01 Sample.JPG



FP-01.JPG



Fp-02 100x ii.bmp



FP-02 Sample.JPG



FP-02.JPG



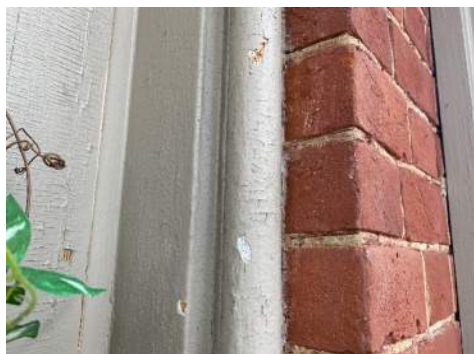
FP-03 100x i.bmp



FP-03 Sample.JPG



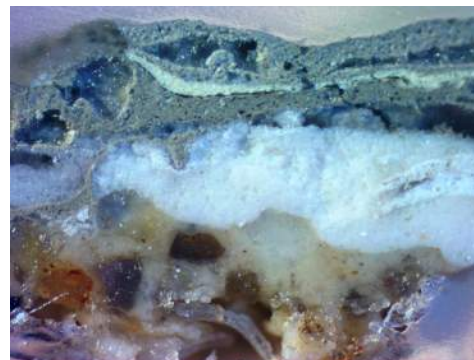
FP-03.JPG



FP-04 Sample.JPG



FP-04.JPG



FP-05 40x ii.bmp



FP-05 Image.JPG



FP-05 Sample.JPG



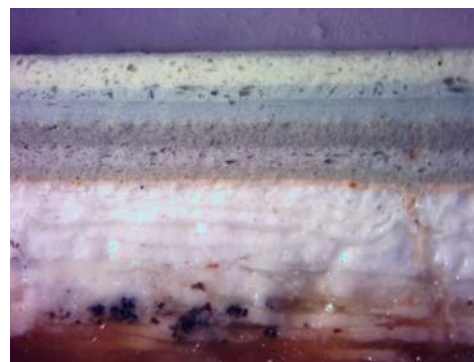
FP-05.JPG



FP-06 100x i.bmp



FP-06.JPG



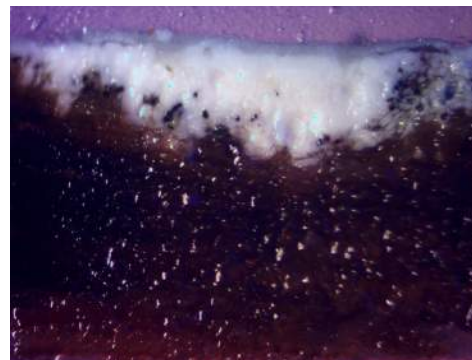
FP-07 100x i.bmp



FP-07 Sample.jpg



FP-07.JPG



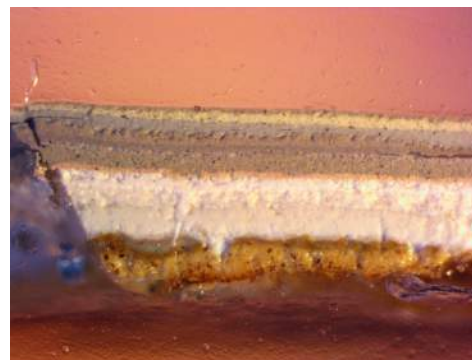
FP-08 100x i.bmp



FP-08 Sample.jpg



FP-08.JPG



FP-09 40x ii.bmp



FP-09 Sample.jpg



FP-09.JPG



FP-10 100x ii.bmp



FP-10 Sample.jpg



FP-10.JPG



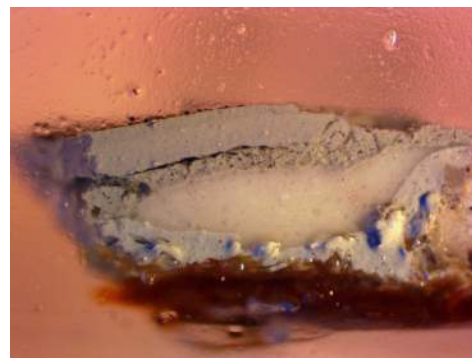
FP-11 40x ii.bmp



FP-11 Sample.jpg



FP-11.JPG



FP-12 40x ii.bmp



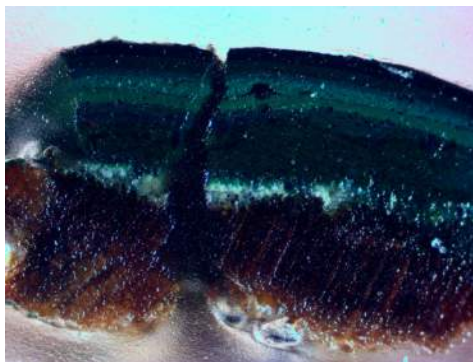
FP-12 Sample.jpg



FP-12.JPG



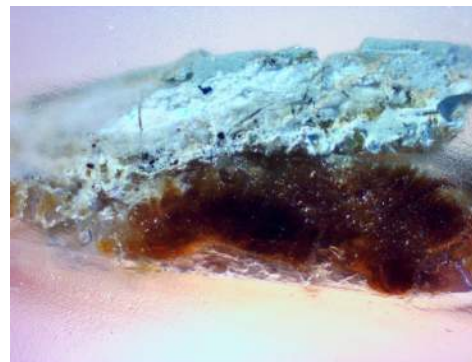
FP-13 1.jpg



FP-13 40x ii (Very difficult to photogra...



FP-13.JPG



FP-14 40x i.bmp



FP-14 Sample.jpg



FP-14.JPG



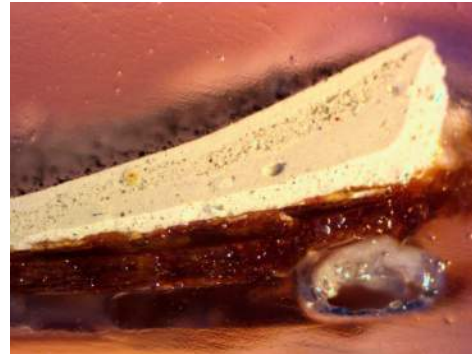
FP-15 40x i.bmp



FP-15 Sample.jpg



FP-15.JPG



FP-16 40x i.bmp



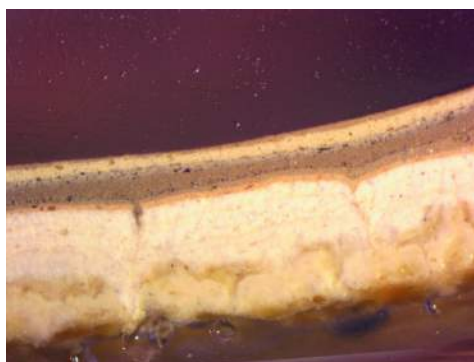
FP-16.JPG



FP-17 100x ii.bmp



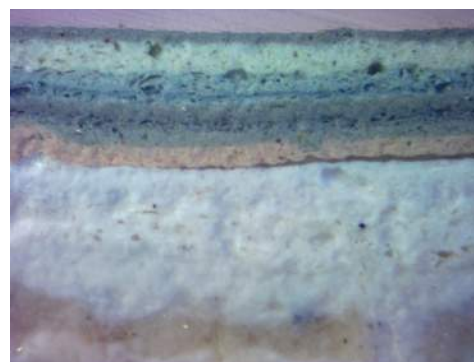
FP-17.JPG



FP-18 40x i.bmp



FP-18.JPG



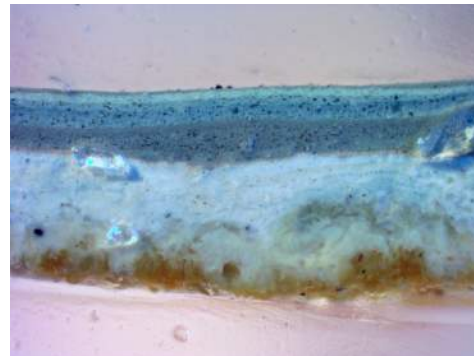
FP-19 100x i.bmp



FP-19 Sample.JPG



FP-19.JPG



FP-20 40x ii.bmp



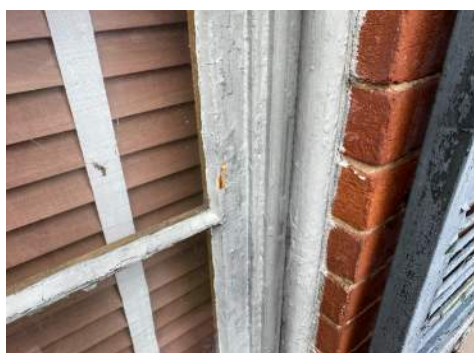
FP-20.JPG



FP-21 1.JPG



FP-21 40x ii.bmp



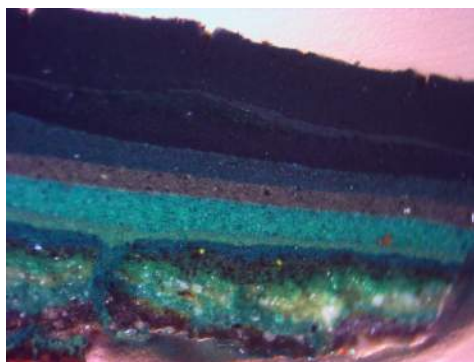
FP-22 1.JPG



FP-22 100x i.bmp



FP-22.JPG



FP-23 100x ii.bmp



FP-23.JPG



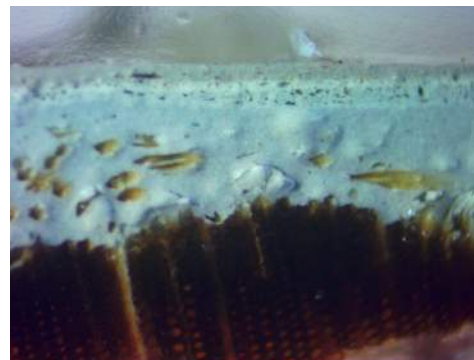
FP-24 40x ii.bmp



FP-24.JPG



FP-26 1.JPG



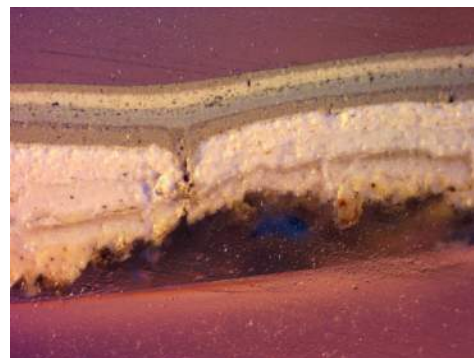
Fp-26 100x i.bmp



FP-26.JPG



FP-27 2.JPG



FP-27 40x ii.bmp



FP-27.JPG



FP-29 1.jpg



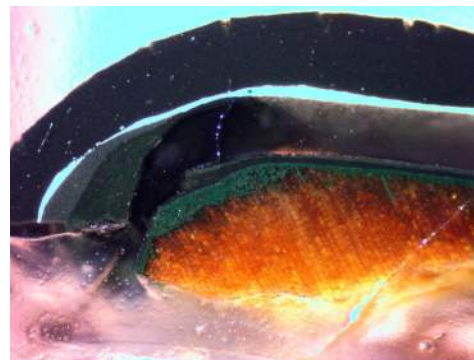
FP-29 100x i.bmp



FP-29.JPG



FP-30 1.jpg



FP-30 40x ii (Very difficult to photogra...



FP-30.JPG



FM-1.JPG



FM-2.jpg



FM-3.JPG



FM-4_3.JPG

Laboratory Investigation of
An Early 19th Century (circa 1828) Masonry Mortar
From Fluvanna County Courthouse
In Palmyra, Virginia



Fluvanna County Courthouse
Palmyra, Virginia

Prepared for:
MTFA Architecture
Project No. 21044



Construction Materials Consultants, Inc.

**222 Harvey Avenue
Greensburg, PA 15601 USA
Phone: 724-834-3551
Fax: 724-834-3556
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June 07, 2022

Amanda Edwards
MTFA Architecture
3200 Langston Blvd
Arlington, VA 22207

RE: FLUVANNA COUNTY COURTHOUSE, PALMYRA, VIRGINIA

Dear Ms. Edwards:

Construction Materials Consultants, Inc. (CMC) is pleased to provide the enclosed report on "Laboratory Investigation of an Early 19th Century (circa 1828) Masonry Mortar from Fluvanna County Courthouse in Palmyra, Virginia."

Results, opinions, and conclusions presented herein are based on the information and sample provided at the time of this investigation. We reserve the right to modify the report as additional information becomes available. Neither CMC nor its employees assume any obligation or liability for damages, including, but not limited to, consequential damages arising out of, or in conjunction with the use, or inability to use this resulting information.

All reports are the confidential property of clients, and information contained herein may not be published or reproduced pending our written approval.

Please feel free to contact us with any additional questions. We look forward to providing our service again for your future projects.

Sincerely Yours,

CONSTRUCTION MATERIALS CONSULTANTS, INC.

Dipayan Jana, PG
President

DJ:jl

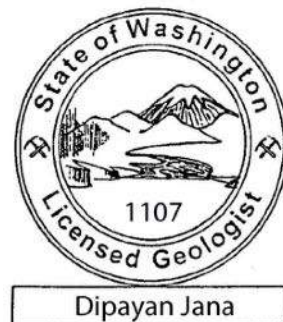
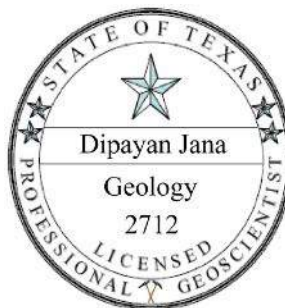




TABLE OF CONTENTS

Laboratory Investigation Of An Early 19th Century (Circa 1828) Masonry Mortar From Fluvanna County Courthouse In Palmyra, Virginia	1
Executive Summary	1
Introduction.....	4
Sample	5
Results.....	6
Grain-Size Distribution & Micrographs Of Sand Extracted From Mortar.....	6
Lapped Section Of Mortar	8
Micrographs Of Lapped Section Of Mortar	10
Thin Section Of Mortar.....	11
Micrographs Of Thin Section Of Mortar	13
Optical Microscopy	29
Scanning Electron Microscopy And X-Ray Microanalyses Of Mortar	30
Mortar Mineralogy From XRD	37
Compositions Of Mortar From XRF (Major Element Oxides), Acid & Alkali Digestion (Soluble Silica), Loss On Ignition (Free Water, Combined Water, Carbonation), And Acid-Insoluble Residue Content (Siliceous Sand Content).....	38
Thermal Analysis Of Mortar.....	39
Water-Soluble Chloride Ion In Mortar.....	40
Discussion.....	41
Mortar Type, Ingredients, And Condition.....	41
Mix Calculations Of Mortar	41
Condition	42
Repointing Mortar	42
References.....	43
APPENDIX 1 – LABORATORY TESTING OF MASONRY MORTARS	46
Methodologies.....	47
Extraction Of Siliceous Sand By Acid Digestion And Sieve Analysis	48
Optical Microscopy.....	48
Scanning Electron Microscopy & Microanalysis By Energy-Dispersive X-Ray Spectroscopy (SEM-EDS).....	50
Chemical Analysis (Gravimetry And Instrumental Analysis)	51
Acid Digestion	52
Soluble Silica From Cold Acid & Hot Alkali Digestion.....	53
Weight Losses On Ignition.....	53
X-Ray Diffraction (XRD).....	54
X-Ray Fluorescence (XRF).....	56
Thermal Analyses (TGA, DTG, and DSC).....	56
Fourier Transform Infra-Red Spectroscopy (FT-IR)	58
Ion Chromatography.....	58
Steps Followed During Laboratory Testing.....	59
Which Technique(S) To Use?.....	61
APPENDIX 2 – SUGGESTIONS FOR REPOINTING MORTAR	62
Suggestions On Formulation Of Repointing Mortars	63



LABORATORY INVESTIGATION OF AN EARLY 19TH CENTURY (CIRCA 1828) MASONRY MORTAR FROM FLUVANNA COUNTY COURTHOUSE IN PALMYRA, VIRGINIA

EXECUTIVE SUMMARY

Built in 1828, Fluvanna County Courthouse is a two-story brick masonry building in the form of a tetrastyle Roman Doric temple located in the historic District of Fluvanna County in Palmyra, Virginia. As part of the renovation process, a bedding masonry mortar sample from the attic of the building was provided for detailed laboratory studies to determine the composition and condition of the mortar, and assessment of a suitable replacement mortar for restoration.

The mortar sample was examined by following the procedures of ASTM C 1324, "Standard Test Method for Examination and Analysis of Hardened Masonry Mortar," and the RILEM Test Methods, which include: (1) detailed optical microscopical examinations of as-received, lapped, and thin sectioned pieces of mortar with stereo-zoom microscope, and petrographic microscope to determine the type, condition, and composition of sand, binder, and overall mortar used; (2) scanning electron microscopy and energy-dispersive X-ray microanalyses (SEM-EDS) of interstitial paste fraction of mortar to ascertain the binder composition determined from optical microscopy; (3) extraction of acid-insoluble (e.g., siliceous) component of sand by acid (HCl) digestion, followed by sieve analyses of extracted sand to determine the grain-size distribution of mortar sand; (4) chemical (gravimetric) analyses to determine the soluble silica content from cold-acid digestion of mortar followed by hot-alkali digestion of the residue; (5) siliceous sand content from hydrochloric-acid insoluble residue content, (6) free and combined water and carbonate contents from loss on ignition at 110°C, 550°C, and 950°C respectively, (7) X-ray fluorescence spectroscopy (XRF) to determine chemical (oxide) composition of mortar, (8) X-ray diffraction (XRD) to determine the mineralogical composition, (9) thermal analysis to determine the hydrous, sulfate, and carbonate phases in the mortar as well as the binder composition, and (10) water-soluble chloride content in the filtrate after digesting mortar in deionized water. Based on all these comprehensive analyses, the overall conditions, extent of deterioration, and compositions of the mortar can be assessed, from which a suitable replacement mortar for the examined one can be evaluated.

Grain-size distribution of sand extracted from the mortar after hydrochloric acid digestion showed very fine size fractions of sand which are noticeably finer than the size distribution of modern masonry sand. Fineness modulus of sand determined to be only 0.62 with most of the size fractions concentrated in the less than 0.3 mm size. Particles are clear, light gray to off white to light brown, translucent, subangular to subrounded, mostly equidimensional, dense, hard, well-graded, well-distributed, nominal 1-mm in size, and present in sound conditions without any evidence of potentially deleterious reactions (e.g., alkali-aggregate reactions). Optical microscopy showed the sand consists of major amount of siliceous component of variably strained quartz, and subordinate amounts of quartzite, feldspar, and other siliceous and minor ferruginous components, and a trace amount of flaky mica and clay minerals. A trace amount of reddish brown siliceous and ferruginous grains depicting microstructures of silicified plate tissue fragments are found, which are judged not a part of sand but accidentally incorporated into the mortar during mixing and placement.

Optical microscopical examinations of the interstitial paste fraction shows many characteristic features of a historic lime mortar, e.g., numerous lumps of unmixed lime often showing internal shrinkage microcracks in coarser size lime lumps but the overall appearance shows a near-isotropic dark color in cross polarized light mode in a petrographic microscope, which is contrary to the high birefringence of a carbonated lime paste. Such near-isotropic nature of paste indicated the presence of another binder component along with lime, which has changed the overall optical properties of lime paste. The most common component, which does produce such near-isotropic appearance in optical properties is a calcined clay binder which participates in pozzolanic reaction with lime to produce calcium-magnesium-aluminum-silicate hydrate paste, which is optically more isotropic than a pure carbonated lime paste.



Further examination of paste in SEM-EDS has confirmed the lime-pozzolana reaction between the lime binder and an aluminosilicate binder, where latter candidate is best suited as a calcined clay component. Use of calcined clay with lime is common in many historic masonry structures whose application goes back to the Roman masonry structures where the aluminosilicate component added to provide pozzolanic reaction with calcitic lime binder was volcanic ash, or brick dust. The lime binder is found to be a dolomitic lime having appreciable amounts of calcium and magnesium oxides, often leaving relict microstructures of incompletely burnt dolomitic limestone raw feeds.

Despite having an aluminosilicate binder component added with lime, the overall microstructure of interstitial paste fraction was, however, still porous as opposed to an anticipated densification from lime-pozzolana reaction. Leaching of lime component from paste and magnesia component from many lime lumps has caused large variations in lime contents in paste and corresponding paste-equivalent cementation indices (after Eckel 1922) and so was the Ca/Mg ratios in various lime lumps.

Mortar is determined to be non-air-entrained, which is also not unusual for its reported early 19th century derivation.

X-ray diffraction (XRD) analysis of mortar showed the dominance of quartz from silica sand and subordinate calcite from paste along with some feldspar and clay minerals which are also found during optical microscopical examinations.

Chemical (gravimetric) analysis showed an acid-insoluble residue content of 73.5% which indicates contribution from the siliceous sand containing quartz, feldspar, and other silicate grains. Total silica content is determined to be 62.4% from XRF studies which indicates major contribution from siliceous sand and a portion from aluminosilicate binder component added as calcined clay. Loss on ignition at 110°C, 550°C, and 950°C correspond to free water, combined (hydrate) water, and degree of carbonation, respectively, with values of 1%, 2%, and 7%, respectively. Degree of carbonation of 7 percent is noticeably lower than the values (> 10%) commonly found for many historic lime, indicating lesser carbonation due to lesser amount of lime available after lime-pozzolana reaction for atmospheric carbonation.

Major element oxide composition of mortar from X-ray fluorescence spectroscopy (XRF) showed 62.4 percent silica, 5% alumina, 1.5% iron, 9.8% lime, 2.4% magnesia, <1% alkalis, and negligible sulfate. Lime and magnesia contents reflects addition of dolomitic lime binder whereas silica, alumina and iron oxide contents reflect addition of a second aluminosilicate binder.

Thermal analysis of mortar by TGA, DSC, and DTG showed losses in weights due to decompositions (loss of water and carbon dioxide) of various hydrous and carbonate phases, which are consistent with the results obtained from gravimetric mass losses from loss of free water (up to 120°C), structural water (200 to 600°C), and carbonation (600 to 950 °C). TGA analysis has confirmed the presence of carbonated dolomitic lime from characteristic endothermic peaks (brucite indicates use of dolomitic lime), and mainly the fine-grained calcite from carbonated lime-pozzolana paste.

Therefore, results obtained from mineralogical (XRD), chemical (gravimetry), and thermal (TGA/DSC) analysis are all consistent with each other, all indicating use of a *dolomitic lime and a calcined clay binder and siliceous sand mortar* either as a lime-stabilized clay mortar, or as a binary calcined clay plus dolomitic lime mortar.

Water-soluble chloride analysis of filtrate from deionized water-digested mortar showed 463-ppm chloride, which was entered from the environment during its 180+ years of service despite its reported presence in an interior attic environment.

Since the mortar composition and components found are not typical of lime-only or cement-lime binders mix proportions of mortar are obtained from chemical analysis (gravimetry), and optical and scanning electron microscopy. A lime content of 11.8 percent is determined from the CO₂ content of mortar from loss on ignition at 950°C. Considering lime to be a dolomitic lime, containing 41% CaO and 29% MgO, dolomitic lime content of mortar can be determined from bulk MgO content of mortar from XRF, which is 2.4 percent. A dolomitic lime content of 8.3% is obtained considering the MgO content in mortar and a dolomitic lime. Taking an average of these two calculated lime contents will provide a lime



content of 10 percent. Since the sand is determined to be a siliceous type, sand content is determined from acid-insoluble residue content, which is 73.5 percent. Volumetric proportions of lime, and sand are calculated from corresponding dry densities of 40, and 80 lbs./ft³, respectively. Volumetric proportions of lime-to-sand are thus calculated to be, 0.250-to-0.918. Therefore, the volumetric proportions of dolomitic lime, and sand are calculated to be about 1-part lime to 3½-part sand, which is not similar to any modern-day ASTM C 270 mortar but is very typical of many historic lime mortars. However, since the mortar is also determined to contain an aluminosilicate binder component as seen from near-isotropic nature of the paste in optical microscopy and aluminosilicate composition of binder along with Ca and Mg components in the paste from SEM-EDS studies, the estimated lime content is judged lower than calculated amount due to the presence of a second aluminosilicate binder, which is best judged to have been added as a calcined clay binder.

Based on the dolomitic lime, calcined clay, and siliceous sand components of mortar the following Table provides a suitable repointing mortar at the location of the examined mortar where a *hydraulic lime mortar* is suggested to provide the necessary improvement in strength and durability from hydration reaction of hydrated lime as has been achieved through pozzolanic reaction between lime and calcined clay. The end products of both types of reactions, i.e., the hydration of hydraulic lime and the lime-pozzolana reaction are similar, which are various forms of calcium-magnesium-aluminate-silicate-hydrate in paste. Moreover, both these reactions produce an overall densified microstructure compared to a rather porous microstructure from carbonation of lime binder. Many recent studies to unravel the secret of long-term durability of Roman mortars found formation of various calcium-magnesium-aluminate hydrate crystals in paste (e.g., stratlingite, Ca₂Al₂SiO₇·8H₂O) that are responsible for enhancement in strength and durability of Roman mortars compared to their lime-only analogues.

Main Mortar	Mortar Type	Estimated Proportions of Main Mortar	Potential Recommendations For Repointing Mortar
Bedding mortar from attic	Dolomitic lime and calcined clay binders and siliceous sand	Maximum 1-part dolomitic lime to 3½-part sand but a calcined clay component was also added with lime to improve the overall strength of mortar from lime-calcined clay pozzolanic reactions	NHL 3.5 or NHL 5 binder and silica sand at 1-part binder to 2 to maximum 3-part sand by volume

Therefore, the examined historic mortar from early 19th century (circa 1828) is consistent with many historic lime mortars in having a dolomitic lime binder, which however also incorporated an aluminosilicate component with the addition of a second calcined clay component to provide an added strength and durability of mortar through pozzolanic reactions between calcined clay and dolomitic lime.

For selection of repointing mortar, the overall appearance of the final mortar would depend on a match on sand, which constitutes the dominant proportion of the mortar. Sand to be used should be (a) siliceous (quartz-based), (b) match in color to the color of sand in the examined mortar, (c) preferably be from similar sources, (d) be free of any debris, unsound, clay particles, or any potentially deleterious constituents such as mica or clay as found in the examined one, (e) conform to the size requirements of ASTM C 144 for masonry sand as opposed to use of very fine (< 1 mm size) sand found in the present mortar, which increases the water requirement of mortar mix, (f) not exceed maximum 3 times the sum of separate volumes of binder components, and (g) be durable. No pigment should be added to the pointing mortar. Use of Portland cement or Portland cement-based blended cement should be avoided. Initial rate of absorption (suction), and compressive strength of host stone masonry units are also important to determine the suitable mortar type, e.g., water retention properties (controlled by lime content) of mortar should be matched with the suction properties of masonry units. Due to atmospheric weathering and alterations, an exact match in color to the existing mortars may not be possible, which, even if possible, could alter in future due to continued atmospheric weathering in the presence of oxygen, moisture, and other elements during service.

INTRODUCTION

Fluvanna County Courthouse is a national historic building located in the historic District of Fluvanna County in Palmyra, Virginia. Built in 1828, the courthouse is a two-story brick masonry building in the form of a tetrastyle Roman Doric temple.

As part of the renovation process of the courthouse, a bedding masonry mortar sample was collected from the south-facing wall in the attic and provided for detailed laboratory investigation.

The purpose of this investigation is detailed laboratory studies to determine the overall composition and condition of the mortar, and assessment of a suitable replacement mortar for restoration.

The sample was examined by following the procedures of ASTM C 1324, "Standard Test Method for Examination and Analysis of Hardened Masonry Mortar." Many details of the analytical procedures followed are provided in the Appendix I.



Figure 1: Fluvanna County Courthouse in Palmyra Virginia from where the mortar sample for present examination was collected.

SAMPLE



Figure 2: Location of the bed joint (top photo) from where the tan-colored fragments of mortar sample (bottom photo) was collected.

The mortar fragments are moderately hard to soft, where individual fragments are relatively intact.

Total weight of the sample received is 47 grams where the largest fragment measures 40 × 26 × 16 mm.

A few fragments show white lumps of unmixed lime in the mortar immediately indicating the presence of lime as a binder in the mortar.

RESULTS

Grain-size Distribution & Micrographs of Sand Extracted from Mortar

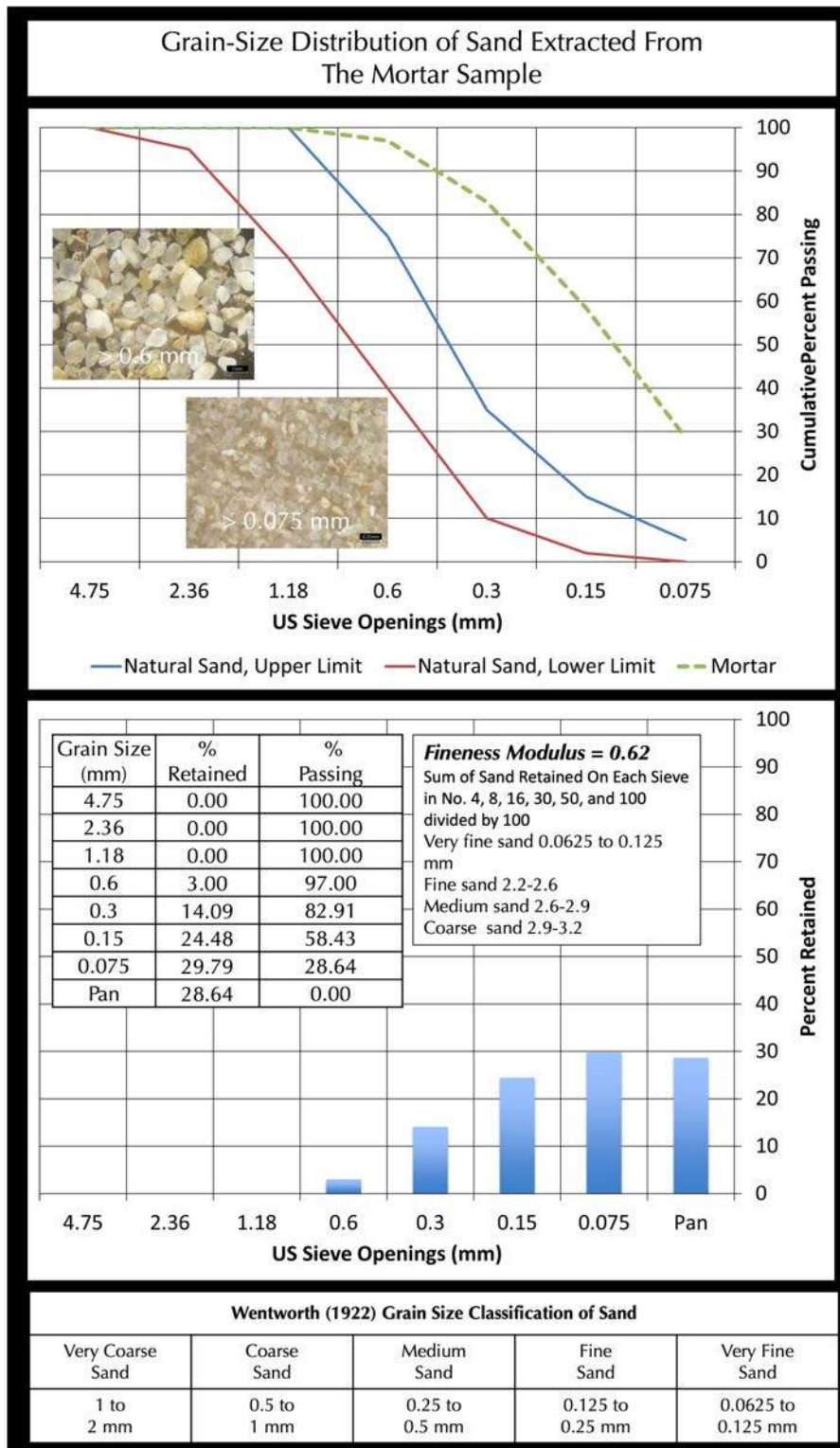


Figure 3: Grain-size distribution of sand extracted from the mortar after hydrochloric acid digestion.

In the top plot, grain size distribution of sand is compared with the upper and lower limits of natural sand in ASTM C 144 (blue and red lines, respectively) showing overall noticeably finer grain size distribution of sand compared to the size distribution of modern ASTM C 144 masonry sand.

The bottom plot shows histogram of size distribution of sand, which again depict overall very fine grain size of sand where majority of size fractions are retained on US Sieve Nos. 50, 10, 200 and in the pan.

Inset Table shows the percent retained, and cumulative percent passing through each sieve.

Fineness modulus of sand is calculated to be 0.62 from the sum of cumulative percent retained on Sieves 4, 8, 16, 30, 50, and 100 divided by 100 where sand size is very fine as depicted from very low fineness modulus.

Next Figure 4 shows micrographs of dominant size fractions of sand particles retained on Nos. 30, 50, 100, and 200 sieves.

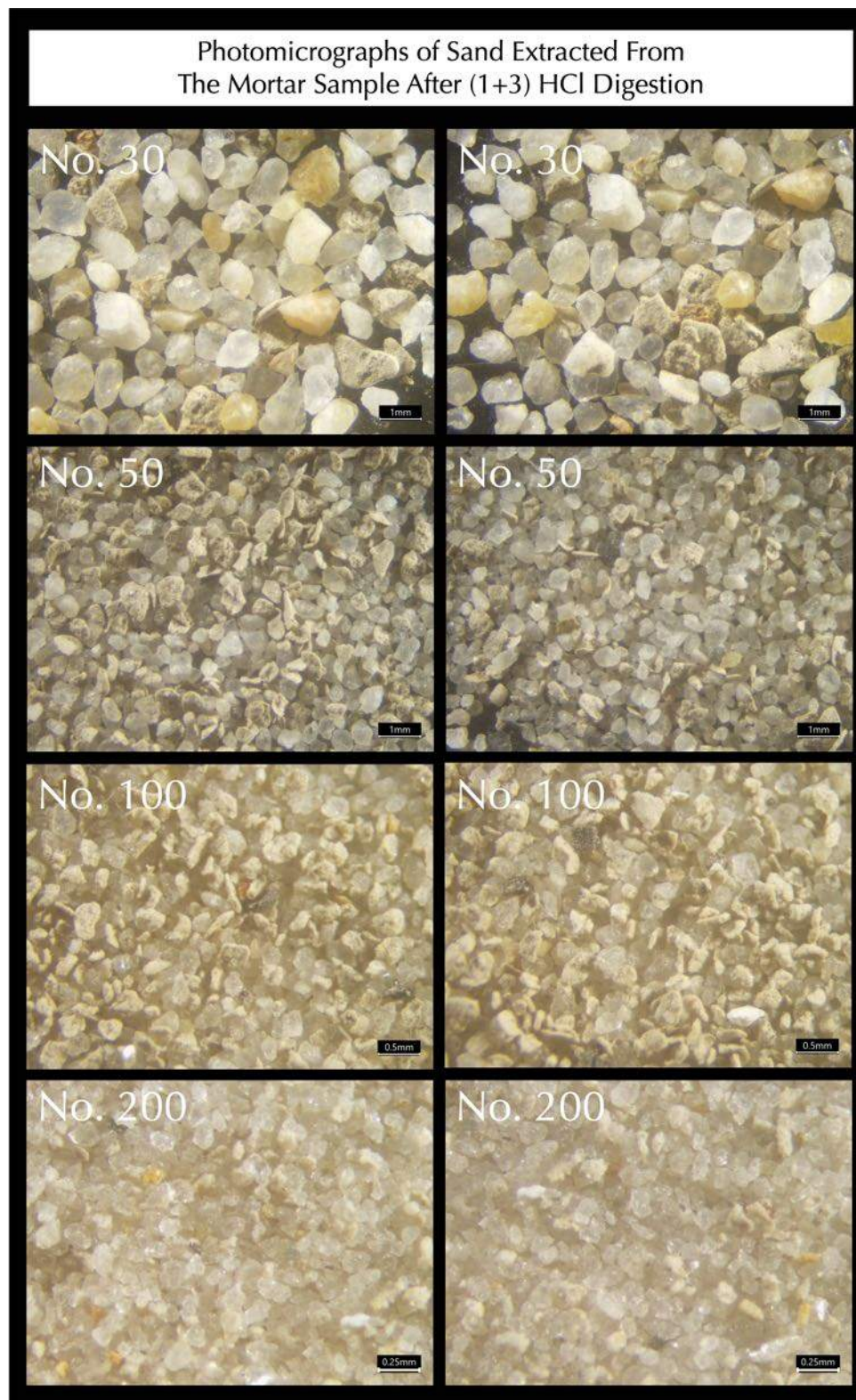


Figure 4: Micrographs of extracted sand from mortar retained on various sieves. Sand particles are off-white light to medium gray, and brown. Most sand particles are subangular to subrounded and equidimensional/equant in shape.

Lapped Section of Mortar

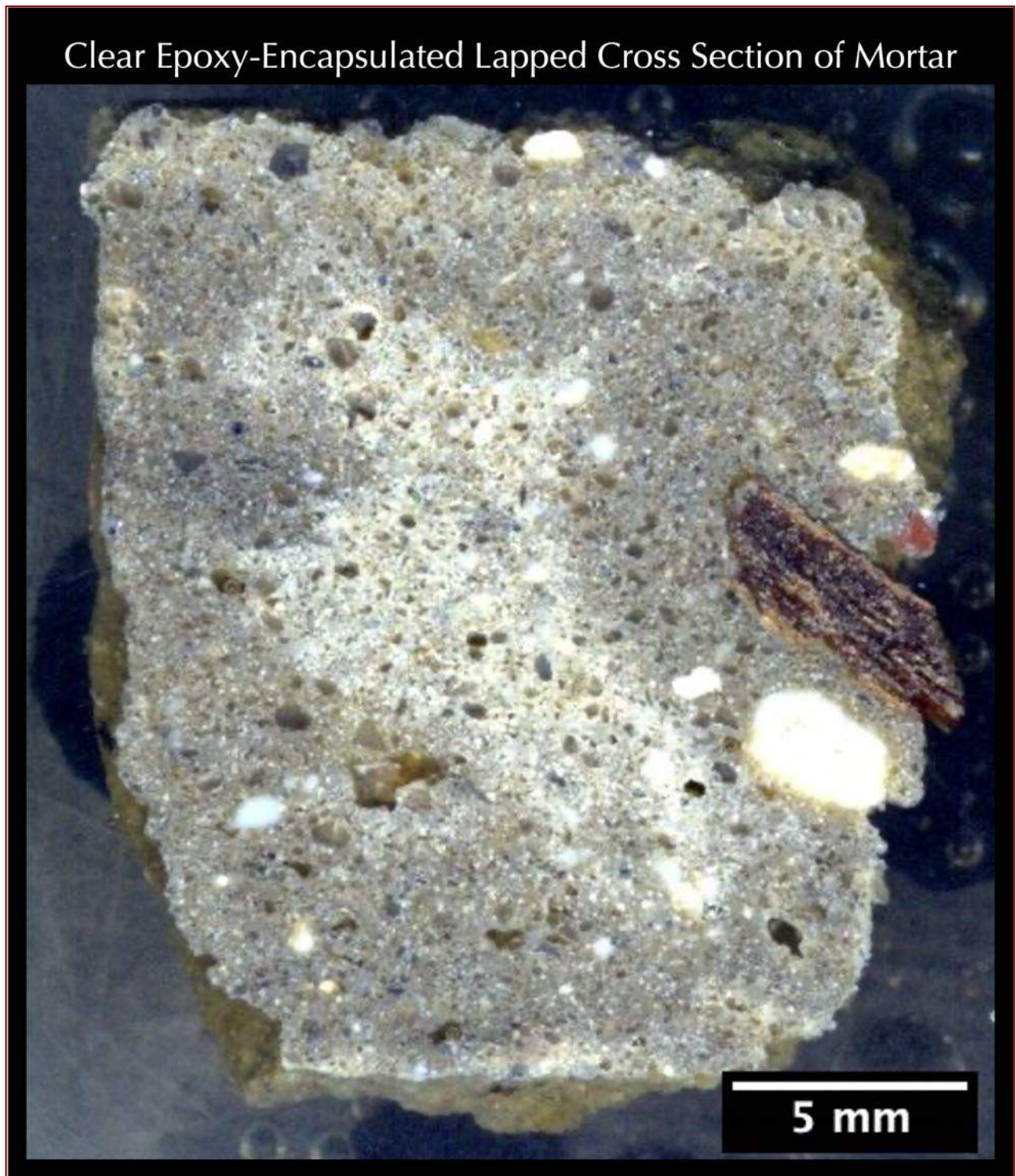


Figure 5: Clear epoxy-impregnated lapped cross section of a mortar fragment showing the size, shape, angularity, gradation, and distribution of sand particles, and interstitial paste fraction. Clear epoxy-impregnated lapped cross section of a mortar fragment showing the size, shape, angularity, gradation, and distribution of sand particles, and interstitial paste fraction. The color variation from lighter gray core to darker gray rim is due to incomplete depth of encapsulation of clear epoxy and does not necessarily indicate true color tones of mortar.

Clear Epoxy-Encapsulated Lapped Cross Section of Mortar

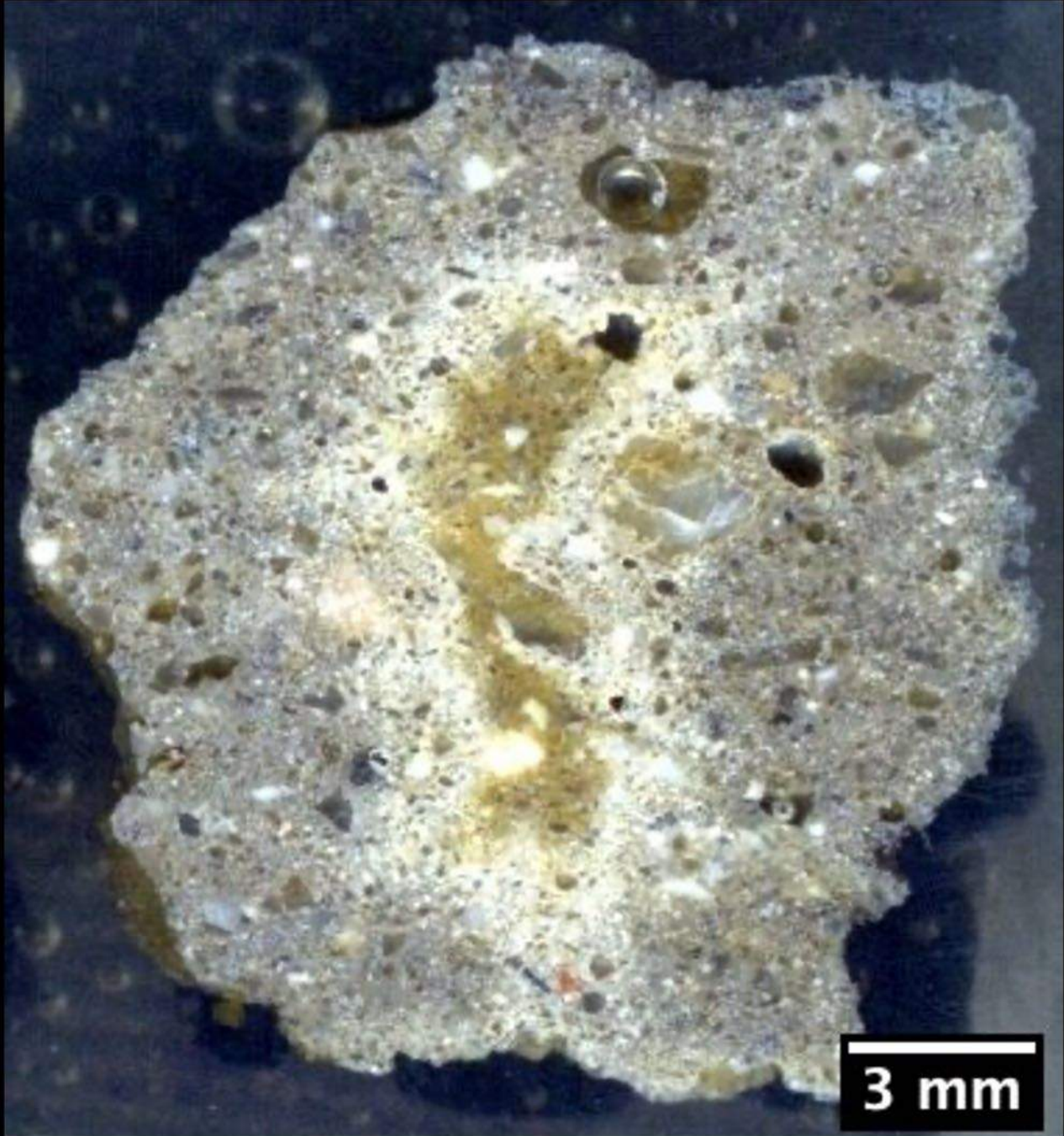


Figure 6: Clear epoxy-impregnated lapped cross section of a mortar fragment showing the size, shape, angularity, gradation, and distribution of sand particles, and interstitial paste fraction. The color variation from lighter gray core to darker gray rim is due to incomplete depth of encapsulation of clear epoxy and does not necessarily indicate true color tones of mortar.

Micrographs of Lapped Section of Mortar

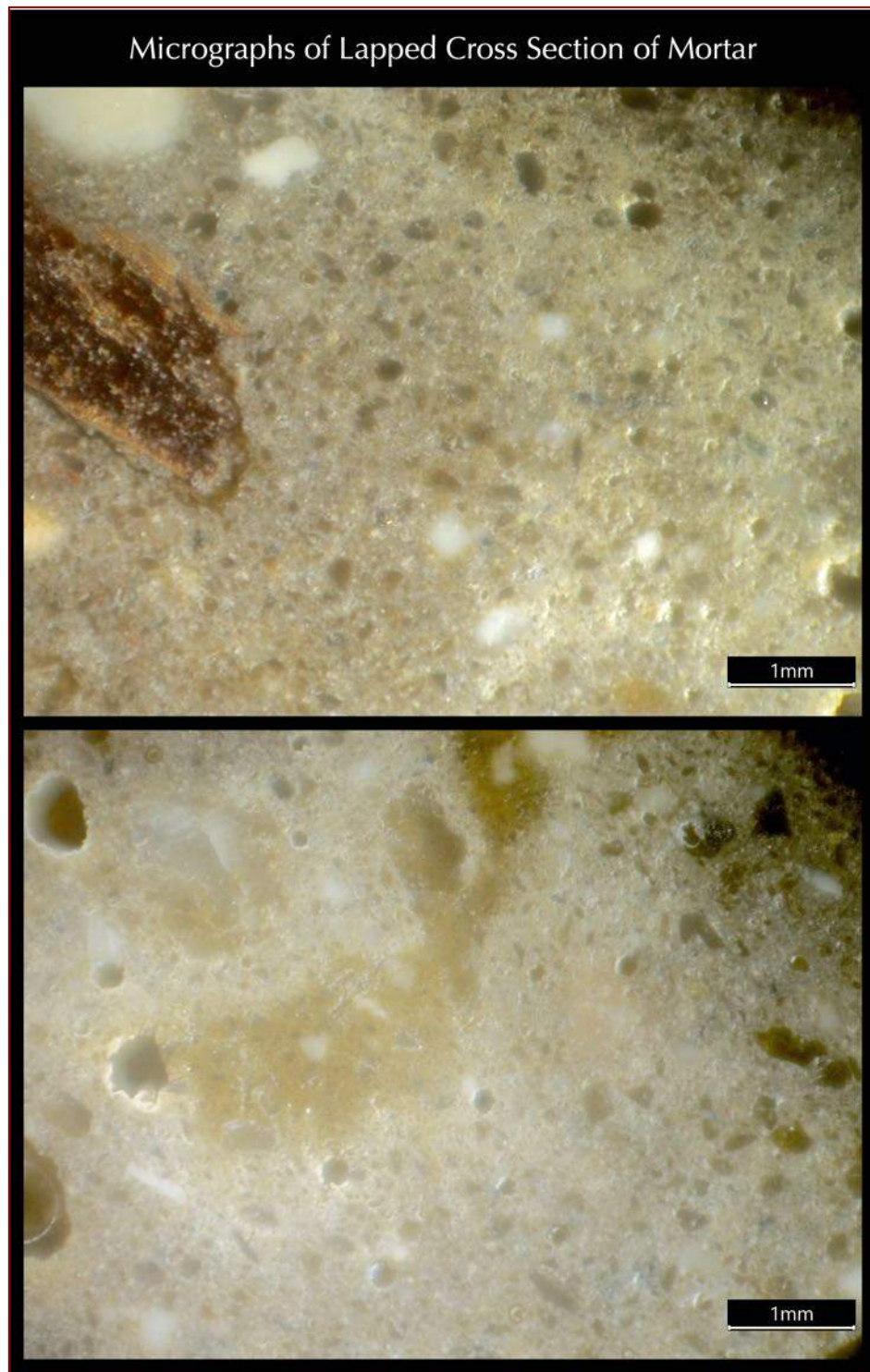


Figure 7: Micrographs of clear epoxy-impregnated cross section of mortar showing size, shape, angularity, gradation, and distribution of sand particles, where particles are variably colored, subangular to subrounded, equidimensional, well graded, and well-distributed. Notice the overall non-air-entrained nature of mortar, which is typical of historic mortars consistent with the reported early 19th century vintage.

Thin Section of Mortar

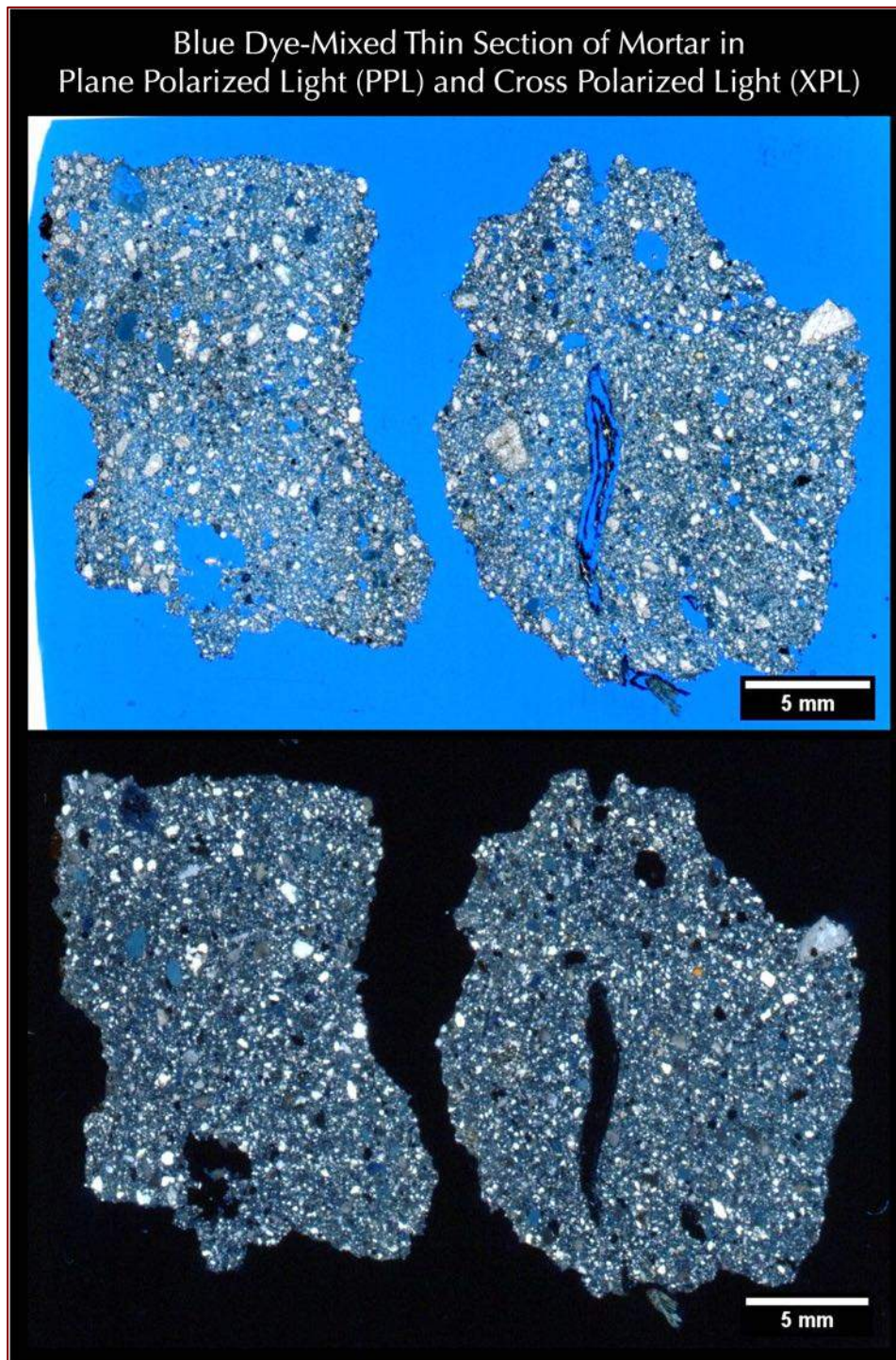


Figure 8: Blue dye-mixed low viscosity epoxy-impregnated thin section of mortar taken by using a flatbed film scanner, where thin section was scanned with a polarizing filter to generate the plane polarized light (PPL) view of mortar in the top photo, and with two perpendicular polarizing filters to generate the cross polarized light (XPL) view in the bottom photo. Both photos show the very fine (< 1 mm) sand grain size, shape, angularity, and distribution, and additionally interstitial pore and void spaces in mortar from blue epoxy in the top PPL photo.

Clear Epoxy-Impregnated Thin Section of Mortar in Plane Polarized Light (PPL) and Cross Polarized Light (XPL)

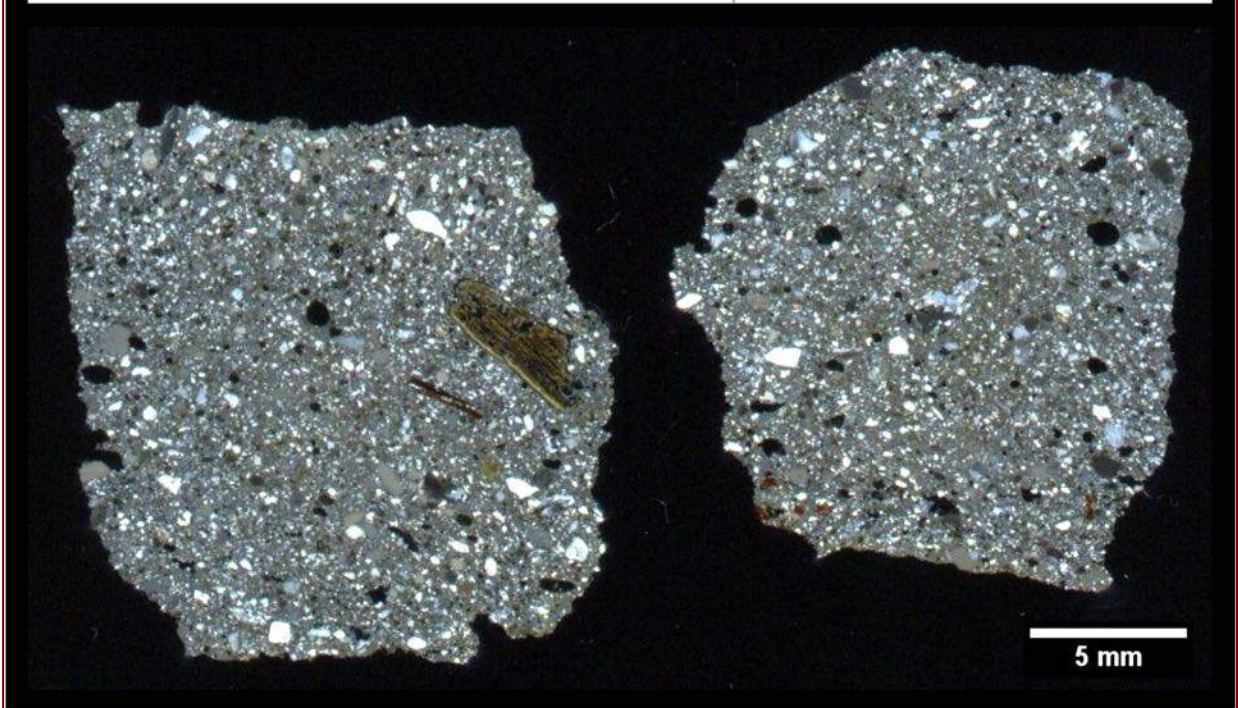
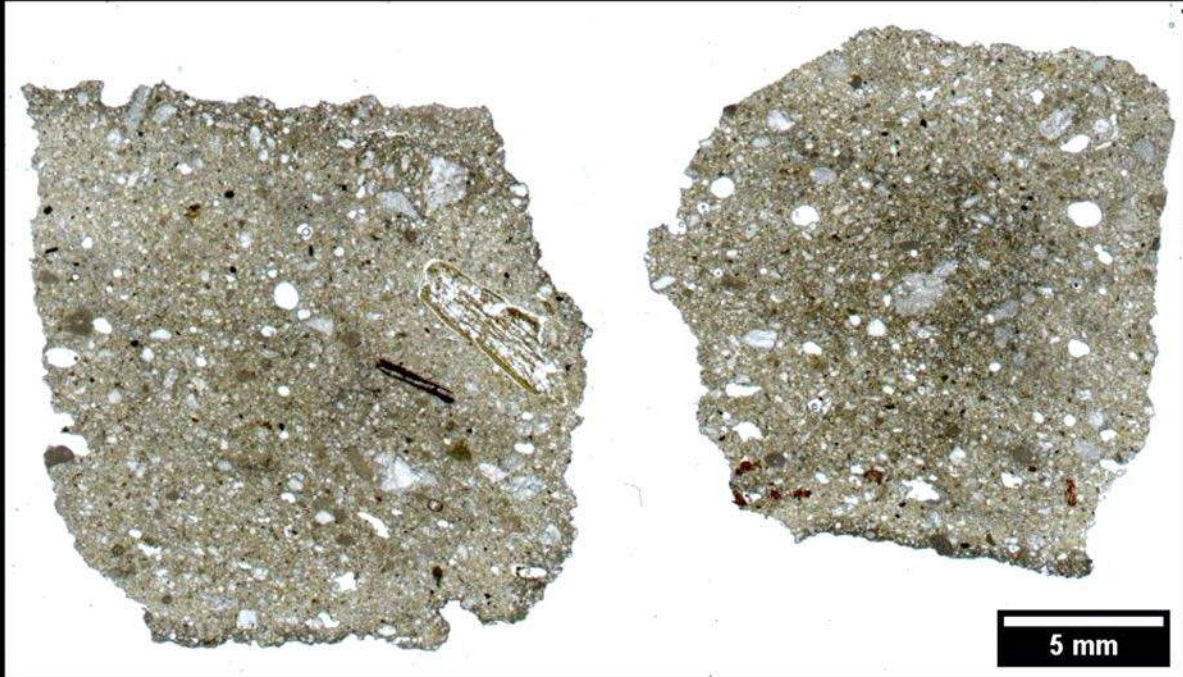


Figure 9: Clear, low viscosity epoxy-impregnated thin section of mortar taken by using a flatbed film scanner, where thin section was scanned with a polarizing filter to generate the plane polarized light (PPL) view of mortar in the top photo, and with two perpendicular polarizing filters to generate the cross polarized light (XPL) view in the bottom photo. Both photos show the very fine (< 1 mm) sand grain size, shape, angularity, and distribution. Notice a few plant fragments accidentally incorporated into the mortar during mixing and installation.

Micrographs of Thin Section of Mortar

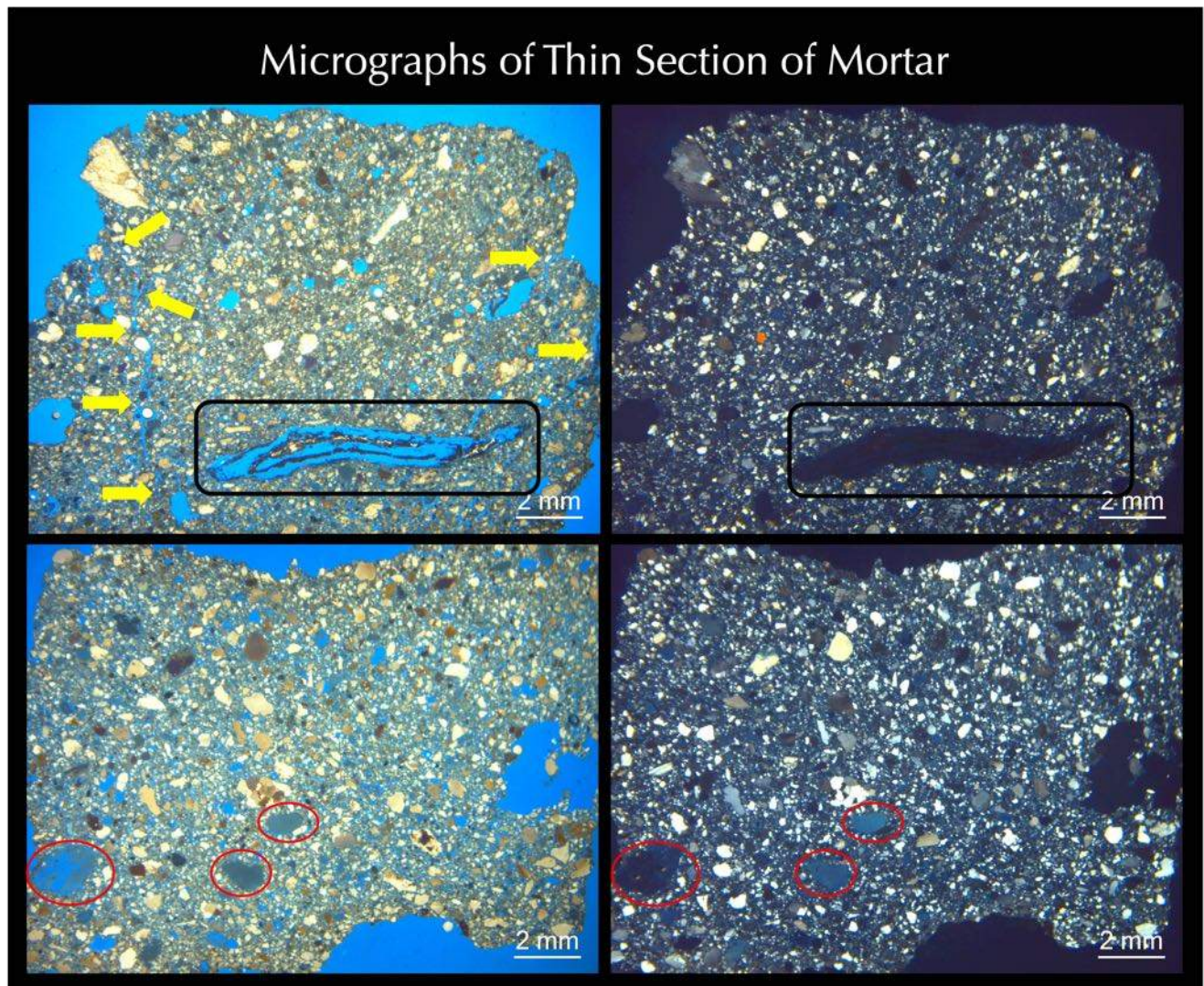


Figure 10: Micrographs of thin section of mortar taken at PPL (left column) and corresponding XPL (right column) modes in a transmitted-light stereo-zoom microscope with polarizing facility where PPL photos show the size, shape, angularity, gradation and distribution of sand particles as well as interstitial pore spaces and micrographs highlighted by the blue epoxy (yellow arrows highlight microcracks), whereas XPL photos show the overall siliceous composition of sand and dark near-isotropic nature of the interstitial paste fraction, as opposed to severely carbonated nature typical of many historic lime mortars, which indicates the presence of a component other than lime which has produced the dark near-isotropic appearance of the interstitial paste. A few unmixed lumps of lime are marked with red ellipses in the bottom row photos.

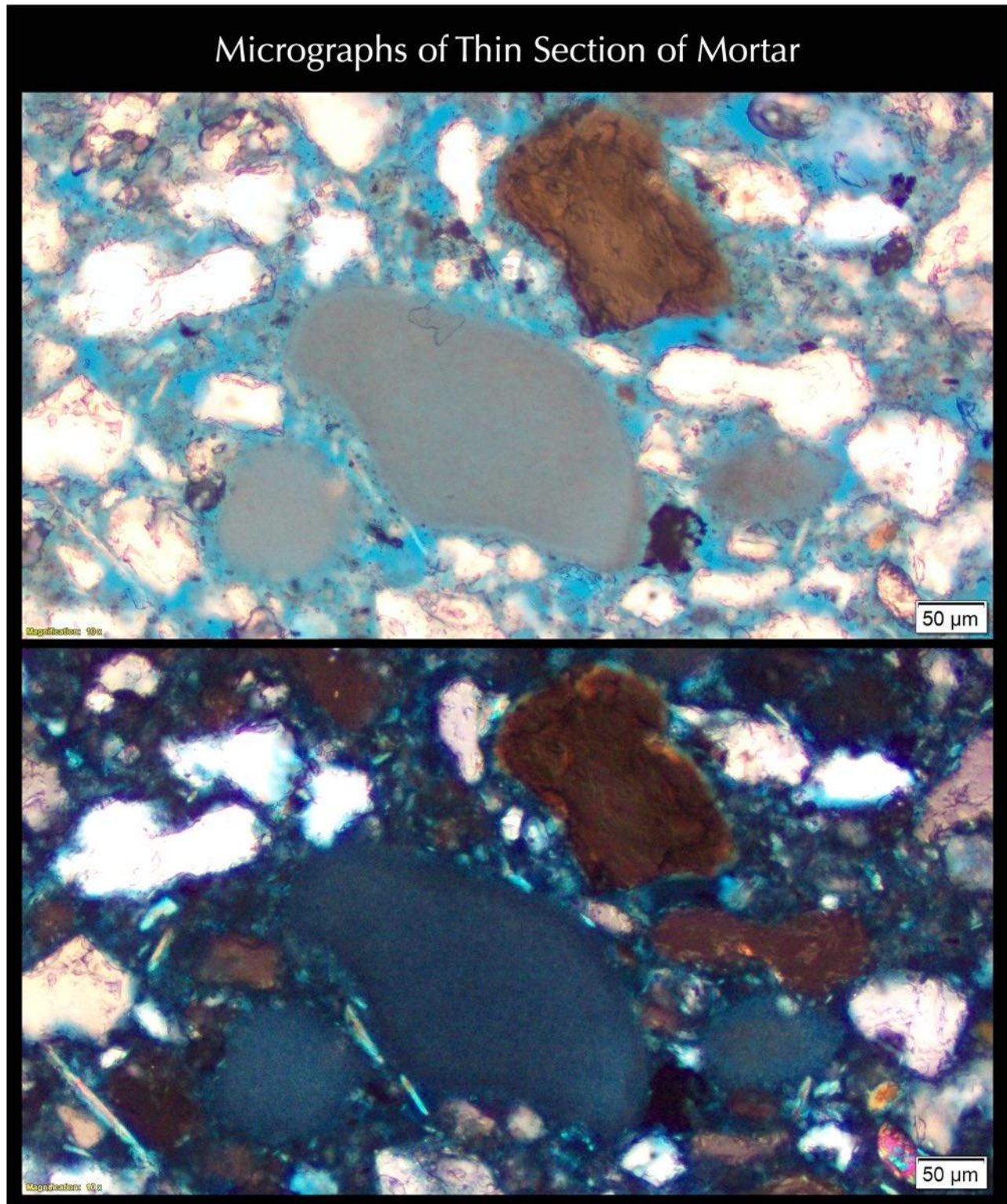


Figure 11: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime that also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

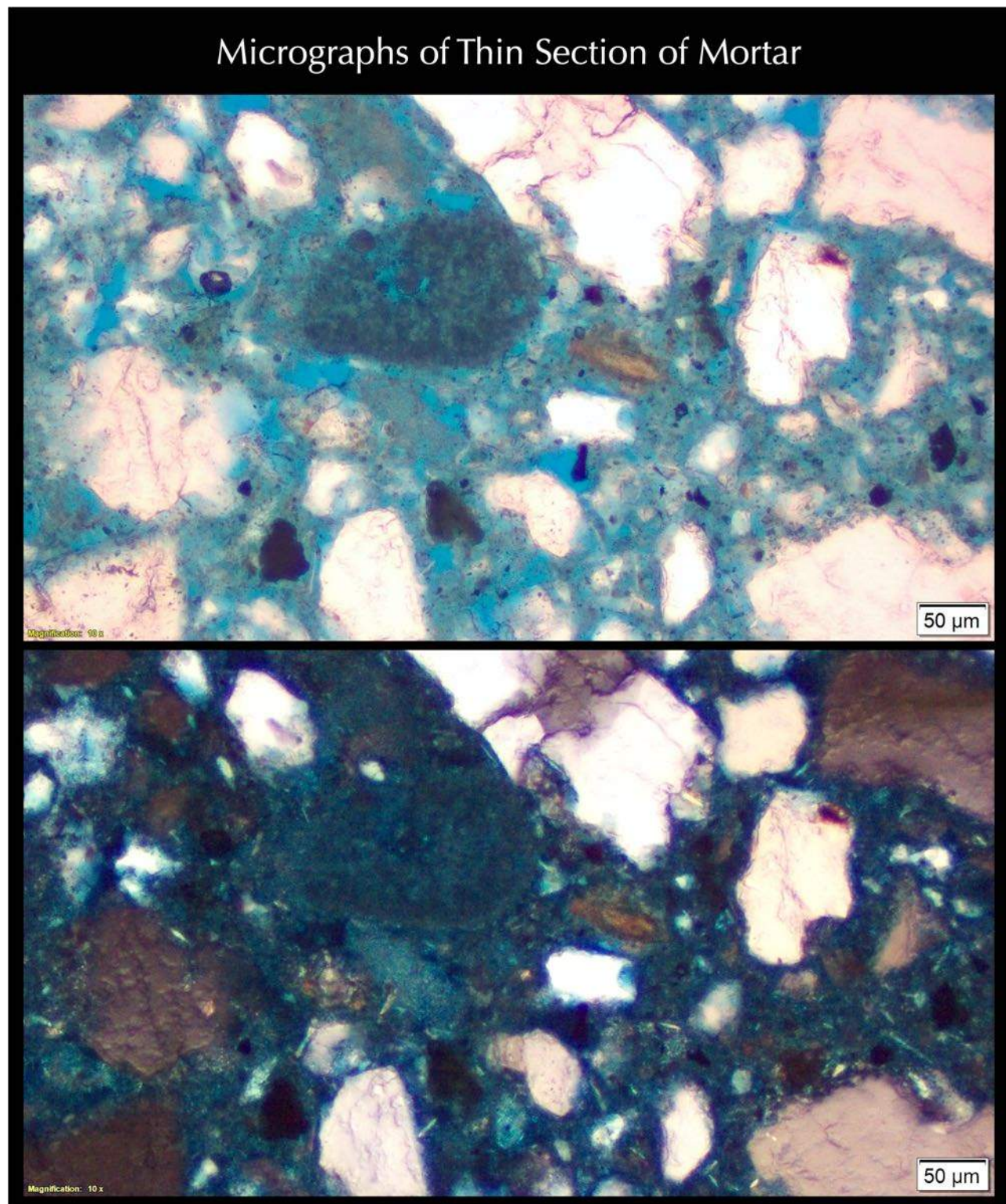


Figure 12: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime that also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

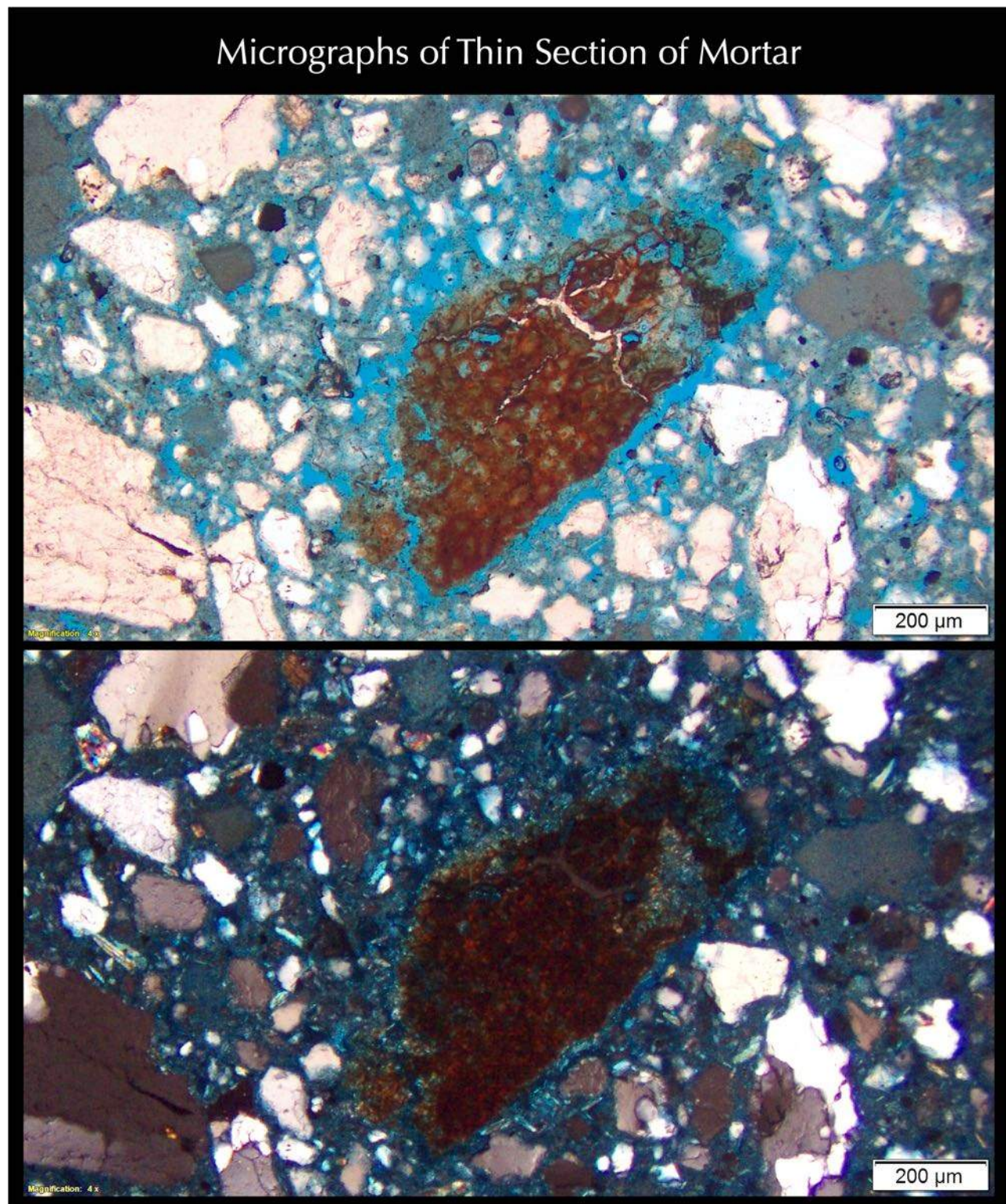


Figure 13: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A reddish brown ferruginous silicified wood contaminant is seen at the center.

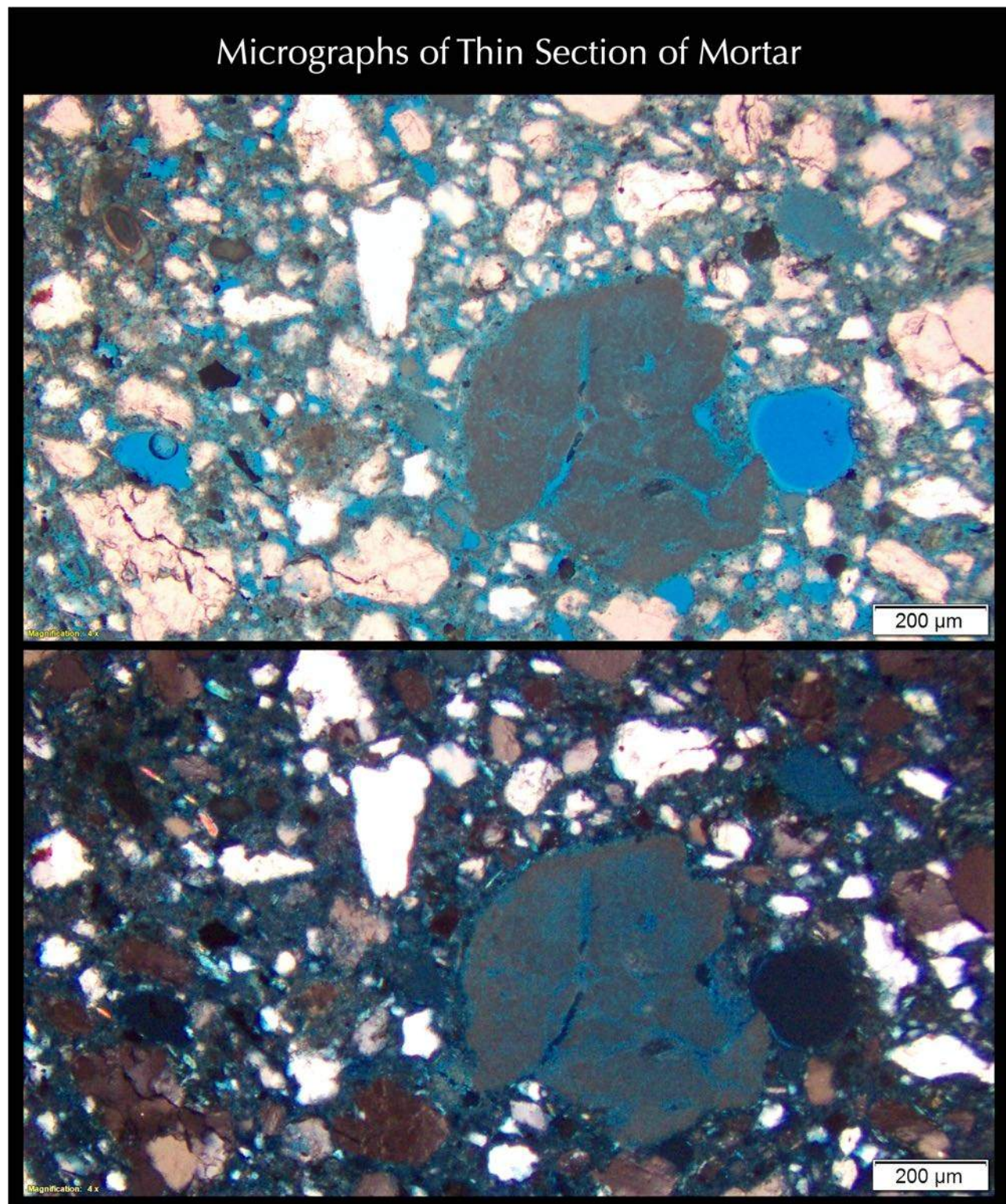


Figure 14: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a lump of unmixed lime at center, which shows characteristic shrinkage microcracks, and, a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

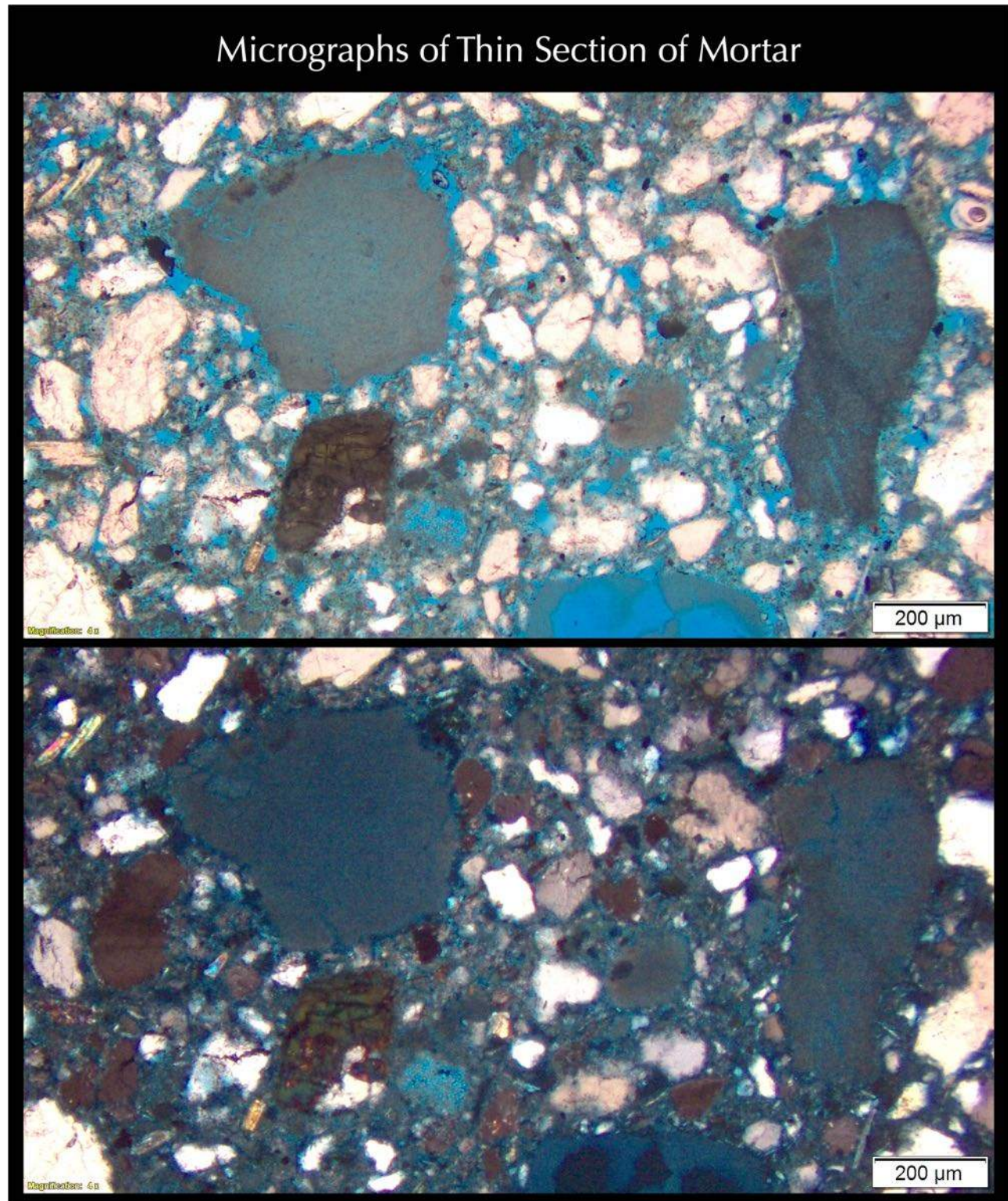


Figure 15: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

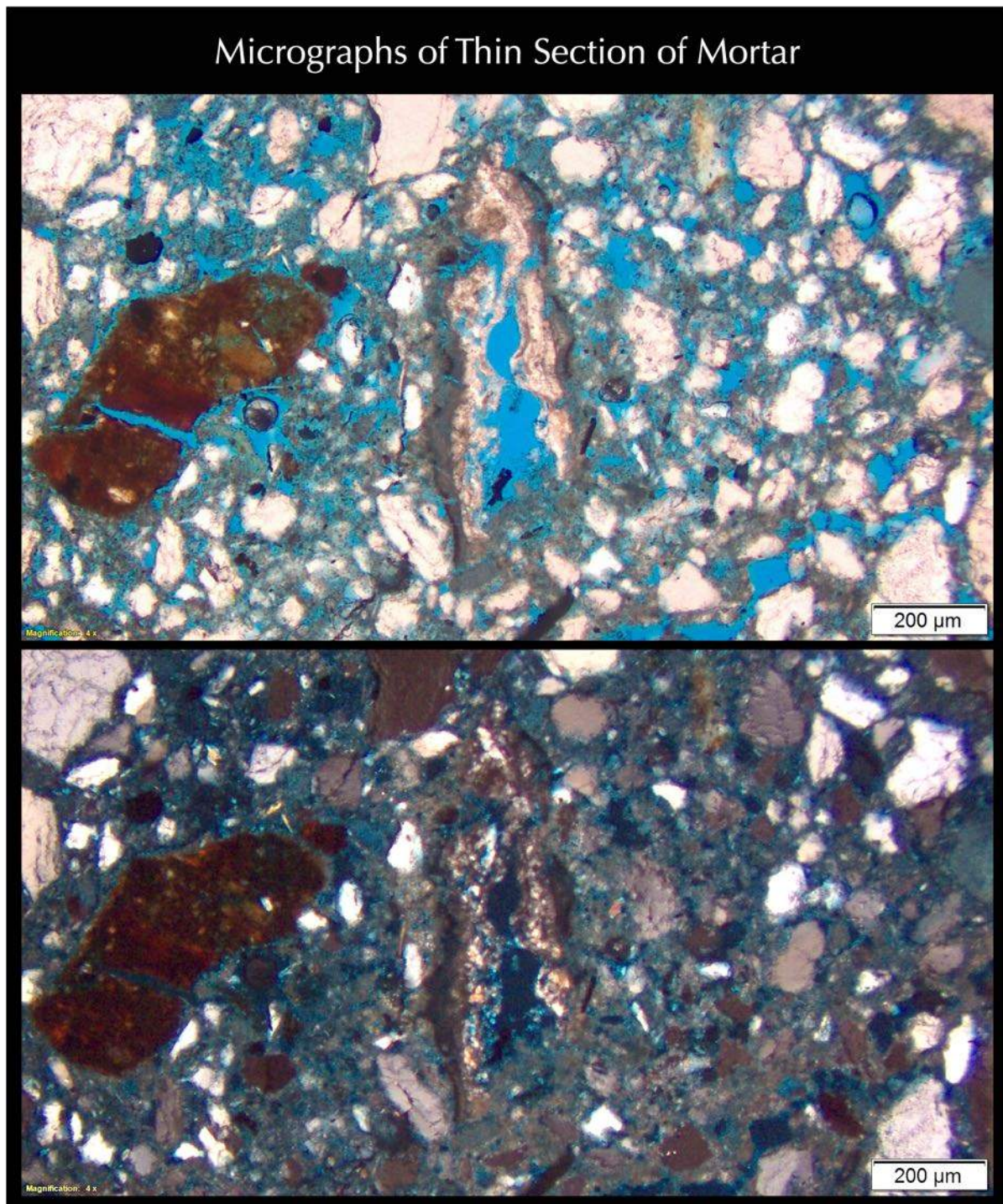


Figure 16: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A reddish brown ferruginous silicified wood contaminant is seen at the left and center. A few porous areas and microcracks are highlighted by blue epoxy in the top PPL photo.

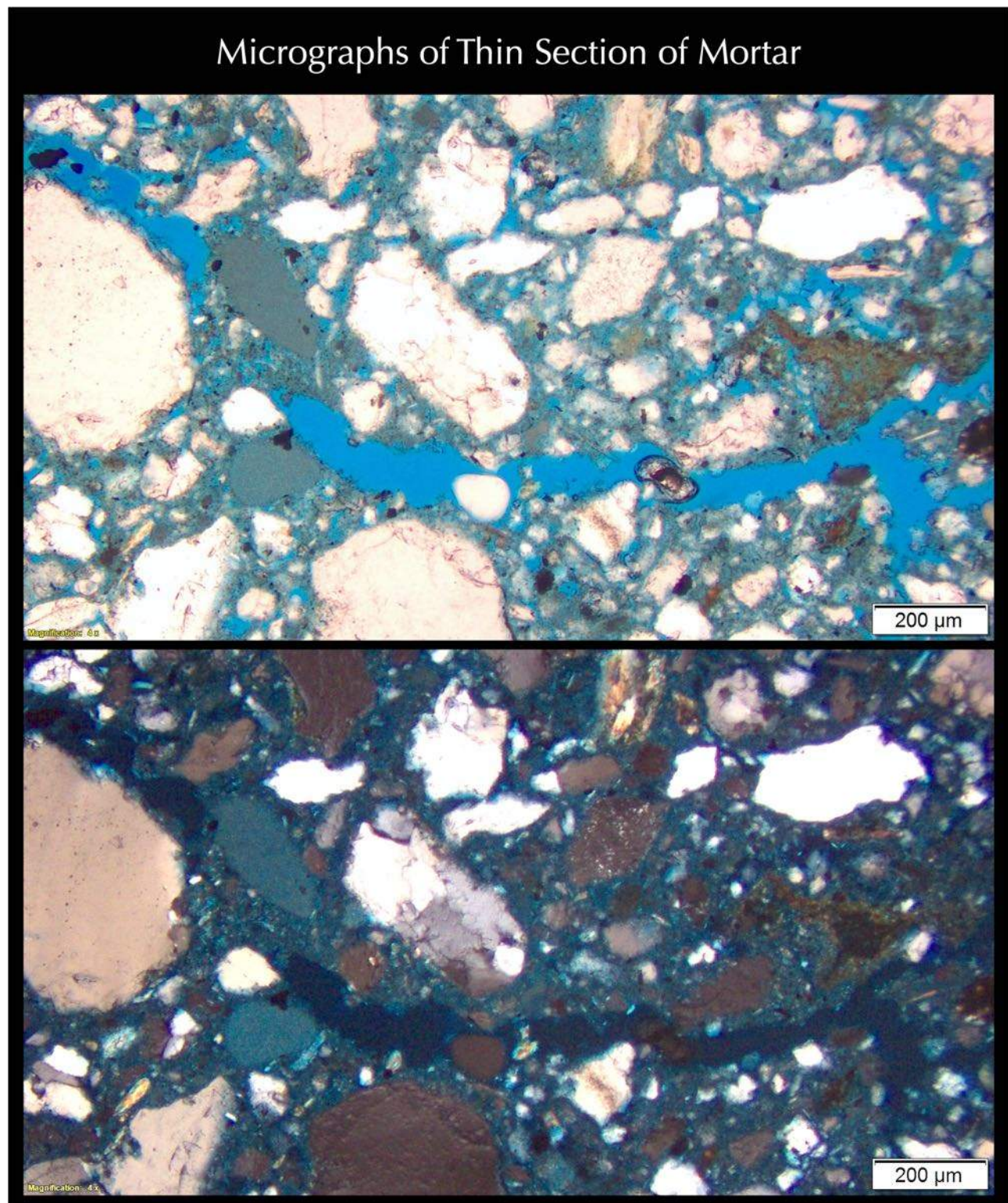


Figure 17: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A microcrack is highlighted by blue epoxy in the top PPL photo.

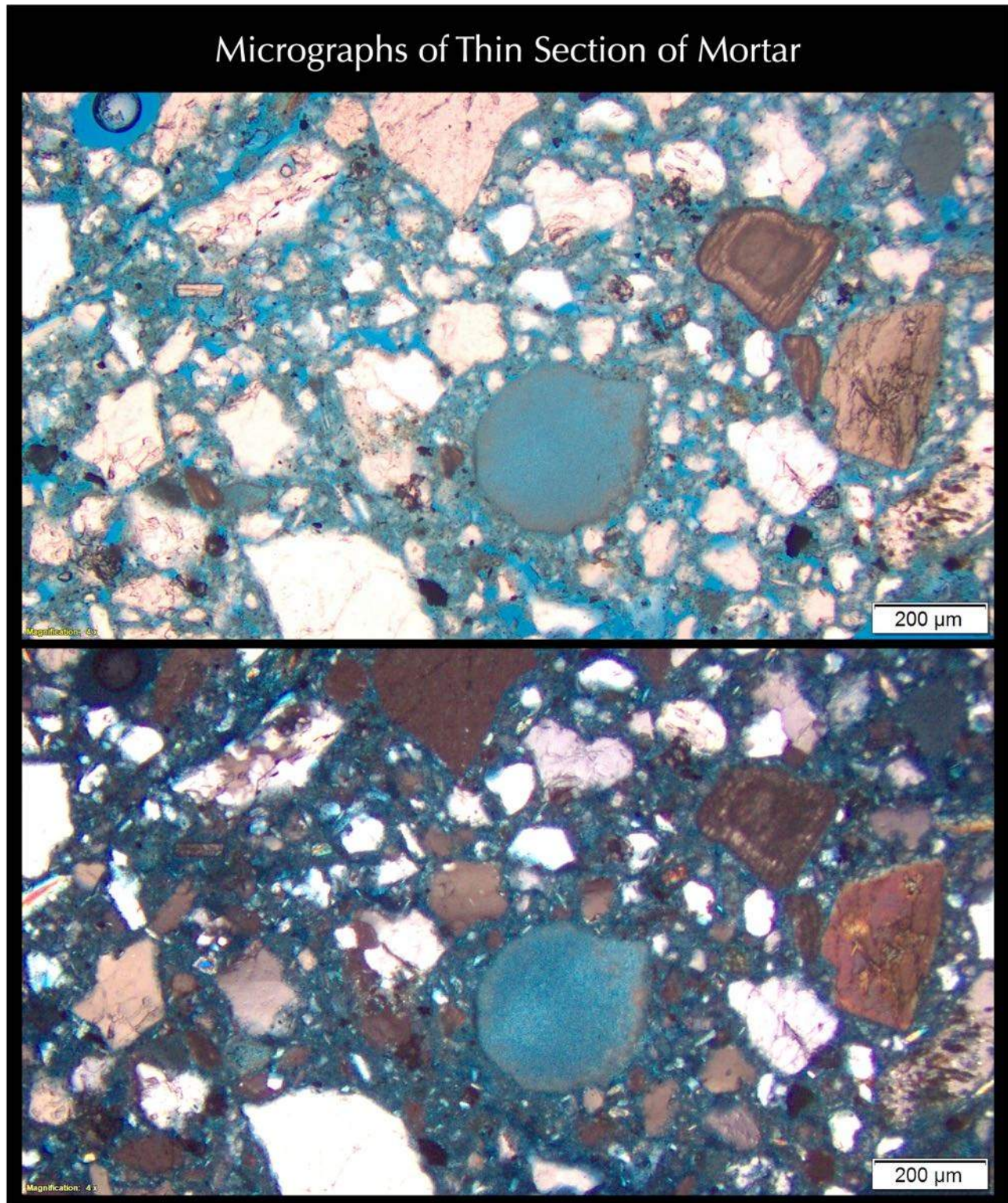


Figure 18: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

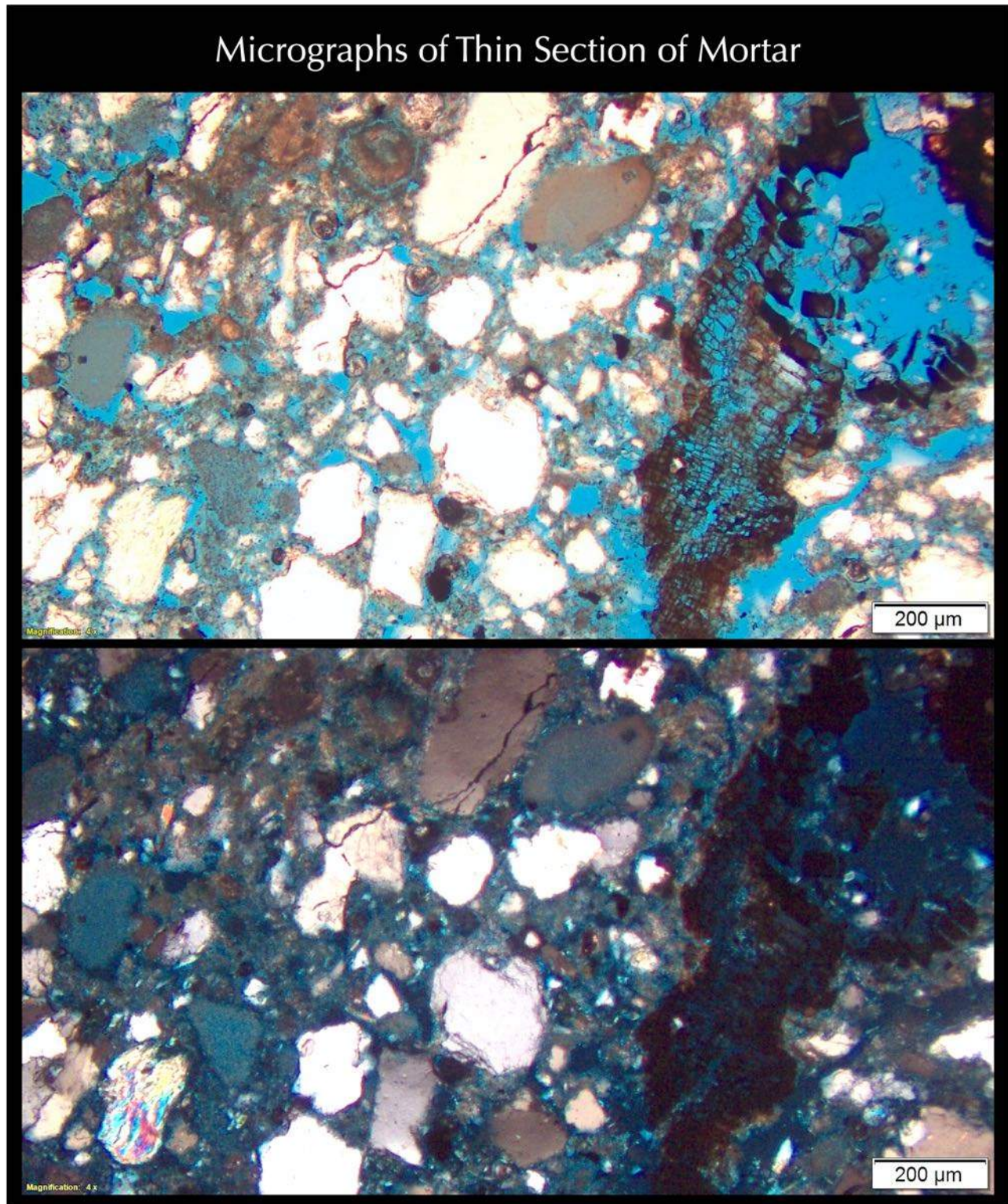


Figure 19: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A reddish brown ferruginous silicified wood contaminant is seen at right.

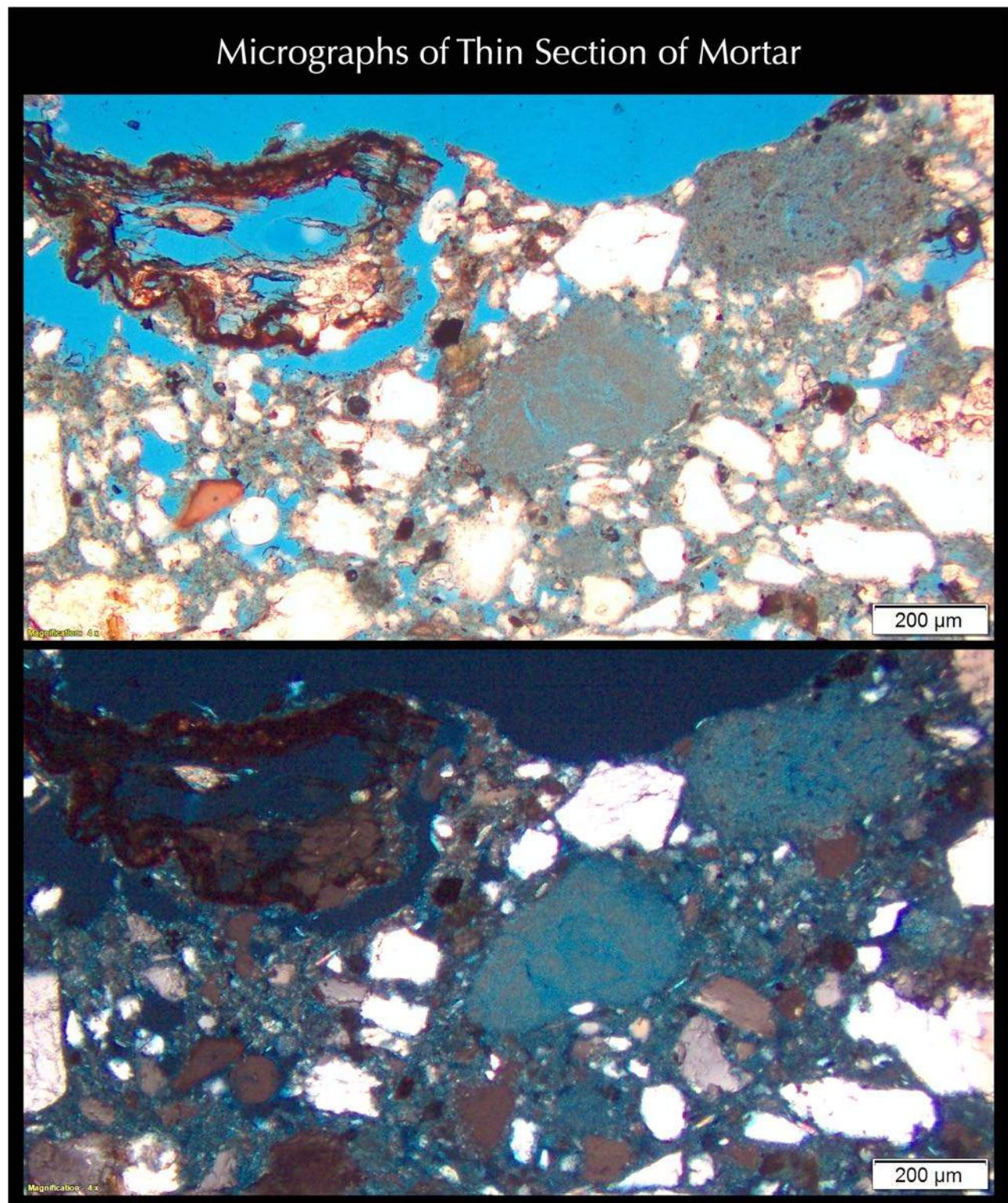


Figure 20: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A reddish brown ferruginous silicified wood contaminant is seen at top.

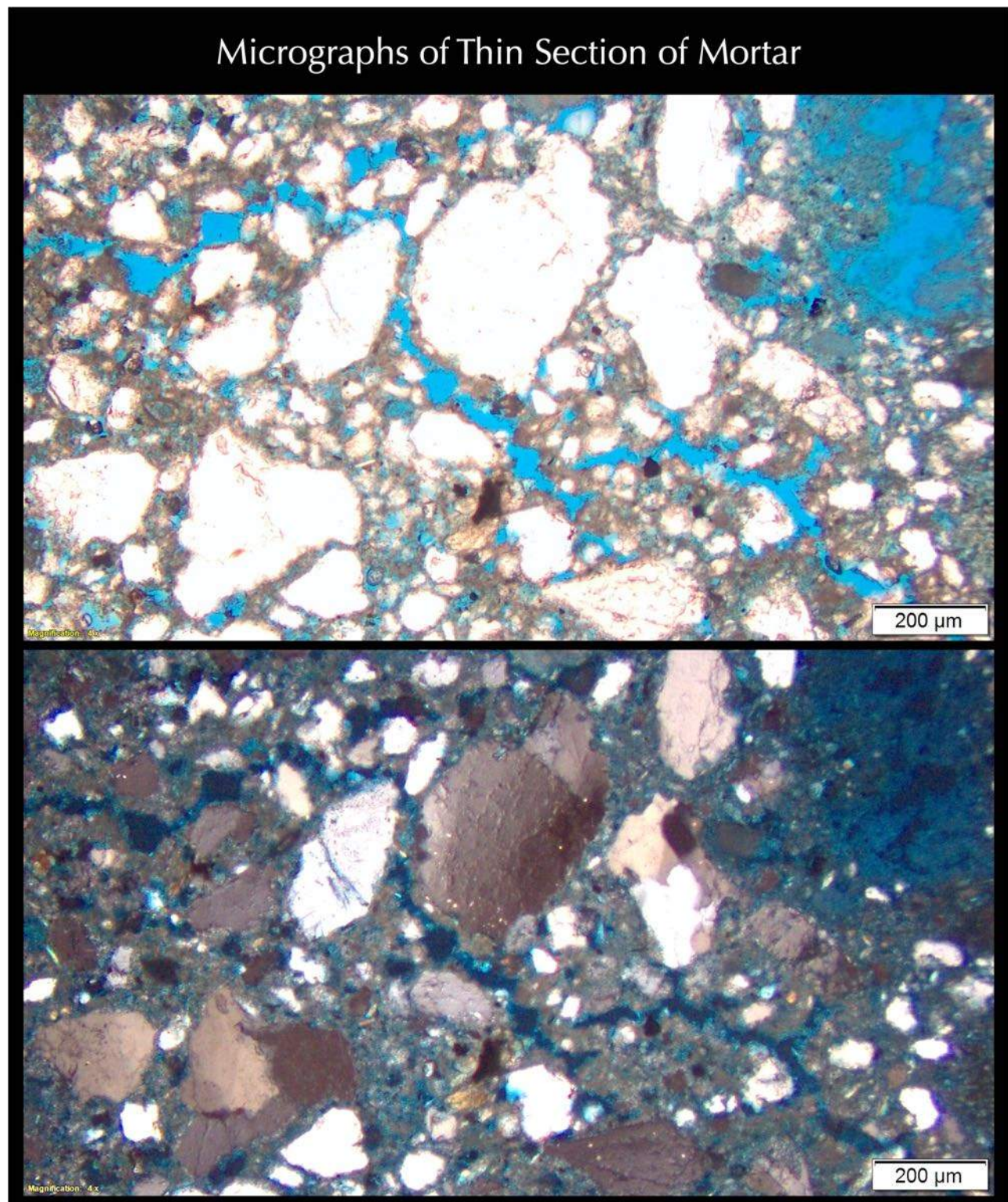


Figure 21: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A few microcracks are highlighted by blue epoxy in the top PPL photo.

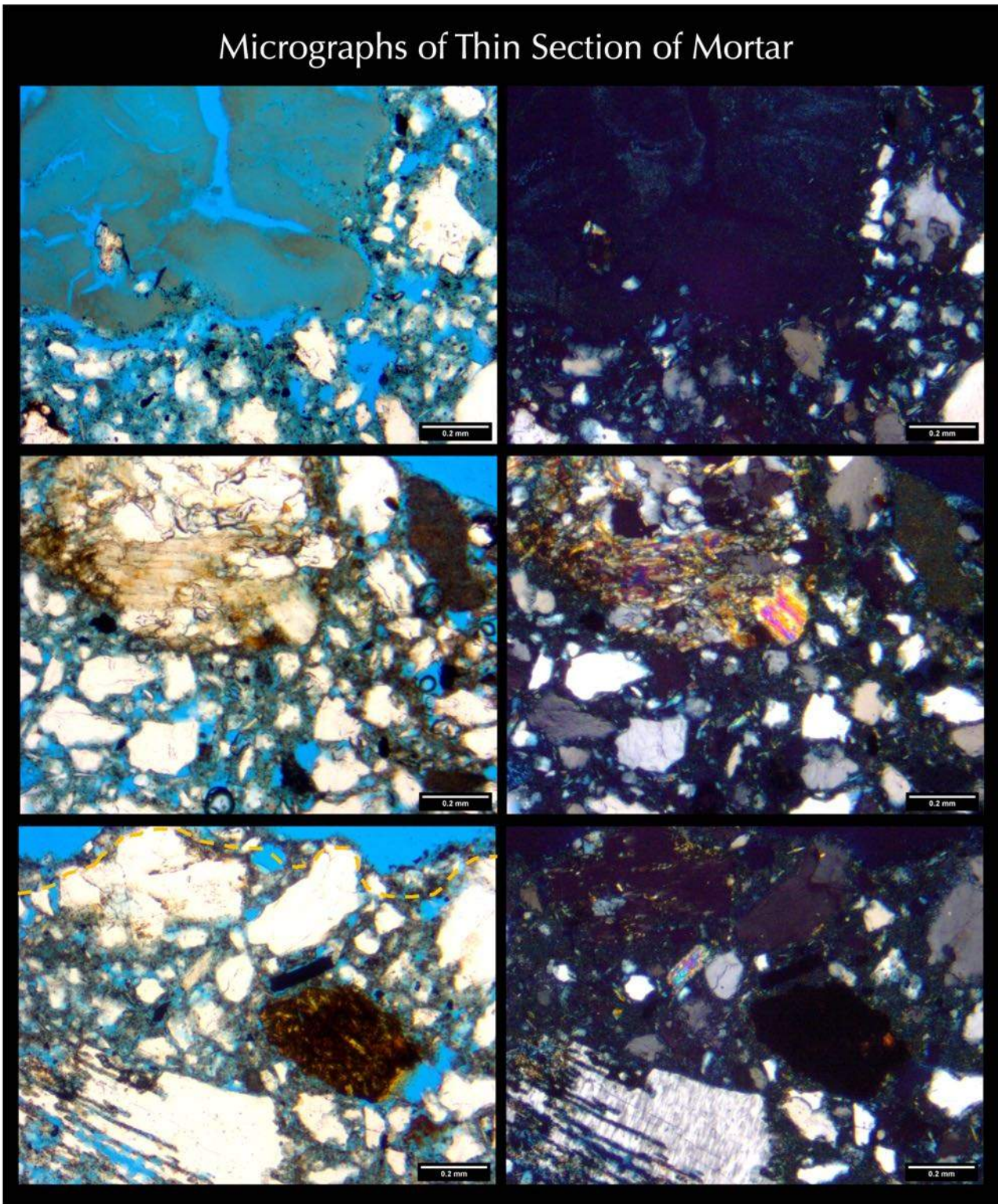


Figure 22: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

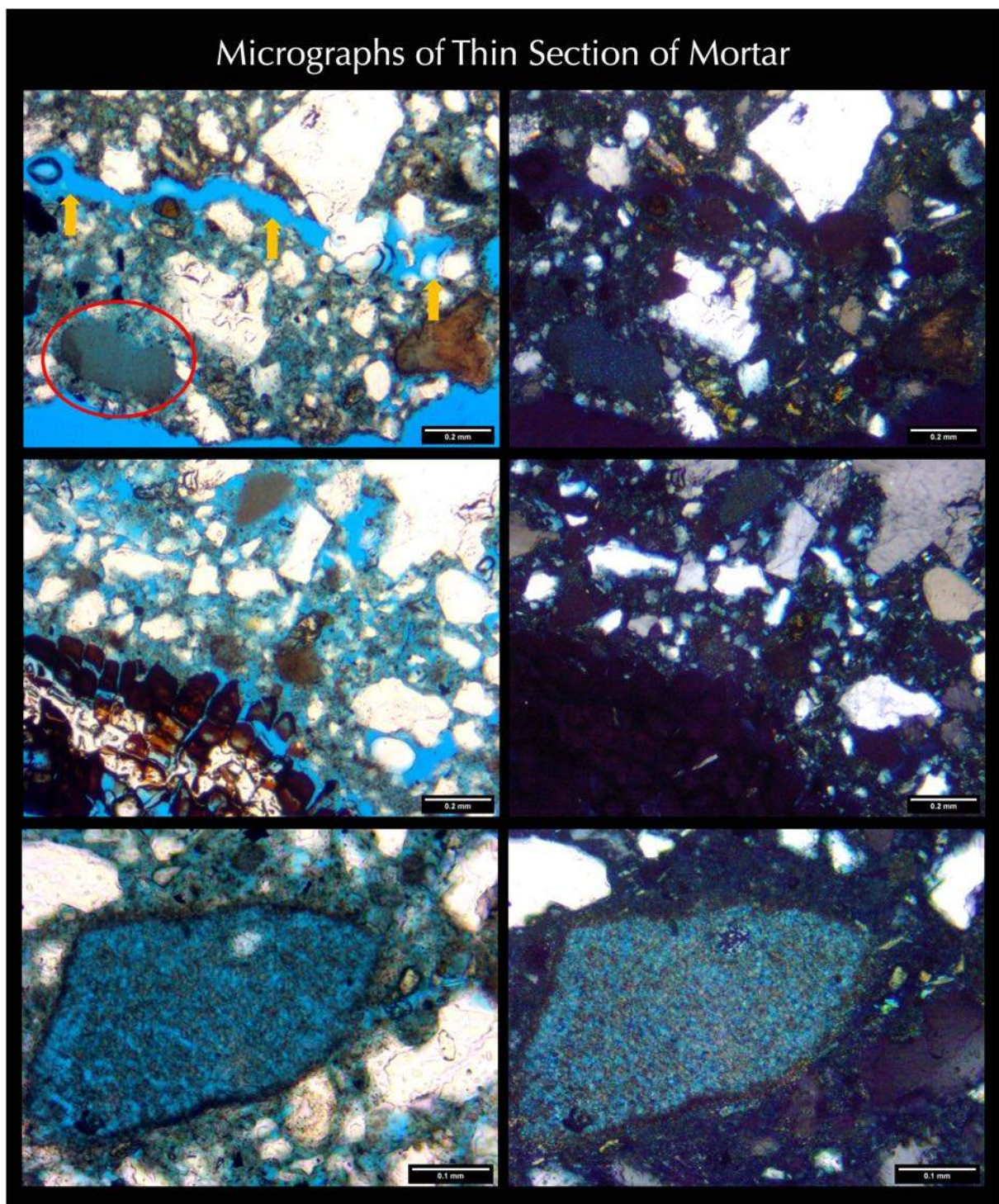


Figure 23: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, mildly carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A few microcracks are highlighted by blue epoxy in the top left PPL photo. A ferruginous reddish brown contaminant is seen in the middle row photos.

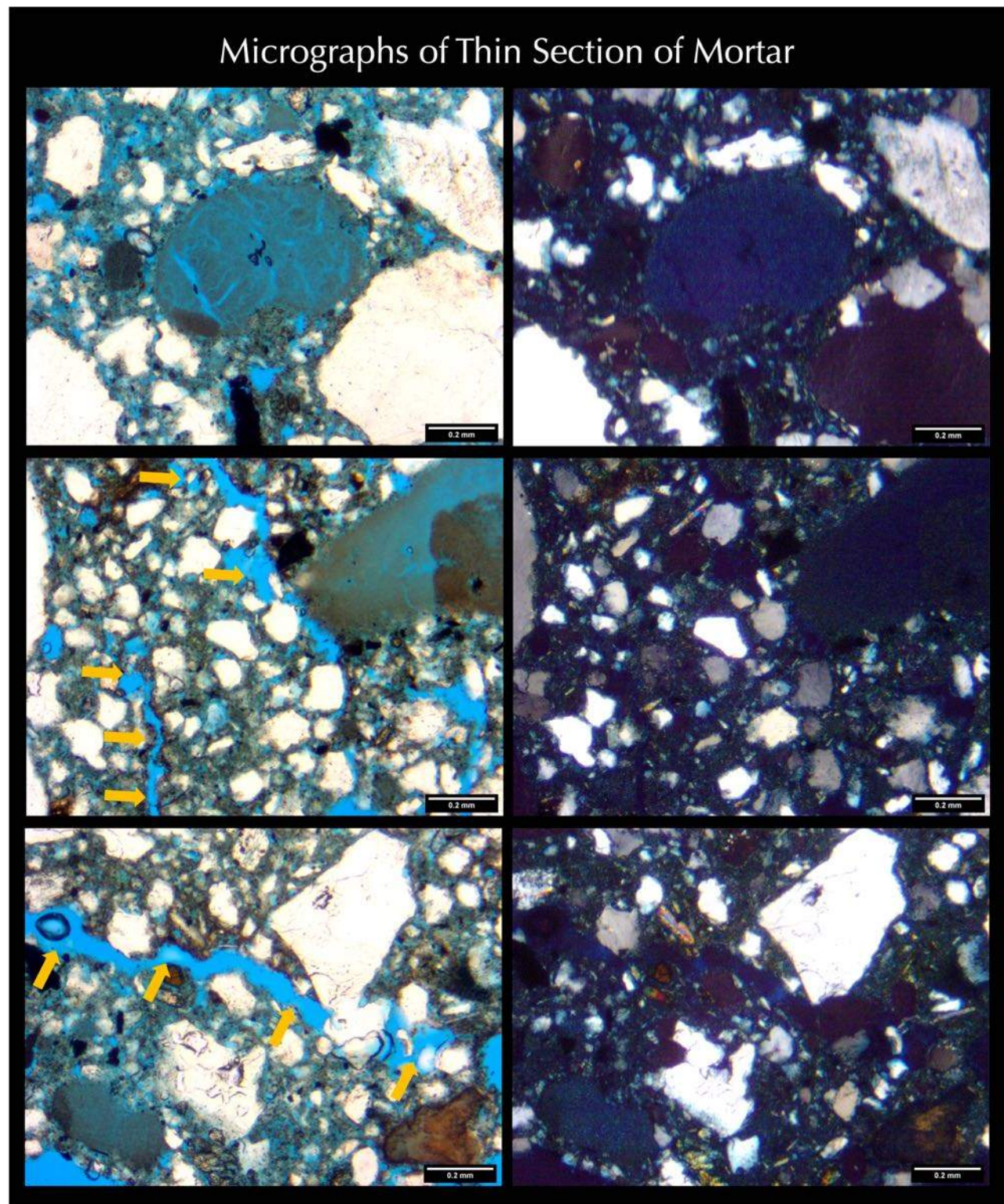


Figure 24: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, mildly carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar. A few microcracks are highlighted by arrows and blue epoxy in the middle and bottom left PPL photo.

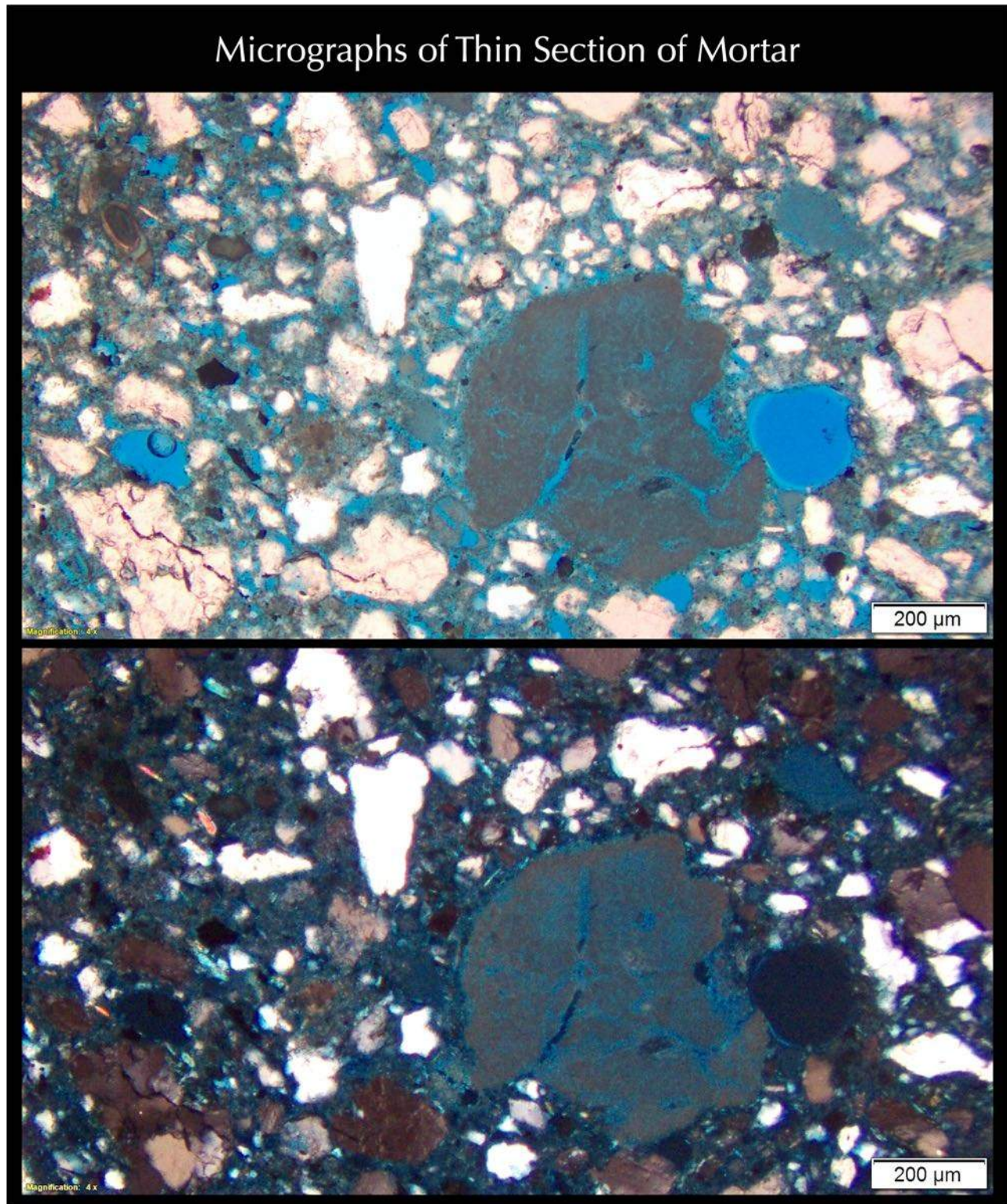


Figure 25: Micrographs of thin section of mortar showing: (a) very fine-grained, porous, mildly carbonated to near-isotropic appearance of interstitial paste fraction; (b) subangular to subrounded, mostly equidimensional siliceous sand particles that are <1 mm in size, (c) some sheet-like flakes of mica and potential clay minerals, (d) a few lumps of unmixed lime, which also shows a near-isotropic nature in XPL photo (bottom) as opposed to severely carbonated nature commonly found in lime lumps in many historic mortars, and (e) the non-air-entrained nature of mortar.

Optical Microscopy

Sand

Mortar contains **siliceous natural sand** consisting of major amount of siliceous component of variably strained quartz, and subordinate amounts of quartzite, feldspar, and other siliceous and minor ferruginous components, and a trace amount of flaky mica and clay minerals. A trace amount of reddish brown siliceous and ferruginous grains depicting microstructures of silicified plate tissue fragments are found. Particles are clear, light gray to off white to light brown, translucent, subangular to subrounded, mostly equidimensional, dense, hard, well-graded, well-distributed, nominal 1-mm in size, and present in sound conditions without any evidence of potentially deleterious reactions (e.g., alkali-aggregate reactions).

Grain-size distribution of sand extracted from the mortar after hydrochloric acid digestion showed very fine size fractions of sand (Figure 3) which are noticeably finer than the size distribution of modern masonry sand. Fineness modulus of sand determined to be only 0.62 with most of the size fractions concentrated in the less than 0.3 mm size. Figure 4 shows color, size, shape, angularity, and gradation of sand particles extracted from the mortar after acid digestion.

Figures 5 to 7 show distribution of sand particles in the lapped cross section and micrographs of lapped cross section, respectively, scanned on a flatbed scanner in Figures 5 and 6, and taken with a stereomicroscope in Figure 7. Figures 8 and 9 show distribution of sand particles in the thin section of mortar scanned with a film scanner. Figure 10 shows distribution of sand particles in thin section scanned with a film scanner where overall mineralogies and rock types are seen. Figures 11 through 24 show sand particles as seen in the thin sections with a petrographic microscope, which show quartz-based composition of sand.

Binder

Optical microscopical examinations of the interstitial paste fraction shows many characteristic features of a historic lime mortar, e.g., numerous lumps of unmixed lime often showing internal shrinkage microcracks in coarser size lime lumps but the overall appearance shows a near-isotropic dark color in cross polarized light mode in a petrographic microscope, which is contrary to the high birefringence of a carbonated lime paste. Such near-isotropic nature of paste indicated the presence of another binder component along with lime, which has changed the overall optical properties of lime paste. The most common component, which does produce such near-isotropic appearance in optical properties is a calcined clay binder which participates in pozzolanic reaction with lime to produce calcium-magnesium-aluminum-silicate hydrate paste, which is optically more isotropic than a pure carbonated lime paste.

Air

Mortar is **non-air-entrained**, which is depicted in micrographs of lapped section in Figure 7 as well as in thin section in Figure 10, which is not unusual for its reported early 19th century derivation.

Scanning Electron Microscopy and X-ray Microanalyses of Mortar

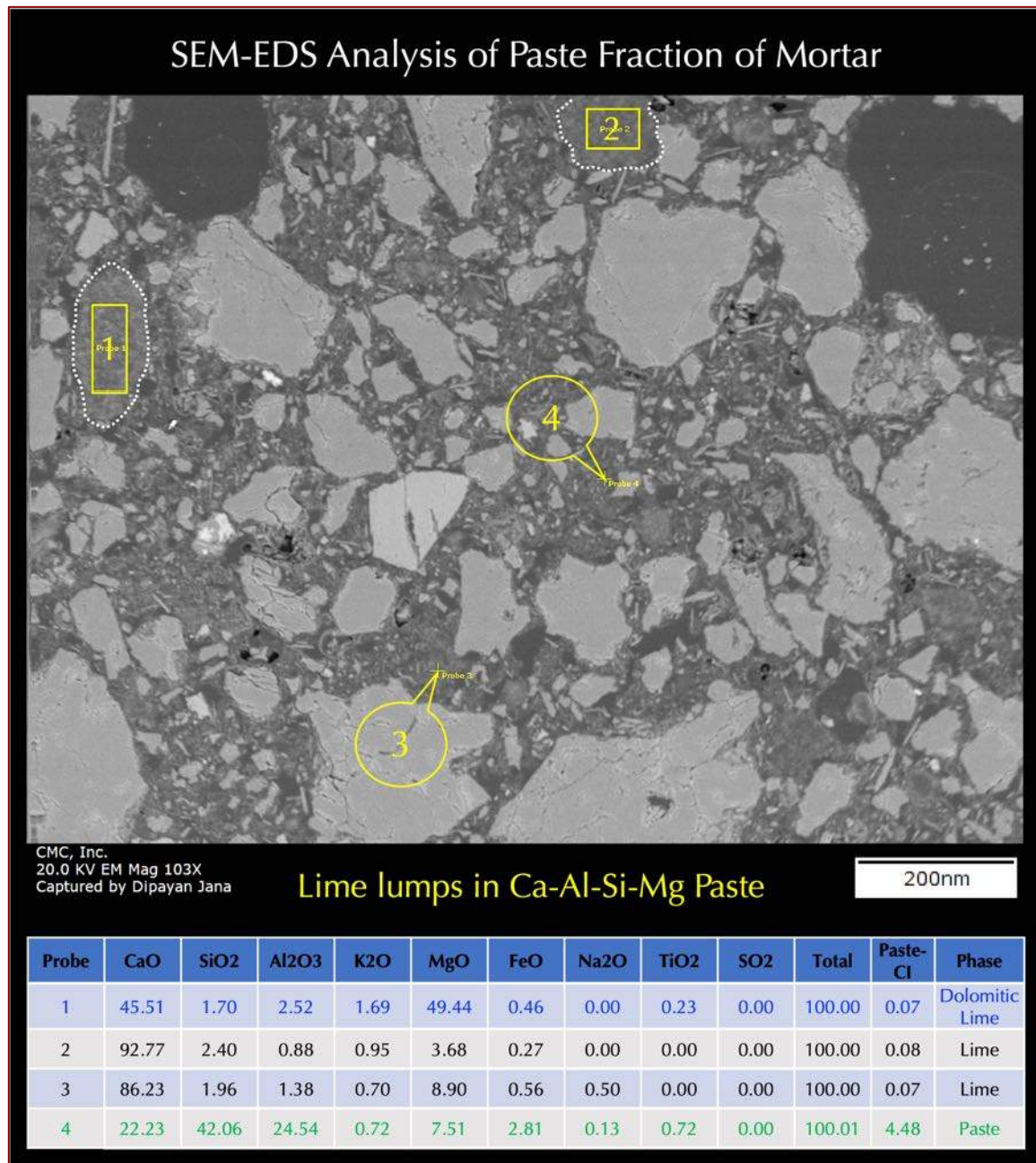


Figure 26: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts and in boxed areas in Probes 1 through 4 detecting compositional variations of lime lumps and paste in the mortar. Paste and lime lump compositions are presented (bottom) as oxide variations of all detected EDS peaks normalized to 100% except carbon (from epoxy) and gold (from coating). Paste cementation indices, CI (after Eckel 1922) measure relative hydraulicity of paste e.g., non-hydraulic lime pastes have very low CI (< 0.50) compared to Portland cement pastes (CI is >1). Paste shows CI > 1 as opposed to typical <1 value for carbonated lime pastes in many historic mortars indicating the presence of silica and alumina from addition of calcined clay component as a second binder after lime. Lime lump composition shows addition of a dolomitic lime binder. The cementation indices (CI) of paste are calculated after Eckel (1922) as $CI = [(2.8 \cdot SiO_2) + (1.1 \cdot Al_2O_3) + (0.7 \cdot Fe_2O_3)] / [(CaO) + (1.4 \cdot MgO)]$. Lime lumps are marked by white dotted lines.

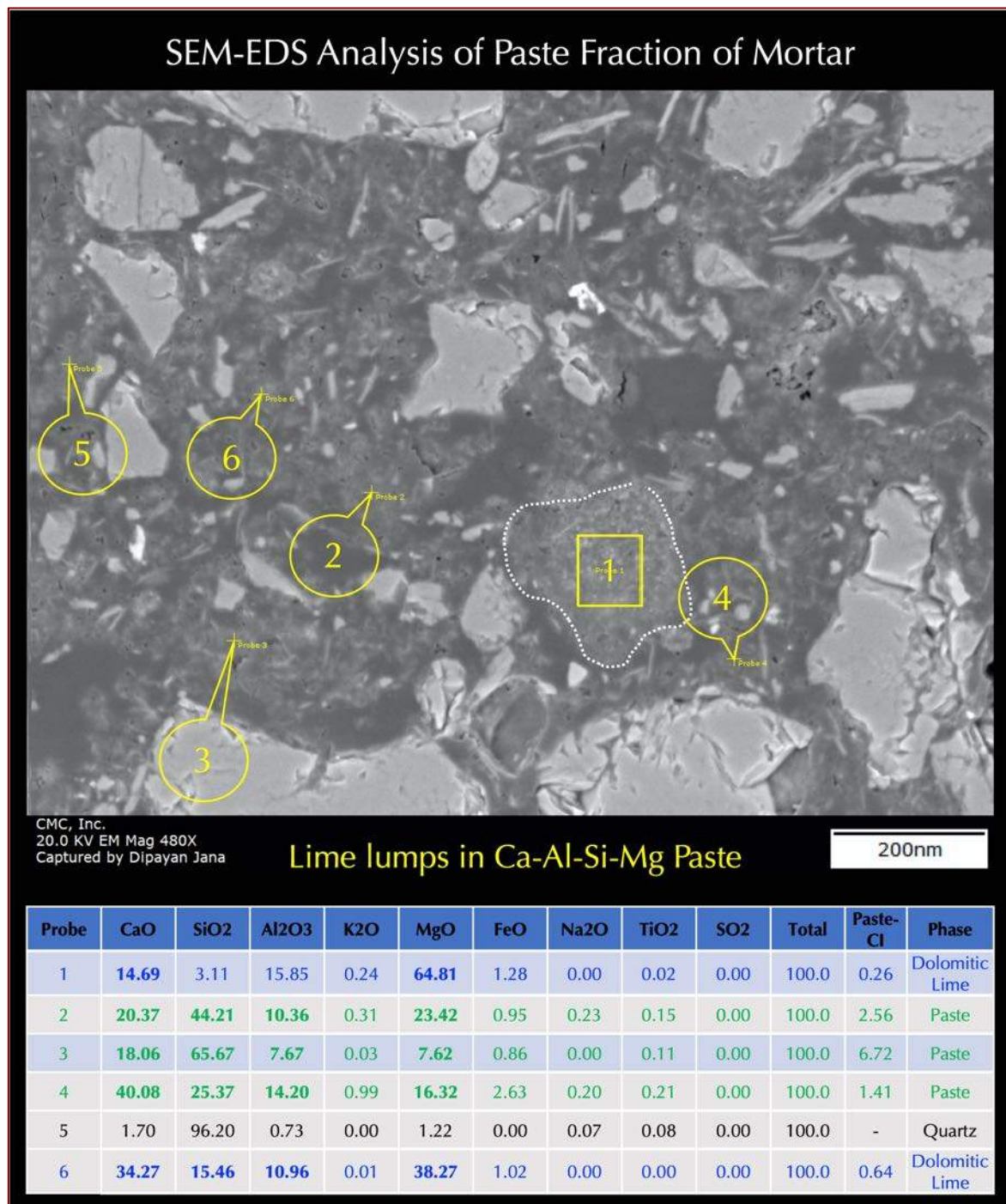


Figure 27: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts and in boxed area in Probes 1 through 6 detecting compositional variations of lime lumps and paste in the mortar. Paste and lime lump compositions are presented (bottom) as oxide variations of all detected EDS peaks normalized to 100% except carbon (from epoxy) and gold (from coating). Paste cementation indices, CI (after Eckel 1922) measure relative hydraulicity of paste e.g., non-hydraulic lime pastes have very low CI (< 0.50) compared to Portland cement pastes (CI is >1). Paste shows CI > 1 as opposed to typical <1 value for carbonated lime pastes in many historic mortars indicating the presence of silica and alumina from addition of calcined clay component as a second binder after lime. Lime lump composition shows addition of a dolomitic lime binder. The cementation indices (CI) of paste are calculated after Eckel (1922) as $CI = [(2.8 \cdot SiO_2) + (1.1 \cdot Al_2O_3) + (0.7 \cdot Fe_2O_3)] / [(CaO) + (1.4 \cdot MgO)]$. Lime lumps are marked by white dotted lines.

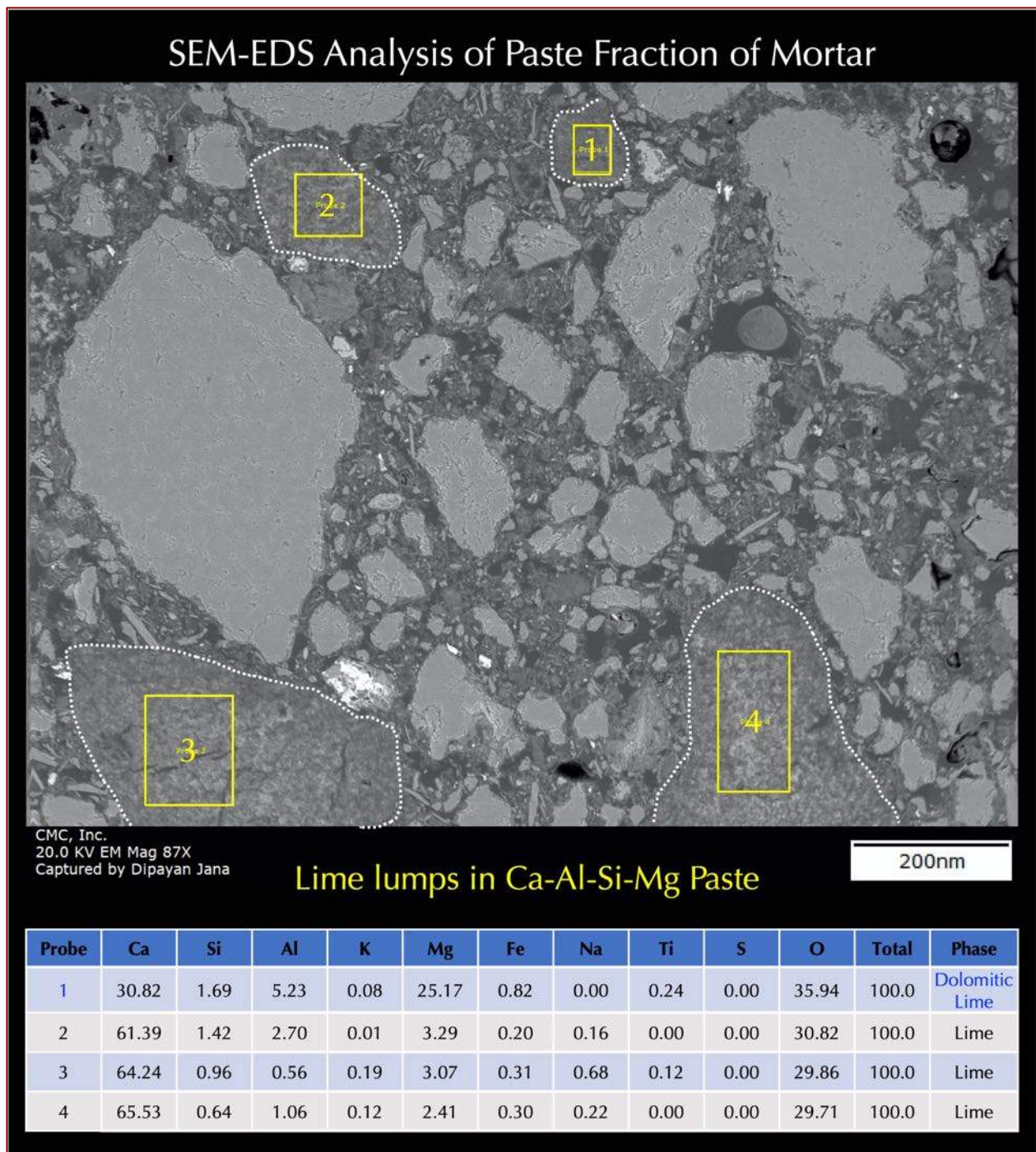


Figure 28: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts and in boxed areas in Probes 1 through 4 detecting compositional variations of lime lumps in the mortar. Lime lump compositions are presented (bottom) as oxide variations of all detected EDS peaks normalized to 100% except carbon (from epoxy) and gold (from coating). Paste cementation indices, CI (after Eckel 1922) measure relative hydraulicity of paste e.g., non-hydraulic lime pastes have very low CI (< 0.50) compared to Portland cement pastes (CI is >1). Lime shows CI < 1 which are consistent with carbonated lime pastes in many historic mortars. Lime lump compositions show addition of a dolomitic lime binder from where leaching of magnesia component has occurred during service to cause between-lump variations in Ca/Mg ratios. Lime lumps are marked by white dotted lines.

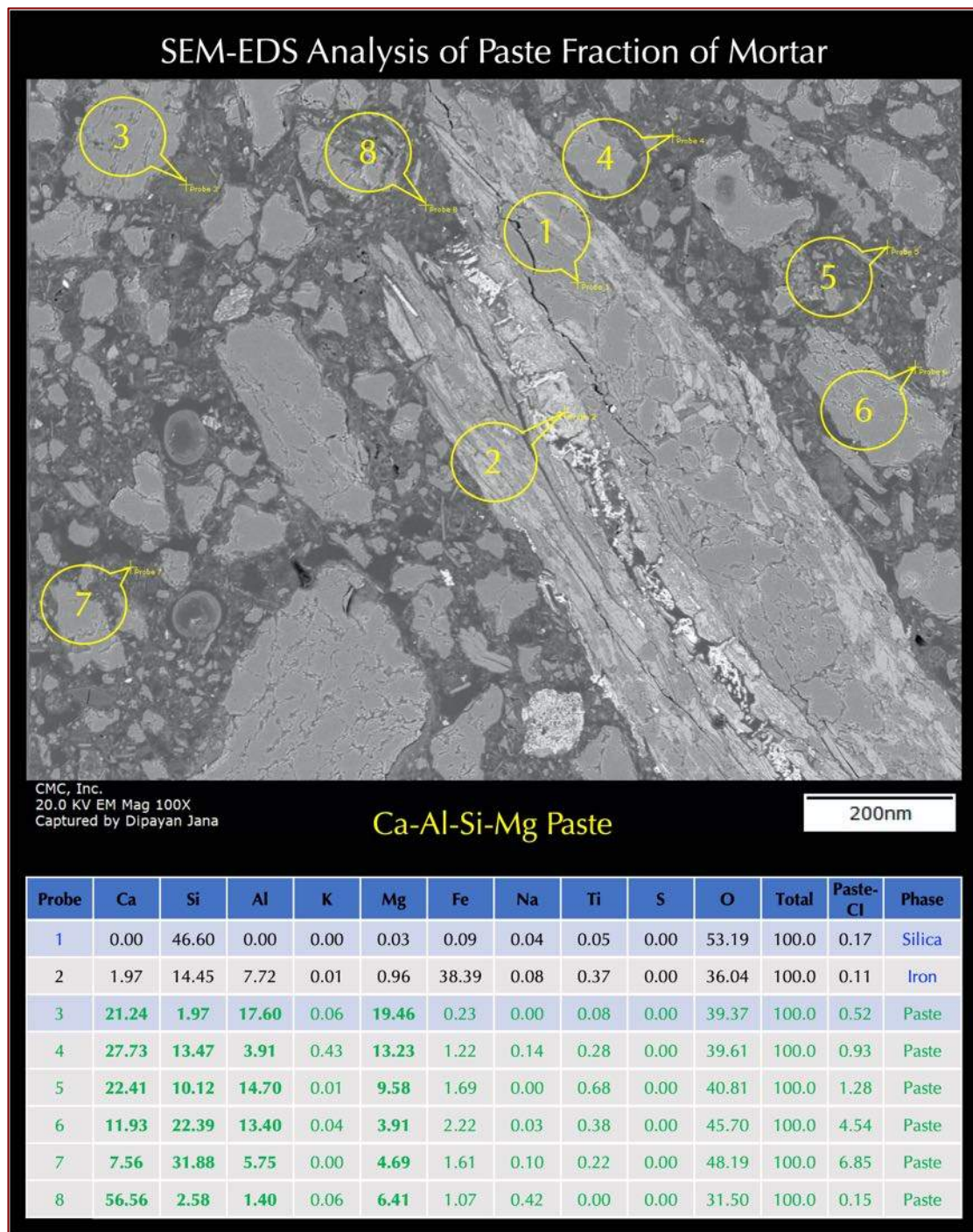


Figure 29: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts in Probes 1 through 8 detecting compositional variations of paste and a contaminant in the mortar. Paste and contaminant compositions are presented (bottom) as oxide variations of all detected EDS peaks normalized to 100% except carbon (from epoxy) and gold (from coating). Paste cementation indices, CI (after Eckel 1922) measure relative hydraulicity of paste e.g., non-hydraulic lime pastes have very low CI (< 0.50) compared to Portland cement pastes (CI is >1). Paste shows mostly CI > 1 as opposed to typical <1 value for carbonated lime pastes in many historic mortars indicating the presence of silica and alumina from addition of calcined clay component as a second binder after lime. The cementation indices (CI) of paste are calculated after Eckel (1922) as $CI = [(2.8 \cdot SiO_2) + (1.1 \cdot Al_2O_3) + (0.7 \cdot Fe_2O_3)] / [(CaO) + (1.4 \cdot MgO)]$. The contaminant at the center shows silica and iron from ferruginous silicified composition as seen in optical micrographs.

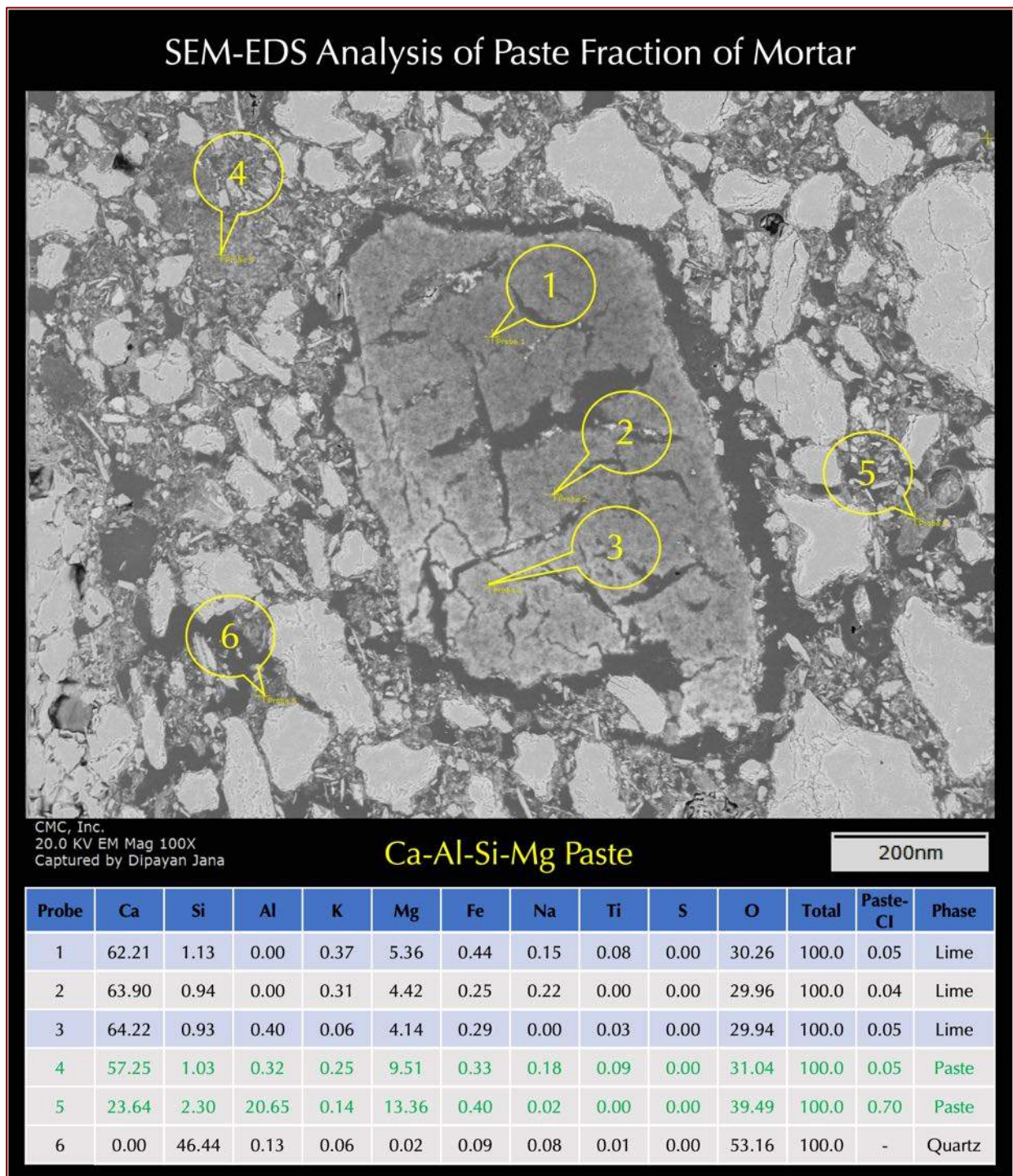


Figure 30: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts in Probes 1 through 6 detecting compositional variations of a central incompletely burnt dolomitic lime and neighboring paste in the mortar. Compositions are presented (bottom) as oxide variations of all detected EDS peaks normalized to 100% except carbon (from epoxy) and gold (from coating). Paste cementation indices, CI (after Eckel 1922) measure relative hydraulicity of paste e.g., non-hydraulic lime pastes have very low CI (< 0.50) compared to Portland cement pastes (CI is >1). Both the central lime and neighboring paste show CI < 1. The cementation indices (CI) of paste are calculated after Eckel (1922) as $CI = [(2.8 \cdot SiO_2) + (1.1 \cdot Al_2O_3) + (0.7 \cdot Fe_2O_3)] / [(CaO) + (1.4 \cdot MgO)]$. Probe #6 is from a fine quartz sand particle.

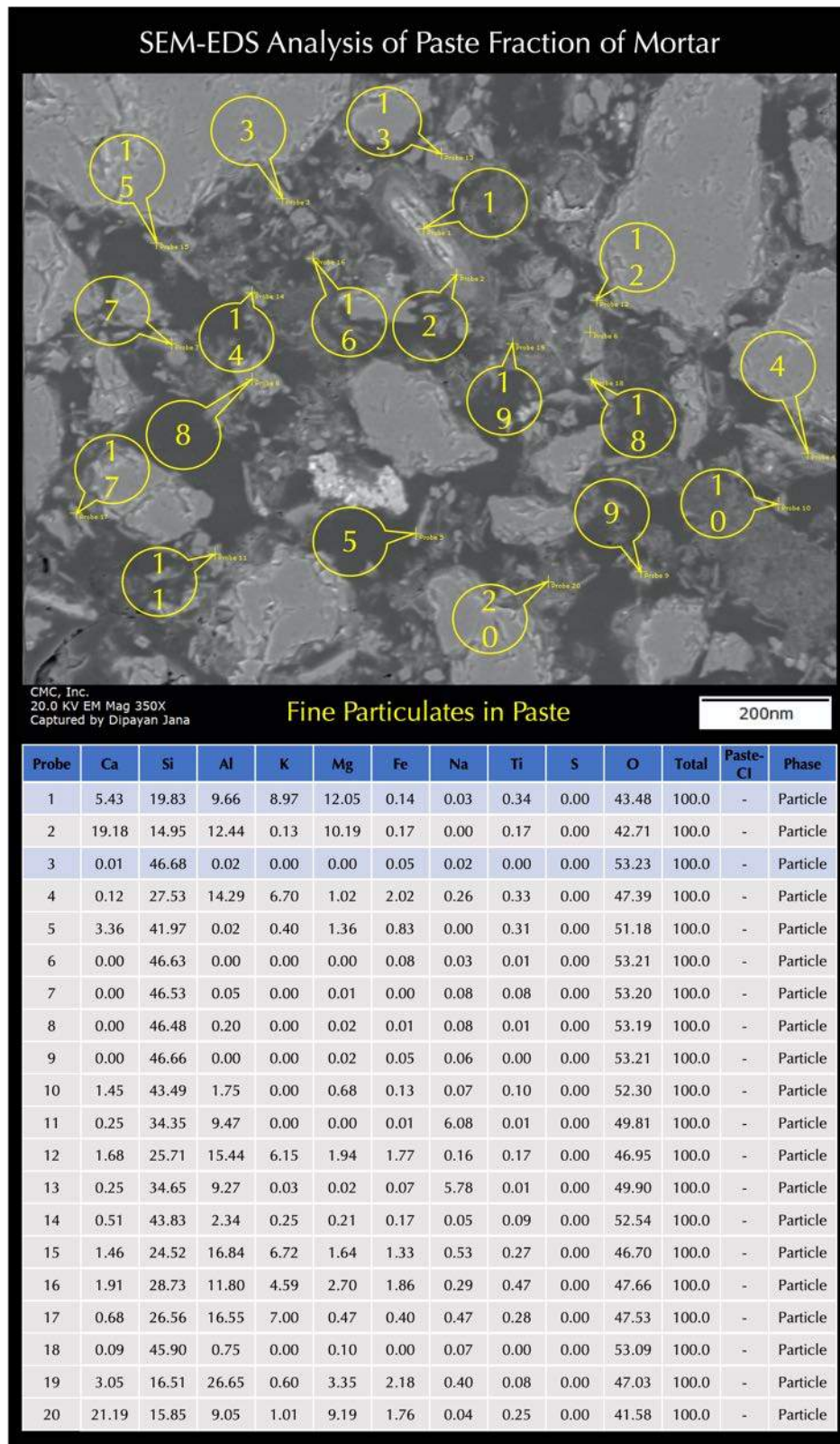


Figure 31: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts and in boxed areas in Probes 1 through 20 detecting compositional variations of various fine particulates scattered throughout the interstitial fractions between siliceous sand.

Compositional variations show the presence of mica and clay particles along with major amount of siliceous sand.

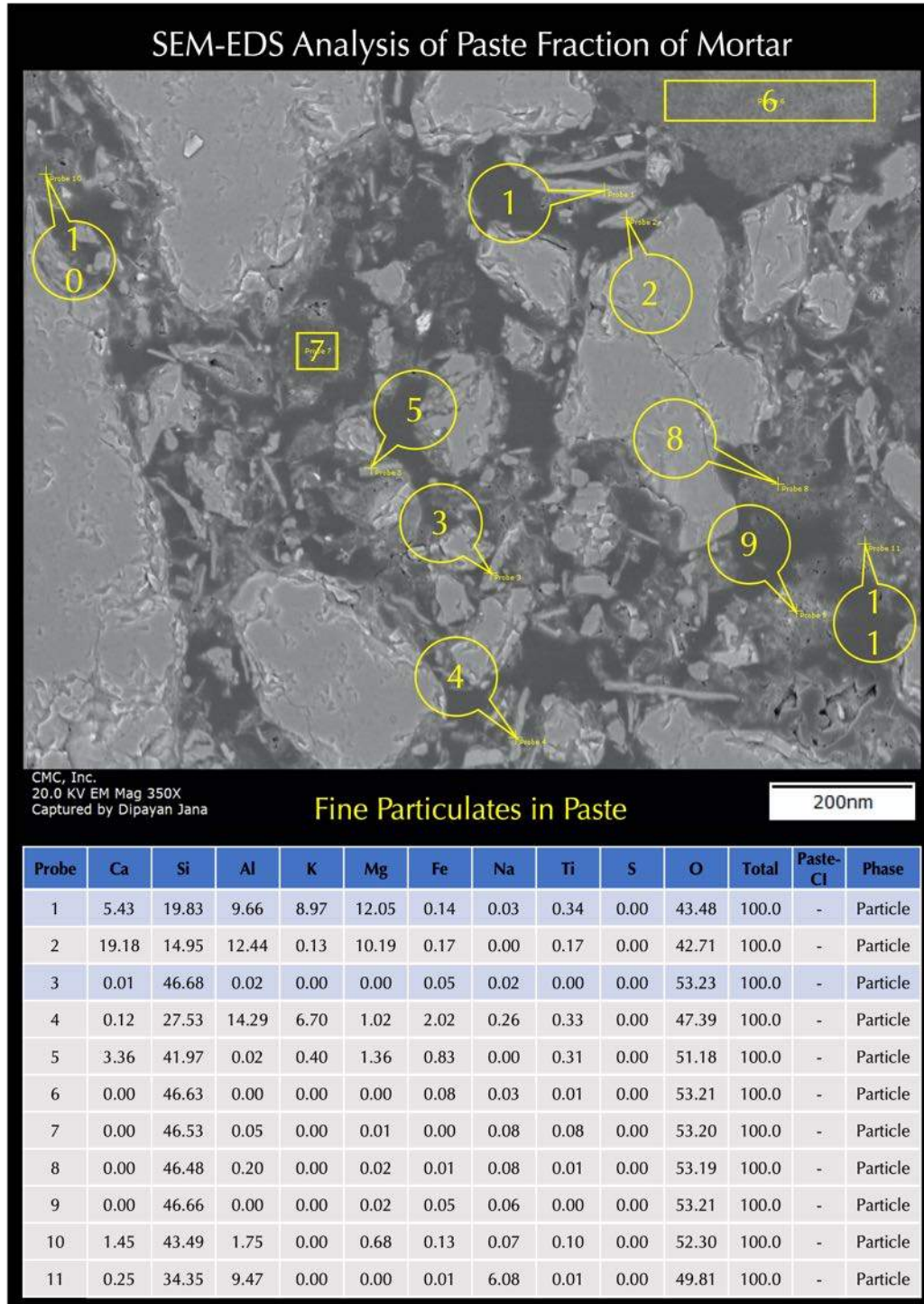


Figure 32: Backscatter electron image (top), and X-ray microanalyses at the tips of callouts and in boxed areas in Probes 1 through 20 detecting compositional variations of various fine particulates scattered throughout the interstitial fractions between siliceous sand.

Compositional variations show the presence of mica and clay particles along with major amount of siliceous sand.

Probe #6 is from a lime lump which shows calcitic lime composition.

Mortar Mineralogy from XRD

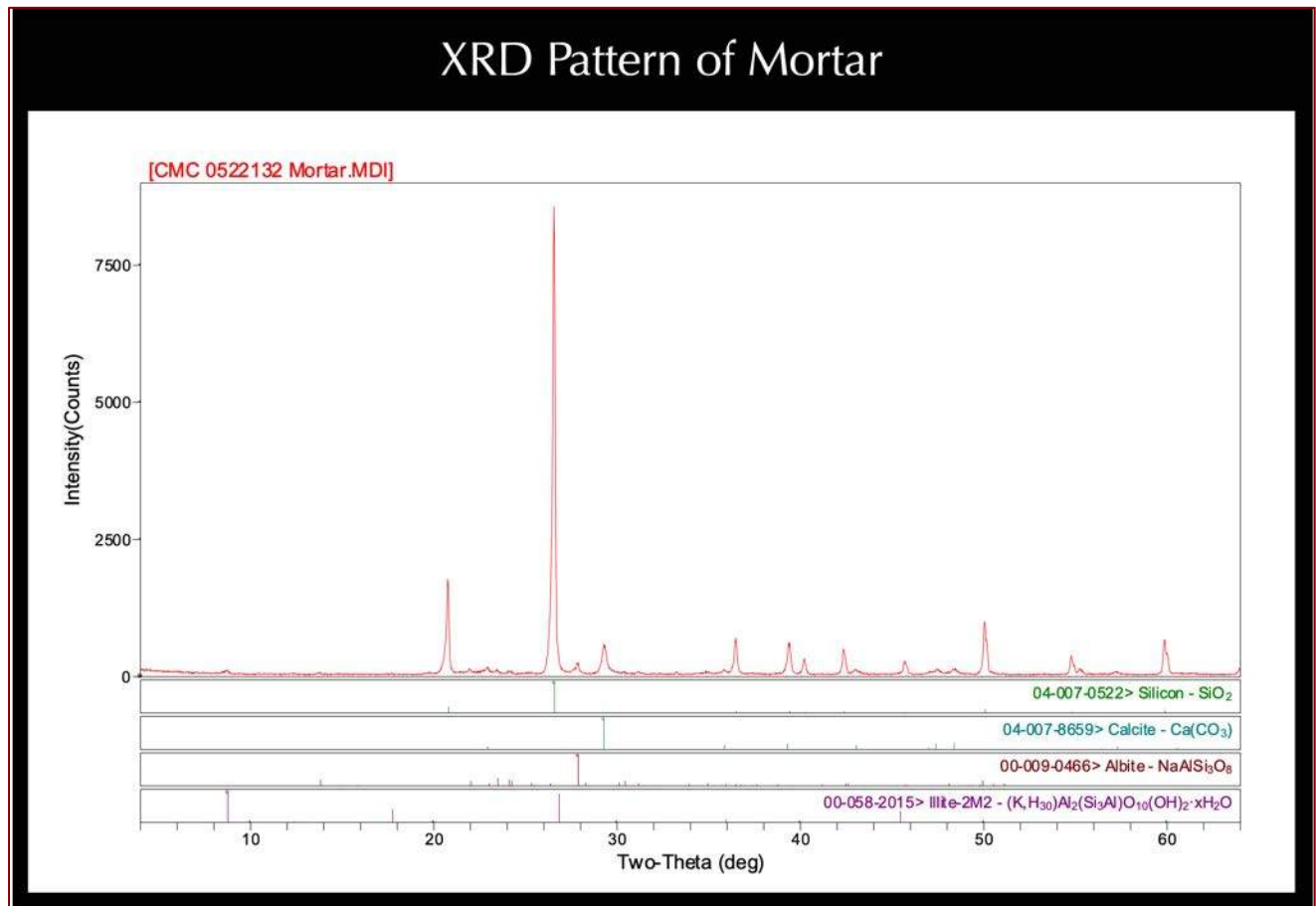


Figure 33: X-ray diffraction pattern of bulk mortar sample showing the dominance of quartz from silica sand, subordinate calcite from the lime binder and trace albite and illitic clay from the sand particles.

Compositions of Mortar from XRF (Major Element Oxides), Acid & Alkali Digestion (Soluble Silica), Loss on Ignition (Free Water, Combined Water, Carbonation), and Acid-Insoluble Residue Content (Siliceous Sand Content)

Table 1 shows oxide compositions of mortar determined from pressed pellet of pulverized (< 45-micron size) bulk mortar in XRF. A silica content of 62.4 percent reflects contribution from siliceous component of sand, and some from the binder, as also seen in optical microscopy and XRD analysis of the mortar.

Lime content (9.8%) is consistent with addition of a lime binder and a second aluminosilicate binder where the latter is judged to be from addition of a calcined clay binder stabilized with lime.

Alumina, iron, and alkalis are contributed from both sand and calcined clay binder fraction in paste. Sulfate is from cement paste. Balance includes volatiles (combined H₂O, CO₂) not measured in XRF.

Acid-insoluble residue content of 73.5% is determined after digesting pulverized (<0.3 mm size) fragment of mortar in hydrochloric acid. The result indicates contribution from the siliceous sand and perhaps a subordinate part from the calcined clay binder residues in the paste.

Due to the presence of siliceous components in sand, the determined acid-insoluble residue content is considered representative of the sand content in the mortar.

Loss on ignition of a separate aliquot of pulverized mortar to 110°C, 550°C, and 950°C correspond to free water, combined (hydrate) water, and degree of carbonation, respectively. The loss on ignition at 550°C corresponds to the water contents from dehydration of Portland cement paste. The loss on ignition at 950°C corresponds to degree of carbonation of carbonated lime paste.

Chemical Analyses (XRF & Gravimetric) of Mortar		
Mortar Compositions	Mortar	Methods
Silica - SiO ₂	62.390	ED-XRF
Alumina - Al ₂ O ₃	5.057	ED-XRF
Iron - Fe ₂ O ₃	1.508	ED-XRF
Lime - CaO	9.841	ED-XRF
Magnesia - MgO	2.402	ED-XRF
Sodium - Na ₂ O	0.437	ED-XRF
Potassium - K ₂ O	0.614	ED-XRF
Titanium - TiO ₂	0.739	ED-XRF
Phosphorus - P ₂ O ₅	0.206	ED-XRF
Sulfate - SO ₃	0.0005	ED-XRF
Total	83.290	ED-XRF
Acid-Insoluble Residue	73.5	Gravimetry
Loss on Ignition @ 110°C	1.00	Gravimetry
Loss on Ignition @ 550°C	2.00	Gravimetry
Loss on Ignition @ 950°C	7.00	Gravimetry

Table 1: Bulk oxide compositions of mortar from XRF, and acid-insoluble residue contents and losses on ignition from gravimetry.

Thermal Analysis of Mortar

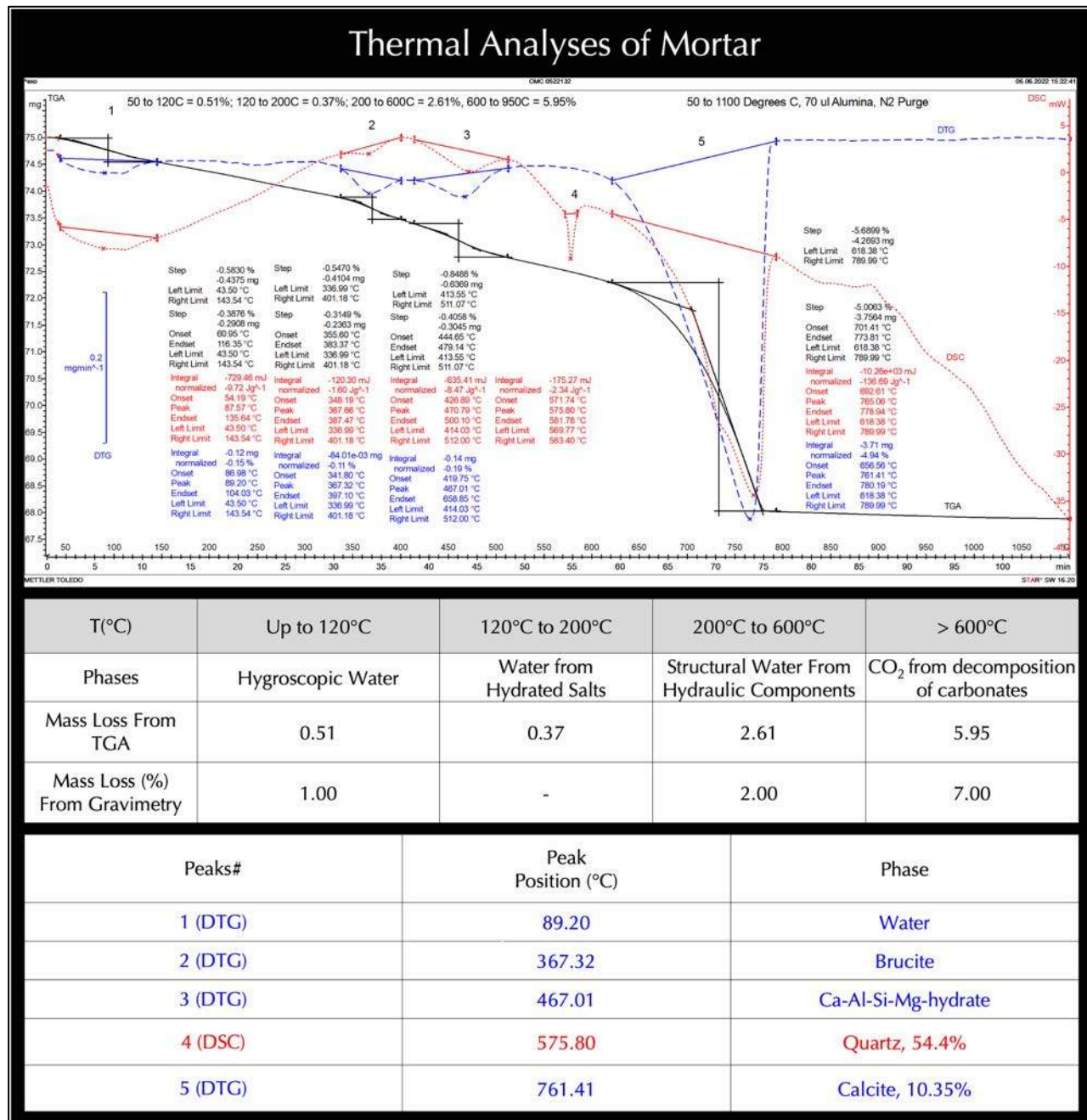


Figure 34: TGA (in bold black), DSC (in dotted red), and DTG (in dashed blue) curves of mortar showing losses in weights due to decompositions (loss of water and carbon dioxide) of various phases during controlled heating in a Mettler-Toledo's simultaneous TGA/DSC 1 unit from 30°C to 1100°C in a ceramic crucible (alumina 70µl, no lid) at a heating rate of 10°C/min in a nitrogen purge at a rate of 75 mL/min. Dehydration and decarbonation reactions are marked as endothermic peaks in the DTG curve, whereas alpha to beta-form polymorphic transition of quartz is marked at the characteristic temperature of 575°C in the DSC curve. Similar results are obtained from thermal analyses and gravimetry for mass losses from loss of free water (up to 120°C), structural water (200 to 600°C), and carbonation (600 to 950 °C), respectively. Endothermic peaks have confirmed the presence of dolomitic lime putty and a calcined clay binder. DSC curve has provided a quartz content of 54.4 percent (excluding the albite component of sand or calcined clay fraction as found in gravimetry and XRD results).

Water-Soluble Chloride Ion in Mortar

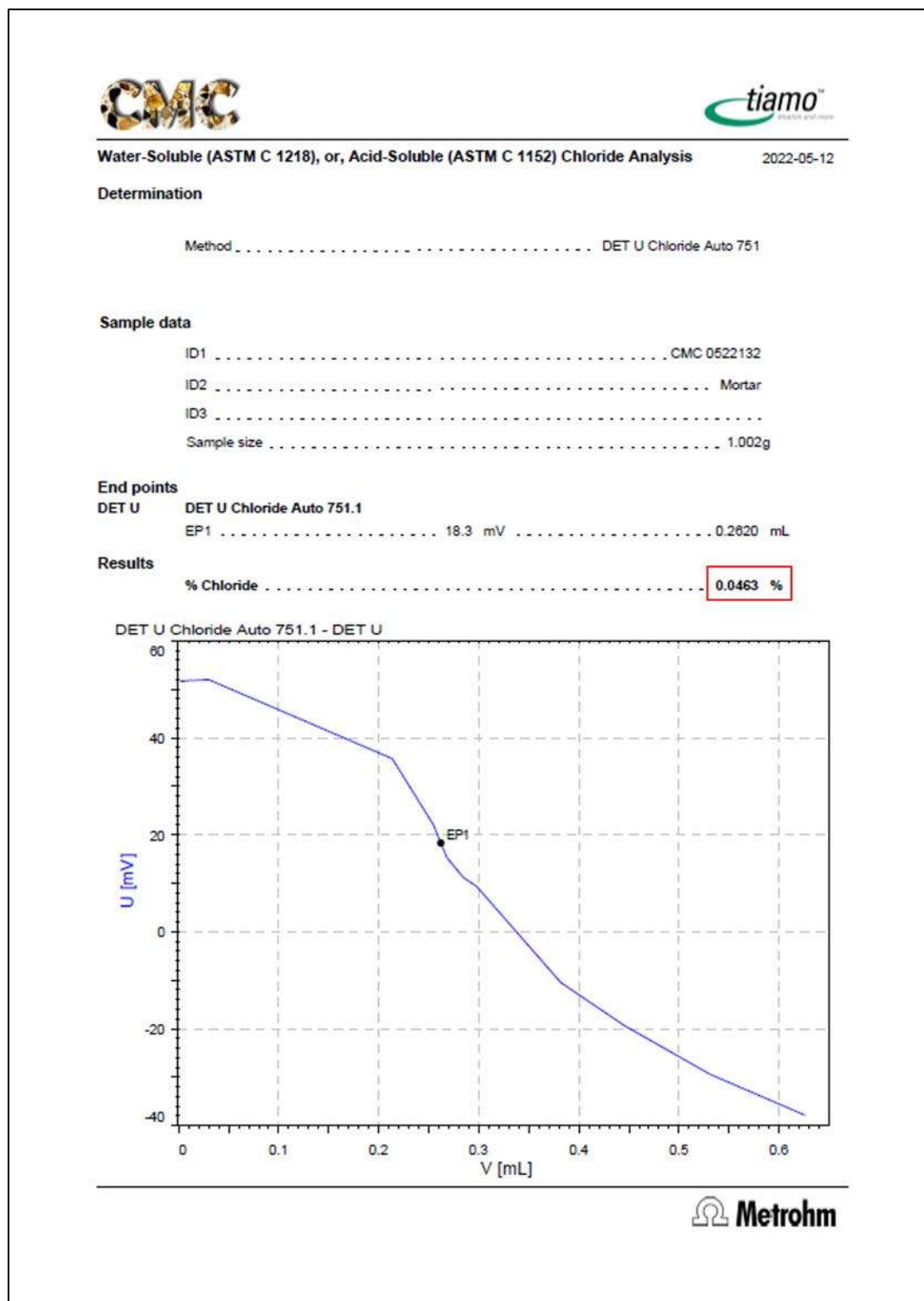


Figure 35: Water-soluble chloride in the mortar after digesting about a gram of pulverized mortar in deionized water for 30 minutes at a temperature below boiling, followed by continued digestion in water at the ambient laboratory condition for 24 hours. The filtrate was analyzed by potentiometric titration with a silver nitrate titrant. Filtrate shows the presence of negligible but detectable chloride.



DISCUSSION

MORTAR TYPE, INGREDIENTS, AND CONDITION

The type of the mortar received is determined to be a high-lime dolomitic lime-Portland cement-sand mortar, which is equivalent to a modern ASTM C 270 Type O cement-lime mortar.

Mortar	Main Mortar	Other Contaminants	Comments
Bedding mortar from attic	Dolomitic lime and calcined clay binders and siliceous sand	A few reddish brown silicified ferruginous plate fragments are found as accidental contaminants	Tan, moderately dense and soft, individual fragments are intact, a few loose dusts were present with the fragments when received; a few fragments show white lumps of unmixed lime

Table 2: Mortar composition determined from optical microscopy and other tests.

MIX CALCULATIONS OF MORTAR

Since the mortar composition and components found are not typical of lime-only or cement-lime binders mix proportions of mortar are obtained from chemical analysis (gravimetry), and optical and scanning electron microscopy.

- A lime content of 11.8 percent is determined from the CO₂ content of mortar from loss on ignition at 950°C (i.e., 7%) divided by 0.594 (molecular weight of CO₂ i.e., 44 divided by molecular weight of lime, Ca(OH)₂ i.e., 74). Considering lime to be a dolomitic lime, containing 41% CaO and 29% MgO, dolomitic lime content of mortar can be determined from bulk MgO content of mortar from XRF, which is 2.4 percent. A dolomitic lime content of 8.3% is obtained considering the MgO content in mortar and a dolomitic lime. Taking an average of these two calculated lime contents will provide a lime content of 10 percent.
- Since the sand is determined to be a siliceous type, sand content is determined from acid-insoluble residue content, which is 73.5 percent;
- Volumetric proportions of lime, and sand are calculated from corresponding dry densities of 40, and 80 lbs./ft³, respectively. Volumetric proportions of lime-to-sand are thus calculated to be, 0.250-to-0.918.
- Therefore, the volumetric proportions of dolomitic lime, and sand are calculated to be about 1-part lime to 3½-part sand, which is not similar to any modern-day ASTM C 270 mortar but is very typical of many historic lime mortars.
- However, since the mortar is also determined to contain an aluminosilicate binder component as seen from near-isotropic nature of the paste in optical microscopy and aluminosilicate composition of binder along with Ca and Mg components in the paste from SEM-EDS studies, the estimated lime content is judged lower than calculated amount due to the presence of a second aluminosilicate binder, which is best judged to have been added as a calcined clay binder. Calcined clay is a common binder component found in many historic mortars which participates in a pozzolanic reaction with the lime binder and improves the overall strength and durability of mortars. Many Roman mortars incorporated such an aluminosilicate component added as volcanic ash with the main calcitic lime binder produced from calcination of marl.



CONDITION

The examined historic mortar from early 19th century (circa 1828) is consistent with many historic lime mortars in having a dolomitic lime binder, which however also incorporated an aluminosilicate component with the addition of a second calcined clay component to provide an added strength and durability of mortar through pozzolanic reactions between calcined clay and dolomitic lime.

REPOINTING MORTAR

Based on: (i) the determined binder composition of mortar from optical microscopy; (ii) sand composition from optical microscopy; (iii) XRF and gravimetric analysis of loss on ignition, and soluble silica contents; and (iv) XRD studies of mineralogical compositions, etc., the volumetric proportions of replacement mortar suitable for the mortar examined are provided in the following Table.

Main Mortar	Mortar Type	Estimated Proportions of Main Mortar	Potential Recommendations For Repointing Mortar
Bedding mortar from attic	Dolomitic lime and calcined clay binders and siliceous sand	Maximum 1-part dolomitic lime to 3½-part sand but a calcined clay component was also added with lime to improve the overall strength of mortar from lime-calcined clay pozzolanic reactions	NHL 3.5 or NHL 5 binder and silica sand at 1-part binder to 2 to maximum 3-part sand by volume

Table 3: Mix proportion of mortar examined, and recommended repointing mortar to check the best suitable mortar from mock-up batches tried over a small test area for match in terms of appearance and properties to the existing stone masonry and original jointing mortar.

Overall appearance of the final mortar would depend on a match on sand, which constitutes the dominant proportion of the mortar. Sand to be used should be (a) siliceous, (b) match in color to the color of sand in the examined mortar, (c) preferably be from similar sources, (d) be free of any debris, unsound, clay particles, or any potentially deleterious constituents such as mica flakes as found in the present mortar, (e) conform to the size requirements of ASTM C 144 for masonry sand as opposed to very fine sand found in the examined mortar, (f) not exceed maximum 3 times the sum of separate volumes of binder components, and (g) be durable.

No pigment should be added to the pointing mortar. Use of Portland cement binder should be avoided.

Initial rate of absorption (suction), and compressive strength of host masonry units are also important to determine the suitable mortar type, e.g., water retention properties (controlled by lime content) of mortar should be matched with the suction properties of masonry units.

Due to atmospheric weathering and alterations, an exact match in color to the existing mortars may not be possible, which, even if possible, could alter in future due to continued atmospheric weathering in the presence of oxygen, moisture, salt solutions, and other elements.

Appendix 2 provides various suggestions and guidelines for repointing mortar selections.



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The above conclusions are based solely on the information and samples provided at the time of this investigation. The conclusion may expand or modify upon receipt of further information, field evidence, or samples. Samples will be returned after submission of the report as requested. All reports are the confidential property of clients, and information contained herein may not be published or reproduced pending our written approval. Neither CMC nor its employees assume any obligation or liability for damages, including, but not limited to, consequential damages arising out of, or, in conjunction with the use, or inability to use this resulting information.



APPENDIX 1 – LABORATORY TESTING OF MASONRY MORTARS

METHODOLOGIES¹

Until 1970-1980, characterization of masonry mortars was mostly based on traditional wet chemical analysis (Jedrzejska, 1960, Stewart and Moore, 1981), where interpretation of results were often difficult if not impossible without a good knowledge of the nature of different ingredients. The majority of later characterization proposed optical microscopy (Erlin and Hime 1987, Middendorf et al. 2000, Elsen 2006) as the first step in identification of different components of mortar based on which other analytical techniques including wet chemistry are performed. Many advanced instrumental analyses e.g., scanning electron microscopy and X-ray microanalysis, X-ray diffraction, X-ray fluorescence spectroscopy, atomic absorption, thermal analysis, infrared spectroscopy, etc. play significant roles in examinations of masonry mortars (Bartos et al. 2000, Elsen 2006, Callebaut et al. 2000, Erlin and Hime 1987, Goins 2001, 2004, Groot et al. 2004, Doebley and Spitzer 1996, Chiari et al. 1996, Middendorf et al. 2000, 2004, 2005, Leslie and Hughes 2001, Martinet and Quenee 2000, Valek et al., 2012, and Jana 2005, 2006). The choice of appropriate analytical technique depends mainly on the questions that have to be addressed, and, on the amount of material available.

Purposes of laboratory testing of mortar are: (a) to document a historic or modern masonry mortar by examining its sand and binder components, proportions of various ingredients, and their effects on properties and performance of the mortar, (b) evidence of any chemical or physical deterioration of mortar from unsoundness of its ingredients to effects of potentially deleterious agents from the environment (e.g., salts), (c) records of later repointing events and their beneficial or detrimental effects on the performance of the original mortar and masonry units, and finally, (d) an assessment of an appropriate restoration mortar to ensure compatibility with the existing mortar.

Currently there are two standardized procedures available that describe various laboratory techniques for analyses of masonry mortars with special emphases on historic mortars. One is ASTM C 1324 "Standard Test Method for Examination and Analysis of Hardened Masonry Mortar," which includes detailed petrographic examinations, followed by chemical analyses, along with various other analytical methods to test masonry mortars as described in various literatures, e.g., XRD, thermal analysis, and infrared spectroscopy. The second one is the RILEM method described in a series of publications from Middendorf et al. (2004, 2005).

The present mortar was tested by following these established methods of ASTM C 1324, and RILEM, which include detailed petrographic examinations, i.e., optical and scanning electron microscopy and X-ray microanalyses (SEM-EDS), followed by chemical analyses (gravimetry, acid digestion), X-ray fluorescence (XRF), X-ray diffraction (XRD), and thermal analyses (TGA, DTG, and DSC). Mortar sample was first photographed with a digital camera, scanned on a flatbed scanner, and examined in a low-power stereomicroscope for the preliminary examinations, e.g., to screen any unusual pieces having different appearances, e.g., representing contaminants from prior pointing episodes or remains of host masonry units.

Representative subset pieces of interest are then selected for: (a) optical microscopy and (b) scanning electron microscopy and X-ray microanalysis for chemical and mineralogical compositions, and microstructures of sand, paste, and overall mortar, (c) acid digestion, preferably from un-pulverized or lightly pulverized sample for extraction of siliceous sand by acid digestion for grain size distribution, (d) loss on ignition from ambient to 950°C temperatures for free and hydrate water, and carbonate contents, (e) acid digestion for determination of insoluble residue content, (f) cold acid and hot alkali digestions for determination of soluble silica content from hydraulic binder if any, after pulverizing a subset to finer than 0.3 mm size, and, (g) ultra-fine pulverization (<44-micron) of a subset for XRD, XRF, and thermal analysis. Any additional analyses, if needed, e.g., water digestion of mortar for determination of water-soluble salts by ion chromatography, or, Fourier-transform infrared spectroscopy of mortar for determining any coatings or organics added, etc. are done on the as-needed basis from the remaining set.

Information obtained from petrographic examinations is crucial to devise appropriate guidelines for subsequent chemical and other analytical methods, and, to properly interpret the results of chemical analyses. For example, detection of siliceous versus calcareous versus argillaceous components of aggregates in sample, or, the presence

¹ For details on laboratory facilities for testing of masonry mortar, visit www.cmc-concrete.com

of any pozzolan in the binder (slag, fly ash, ceramic dusts, etc.) from petrography restricts which chemical method to follow, and how to interpret the results of such analyses, e.g., acid-insoluble residue contents.

Therefore, a direct chemical analysis e.g., acid digestion of a mortar without doing a prior petrographic examination to determine the types of aggregates and binder used could lead to highly erroneous results and interpretation. Armed with petrographic and chemical data and based on assumed compositions and bulk densities of the sand and the binder(s) similar to the ones detected from petrographic examinations, volumetric proportions of sand and various binders present in the examined sample can be calculated. The estimated mix proportions from such calculations can provide only a rough guideline to use as a starting mix for mock-up mixes during formulation of a pointing mortar to match with the existing mortar.

Extraction of Siliceous Sand by Acid Digestion and Sieve Analysis

For mortars containing siliceous sand (e.g., containing quartz, quartzite, granite, sandstone, siltstone, feldspar, etc.), sand can be extracted by digesting a few representative as-received mortar fragments in (1+3) dilute hydrochloric acid to dissolve away all binder fractions and extract, wash, and dry the acid-insoluble component of mortar, which is mostly the siliceous component of sand. The mortar fragments are first gently broken down into small pieces in a porcelain mortar and pestle making sure not to reduce inherent grain-size of sand during this size-reduction process of bulk mortar. Subsequent smaller pieces are then placed in a 250-ml glass beaker completely immersed in dilute hydrochloric acid and stirred with a magnetic stirring rod over a stirrer for a period of at least 24 hours to several days depending on the binder type for complete digestion of binder fractions and settlement of siliceous sand at the bottom of beaker to be filtered out for sieve analysis.

Sand particles thus extracted are washed, oven-dried, and sieved in an automatic mini sieve shaker through various U.S. Sieves from No. 4 (4.75 mm) through 8 (2.36 mm), 16 (1.18 mm), 30 (0.6 mm), 50 (0.3 mm), 100 (0.15 mm), and 200 (0.075 mm) for determination of the size, shape, angularity, and color of sands retained on various sieves. Grain-size distribution of sand is then compared with ASTM C 144 specifications for masonry sand. Photomicrographs of sand retained on each sieve are then taken with a stereomicroscope to record the sand size, shape, and color variations. For low amount of sample, or, for sample having calcareous sand, image analysis (e.g., Image J) on stitched photomicrographs of thin sections taken from multiple areas can be done to determine the sand-size distribution (Elsen et al. 2011).

Optical Microscopy

The main purposes of optical microscopy of masonry mortar are characterization of:

- Aggregates, e.g., type(s), chemical and mineralogical compositions, nominal maximum size, shape, angularity, grain-size distribution, soundness, alkali-aggregate reactivity, etc.;
- Paste, e.g., compositions and microstructures to diagnose various type(s) of binder(s) used;
- Air, e.g., presence or absence of air entrainment, air content, etc.;
- Alterations, e.g., lime leaching, carbonation, staining, etc. due to interactions with the environmental agents during service, and effects of such alterations on properties and performance of mortar; and
- Deteriorations, e.g., chemical and/or physical deteriorations during service, cracking from various mechanisms, salt attacks, possible reasons for the lack of bond if reported from the masonry unit, etc.

Fragments selected from preliminary examinations for microscopy are sectioned, polished, and thin-sectioned (down to 25-30 micron thickness) preferably after encapsulating and impregnating with a dyed-epoxy to improve the overall integrity of the sample during precision sectioning and grinding, and to highlight porous areas, voids, and cracks. Prepared sections are then examined in a high-power stereo-zoom microscope up to 100X



Fig. A1: Gilson mini sieve shaker used for sieve analysis of sand extract from mortar after acid digestion.

magnifications having reflected and transmitted-light, and plane and crossed polarized-light facilities, and eventually in a high-power petrographic microscope (up to 600X magnifications) equipped with transmitted, reflected, polarized, and fluorescent-light facilities. Capturing high-resolution micrographs from these microscopes via high-resolution high frame rate digital microscope cameras with appropriate image analyses software are an integral part of documentations during petrographic examinations.

Therefore, the essential steps followed during optical microscopy are:

- Visual examination of as-received, fresh fractured, and sectioned surfaces of mortar on a flatbed scanner and in a stereo-microscope;
- Preparation of clear epoxy-encapsulated block of mortar for subsequent sectioning and lapping for examinations of sand and binder in a stereo-microscope;
- Preparation of a blue or fluorescent dye-mixed epoxy-impregnated large-area (50 × 75 mm) thin section of mortar of uniform thickness of 25-30 micron across the section;
- Observation of thin section in a transmitted-light stereo-zoom microscope from 5X to 100X preferably with polarized-light facilities to observe large-scale distribution of sand and mortar microstructure in plane polarized light and sand type and carbonation of paste in crossed polarized light; and finally
- Observation of thin section in a polarized-light (petrographic) microscope from 40X to 600X equipped with transmitted and reflected, polarized and fluorescent-light facilities for examinations of sand and binder compositions and microstructures.

For thin section preparation, representative fragments are oven-dried at 40 to 60°C to a constant mass and placed in a flexible (e.g., molded silicone) sample holder, then encapsulated with a colored dye-mixed (e.g., blue dye commonly used in sedimentary petrography, or, fluorescent dye, Elsen 2006) low-viscosity epoxy resin under vacuum to impregnate the capillary pore spaces of mortar, improve the overall integrity of sample during sectioning by the cured epoxy, highlight porous areas of mortar, alterations, cracks, voids, reaction products, etc. The epoxy-encapsulated cured solid block of sample is then de-molded, sectioned if needed, and processed through a series of coarse to fine grinding on metal and resin-bonded diamond grinding discs with water or a lubricant, eventually a perfectly flat clean ground surface is glued to a

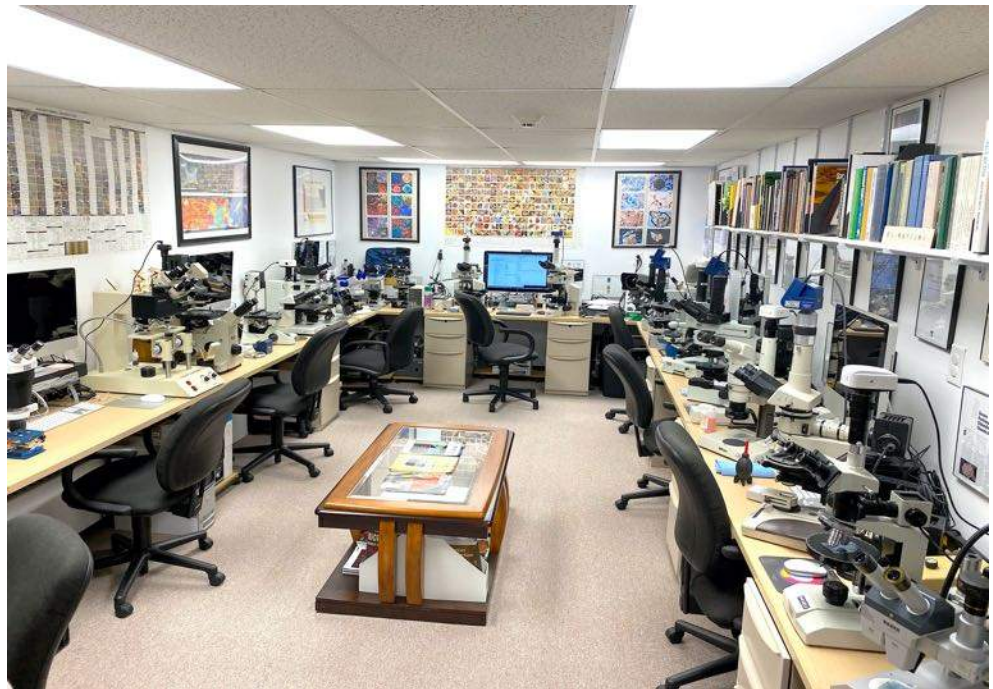


Fig. A2: CMC's optical microscopy laboratory that houses various stereomicroscopes and polarizing microscopes used for this study.

frosted large-area (50 × 75 mm) glass slide. Careful precision sectioning and precision grinding of the sample is then done in a thin-sectioning machine till the thickness is down to 50 to 60 micron. Final thinning down to 25 to 30 micron thickness is done on a glass plate with fine (5-15 micron) alumina abrasive. Thin section is eventually polished with various fine (1 micron to 0.25 micron size) diamond abrasives on polishing wheels suitable for

examinations in a petrographic microscope, and eventually in SEM-EDS. Sample preparation steps are described in detail in Jana (2006).

More elaborate steps followed during optical microscopy include:

- a. Visual examinations of sample as-received to select fragments for detailed optical microscopy; initial digital and flatbed scanner photography of sample as-received;
- b. Low-power stereo-microscopic examinations of saw-cut and freshly fractured sections of sample for evaluation of variations in color, grain-size and appearances of sand, and the nature of the paste;
- c. Examinations of oil immersion mounts for special features and materials in a petrographic microscope;
- d. Examinations of colored (blue or fluorescent) dye-mixed epoxy-impregnated polished thin sections in a transmitted-light stereo-zoom microscope for determination of size, shape, angularity, and distribution of sand, as well as abundance and distribution of void and pore spaces that are highlighted by the colored dye-mixed epoxy;
- e. Image analyses of micrographs of thin sections for estimations of pores, voids, intergranular open spaces, and shrinkage microcracks by using Image J or other image analysis software, where multiple micrographs are collected in plane polarized light mode by using a high-resolution stereo-zoom microscope equipped with transmitted and polarizing light facilities and stitched to get an adequate representative coverage;
- f. Examinations of colored (blue or fluorescent) dye-mixed epoxy-impregnated polished thin sections in a petrographic microscope for detailed compositional, mineralogical, textural, and microstructural analyses of aggregates and binders, along with diagnoses of evidence of any deleterious processes and alterations (e.g., lime leaching, precipitation of secondary deposits and alteration products, salts);
- g. Examinations of polished thin or solid section in reflected-light (epi-illumination) mode of petrographic microscope after etching the surface with acids to identify various non-hydrated hydraulic phases (e.g., C_2S , C_3S , C_3A , etc., Middendorf et al., 2005);
- h. Examinations of any physical or chemical deterioration or signs of improper construction practices from microstructural evidences;
- i. Stereo-microscopical examinations of size, shape, and color variations of sand extracted after hydrochloric acid digestion; and finally,
- j. Selection of areas of interest to be examined by scanning electron microscopy.

Scanning Electron Microscopy & Microanalysis by Energy-Dispersive X-ray Spectroscopy (SEM-EDS)

Methods followed during SEM-EDS studies include: (a) secondary electron imaging (SEI) to determine the microstructure and morphology of the examined surface of sample, (b) backscatter electron (BSE) imaging to determine compositions of various phases from various shades of darkness/grayness/brightness from average atomic numbers of phases from the darkest pore spaces to brightest iron minerals (e.g., thaumasite, periclase, ettringite, quartz, dolomite, monosulfate, gypsum, calcite, C-S-H, aluminate, calcium hydroxide, belite, alite, free lime, and ferrite having progressively increasing average atomic numbers and brightness in BSE image), (c) X-ray elemental mapping (dot mapping) of an area of interest to differentiate various phases, (d) point-mode or area (raster)-mode analysis of specific area/phase of interest on a polished thin or solid section, and (e) average compositional analysis of a specific phase or an area on a polished thin or solid section or small subset of a sample.

The main purposes of SEM-EDS examinations of masonry mortars are to:

- a. Observe the morphologies and microstructures of various phases of sand and binder,
- b. Characterize the typical fine-grained microstructure of hydrated, carbonated, and hydraulic components of binder that are too fine to be examined by optical microscopy and are not well crystallized to be detected by XRD;
- c. Determine major element oxide compositions, and compositional variations of paste, and from that determine the type of binder(s) used, especially to differentiate non-hydraulic calcitic and dolomitic lime mortars from hydraulic lime varieties (e.g., from silica contents of paste), natural cements (e.g., from silica and magnesia contents), pozzolans, slag cements, Portland cements, etc. all from their characteristic differences in compositions and hydraulicities (e.g., cementation index of Eckel 1922);

- d. Determine composition of residual hydraulic phases to assess the raw feed and calcination processes used in manufacturing of binder;
- e. Assess hydration, carbonation, and alteration products of binders,
- f. Investigate effects of various alterations of paste during service and its role on properties and performance of mortar,
- g. Detect salts and other potentially deleterious constituents,
- h. Detect pigments and fillers,
- i. Examine compositional variations across multiple mortars installed, etc.; and eventually
- j. Complement and confirm the results of optical microscopy.

Due to characteristic difference in compositions of pastes made using various binders, e.g., non-hydraulic lime (CaO dominates over all other oxides), variably hydraulic lime (CaO with variable SiO₂ contents depending on degree of hydraulicity), dolomitic lime (high CaO and MgO), natural cement (CaO, SiO₂, Al₂O₃, and MgO contents are high, high MgO and FeO contents are characteristic), and Portland cement (CaO and SiO₂ contents are higher than all other oxides), SEM-EDS analysis of paste is a powerful method for detection of the original binder components in the sample. Effects of chemical alterations and various chemical deteriorations of a mortar (e.g., lime leaching, secondary calcite precipitates, gypsum deposits, etc.) can also be detected by SEM-EDS.

SEM-EDS analysis is done in a CamScan Series 2 scanning electron microscope equipped with a high-resolution column 40Å tungsten, 40 kV electron optics zoom condenser 75° focusing lens operating at 20 kV, equipped with a variable geometry secondary electron detector, backscatter electron detector, EDS detector for observations of microstructures at high-resolution, compositional analysis, and quantitative determinations of major element oxides from various areas of interest, respectively. Revolution 4Pi software was used for digital storage of secondary electron and backscatter electron images, elemental mapping, and compositional analysis along a line, or on a point or an area of interest. Portion(s) of interest on the polished 50 mm × 75 mm size thin section used for optical microscopy were subsequently coated with carbon or gold-palladium film and placed on a custom-made aluminum sample holder to fit inside the large multiported chamber of CamScan SEM equipped with the eucentric 50 × 100 mm motorized stage. Usually, features of interest from optical microscopy are marked on the thin section with a fine-tipped conductive marker pen for further observations in SEM. Alternately, solid polished section or grain mount from phases or areas of interest can also be examined. Procedures for SEM examinations are described in ASTM C 1723 and Sarkar, Amin, and Jana (2000).



Fig. A3: Camscan SEM equipped with Ametek EDAX silicon drift detector for elemental analyses, secondary electron detector for morphological analyses and high-resolution YAG backscatter electron detector for microstructural analyses, and 4Pi revolution module for data collection and analyses.

Chemical Analysis (Gravimetry and Instrumental Analysis)

Following petrographic examinations, chemical analyses of the mortar are done to determine the:

- Hydrochloric acid-insoluble residue content to determine the siliceous sand content;
- Losses on ignition due to release of free water, hydrate water, and CO₂;
- Soluble silica contents contributed from hydraulic binders; and,
- Bulk oxide contents, e.g., lime, silica, alumina, magnesia, alkalis, and others.

Chemical analyses are done by using various methods outlined in ASTM C 1324 and Middendorf et al. 2005a, e.g., by wet chemistry (gravimetry) and various instrumental techniques, e.g., atomic absorption spectroscopy (AAS), inductively coupled plasma atomic emission spectroscopy (ICP-AES), and X-ray fluorescence spectroscopy (XRF). Steps followed during chemical analyses of mortars are summarized in Fig. A4.

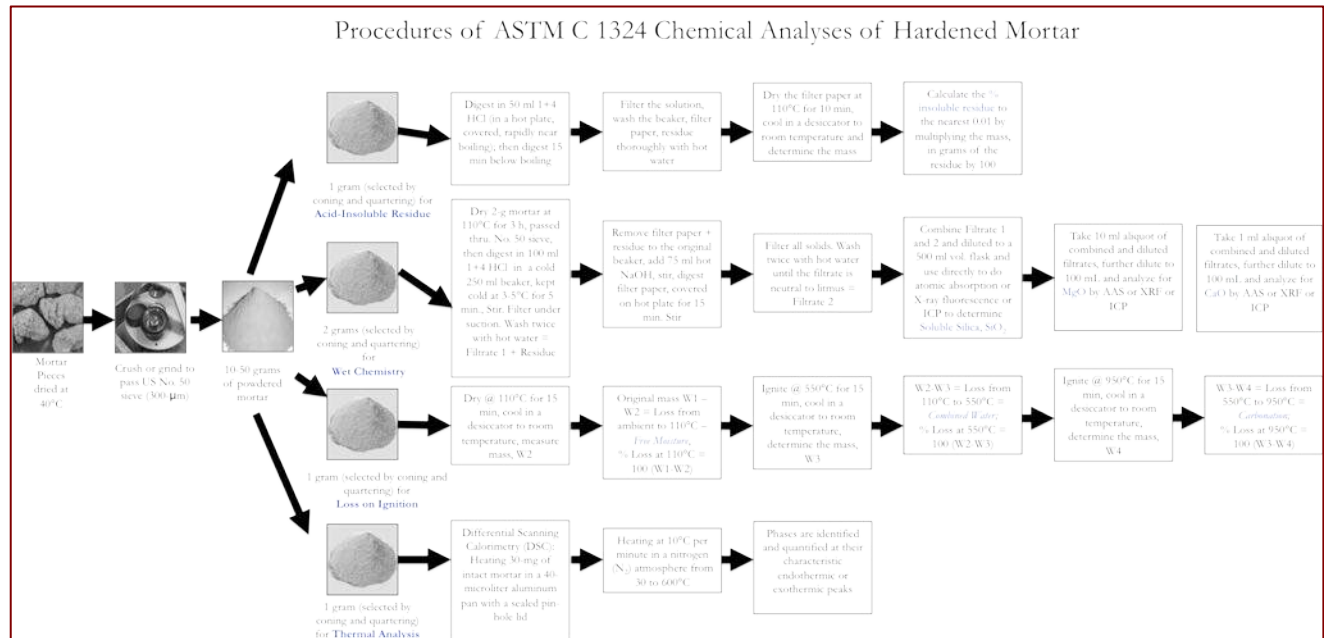


Fig. A4: Steps followed during various chemical analyses of mortars according to ASTM C 1324.

Acid Digestion

Acid digestion is perhaps the most commonly used test of masonry mortar, which is done to: (a) extract sand from sample by dissolving out the binder fractions so that grain-size distribution of sand can be done by sieve analysis, and (b) assess insoluble sand content in the sample. Sand content after acid digestion is determined both from: (a) 1.00 gram of pulverized sample (finer than 0.3 mm size) digested in 50-ml dilute (1+3) HCl (heated rapidly but below boiling), and, (b) from digesting a representative bulk sample *per se* (for harder mortars or mortars perhaps with light pulverization) in multiple fresh batches of (1+3) HCl at ambient temperature. The former usually gives better result due to small amount, pulverization to easily remove the binder fraction for digestion, and use of rapidly heated acid, whereas latter method requires multiple episodes of digestion in fresh acid and is time-consuming. Acid digestion is also done as the first step to determine soluble silica content in a sample as described below, which is contributed from the hydraulic components in binder.

All these goals of acid digestion depend on the assumptions that: (i) sand is siliceous in composition and does not contain any acid-soluble constituents (e.g., carbonates), and, (ii) binder entirely dissolves in acid and does not contain any acid-insoluble constituents (gypsum, clay, etc.). Applicability of acid digestion to assess these tasks should therefore be first verified by optical microscopy to confirm the siliceous nature of sand without any appreciable acid-soluble constituents, and calcareous nature of binder, and none without any appreciable argillaceous (clay) constituents.

For grain-size distribution of sand (for sample found from optical microscopy to contain siliceous sand), a few representative fragments of (preferably not pulverized or lightly pulverized in a porcelain mortar and pestle for harder mortars to break down to smaller size fraction without crushing the sand to retain the original sand size) are selected for digestion in multiple fresh batches of (1+3) dilute hydrochloric acid to dissolve away all binder fractions and extract, wash, and oven-dry the acid-insoluble component of aggregate. Usually multiple episodes of acid digestion in fresh batches of acid and filtration of residues are needed to entirely remove the binder fractions without losing the finer fractions of sand.

Soluble Silica From Cold Acid & Hot Alkali Digestion

Digestion of a pulverized sample of mortar in a cold acid followed by further digestion of residue in a hot alkali hydroxide solution are done to determine the soluble silica content contributed from the hydraulic component of binder, where cold acid digestion usually dissolves most of the binder without affecting the sand, followed by hot alkali hydroxide digestion to dissolve remaining soluble silica from calcium silicate hydrate component of paste or in mortars containing hydraulic binders. The soluble silica content corresponds to the silica mostly contributed from the hydraulic binder components (and a minor amount from any soluble silica component in the aggregates).

For determination of soluble silica content (modified from ASTM C 1324), 5.00 grams of pulverized sample (finer than 0.3 mm size, without excessive fines) is first digested in 100-mL cold (at 3 to 5°C) HCl and filtered through two 2.5-micron filter papers (filtrate #1). The residue with filter papers is then digested again in hot (below boiling) 75-ml NaOH, and filtered through two 2.5-micron filter papers (filtrate# 2). The two filtrates from acid and alkali digestions are then combined, re-filtered twice with 2.5-micron and then through 0.45-micron filter paper to remove any suspended silica fines, brought to 250 ml volume with deionized water, and then used for soluble silica determination by an analytical method, such as atomic absorption spectroscopy (AAS), inductive coupled plasma optical emission spectroscopy (ICP-OES), or X-ray fluorescence spectroscopy (XRF). Multiple steps of filtrations from 2.5-micron to submicron filter papers are necessary to remove any suspended silica from sand that can skew the result. Instrument to be used for such determination must be calibrated with several silica standards in matrices similar to the one used in mortar analysis. An XRF unit calibrated with filtrates from acid-and-alkali-digested series of laboratory-prepared standards of Portland cement and silica sand mortars (moist cured at w/c of 0.50 for 30 days) having various proportions of Portland cements (SiO₂ contents of standards ranging from 1 to 10%) were used for determining SiO₂ K α X-ray intensities from known stoichiometric silica (cement) contents of standards (using exact 5.00 grams as samples) prepared by the same procedure of cold HCl-digestion/filtration/hot NaOH-digestion/2nd filtration/combination of two filtrates/re-filtration steps as followed for mortars.

Hydraulic binder content is calculated as: [(soluble SiO₂, weight percent in sample as calculated) divided by assumed soluble SiO₂ content in binder] \times 100, where assumed SiO₂ contents of binders varies with binder types, e.g., 21% in Portland cement, 20% in natural cement, 27% in slag cement, 7 to 10% in hydraulic lime, etc., or, more preferably, from the average paste-SiO₂ content determined from SEM-EDS.

Weight Losses on Ignition

Losses in weight of a mortar on stepwise heating from ambient to 110°C, 550°C, and 950°C temperatures liberate free water from capillary pore spaces by 110°C, combined water from dehydroxylation of various hydrous phases (calcium silicate hydrate, calcium hydroxide, etc.) by 550°C, and liberation of carbon dioxide from decomposition of carbonated paste and carbonate minerals by 950°C. Such losses in weight are measured by following the procedures of ASTM C 1324 by heating 1.00 gram of pulverized mortar (finer than 0.3 mm) in an alumina crucible in a muffle furnace in a controlled step-wise heating at a heating rate of 10°C/min. Mortars having hydraulic binders and hydration products of such provide measurable combined water contents after calcination to 550°C, whereas those having high calcareous components (high-calcium lime mortar or mortar having calcareous sand) produce higher weight losses during ignition to 950°C. Usually, a good correlation is found between weight losses at 550°C from dehydration of combined water, and, soluble silica contents contributed from hydraulic binders amongst series of mortars containing variable amounts of hydraulic phases.

X-ray Diffraction (XRD)

X-ray diffraction is a powerful laboratory technique used during investigation of masonry mortars, for reasons, such as:

- Determination of bulk mineralogical composition of mortar, including its aggregate and binder mineralogies; e.g., quartz in sand from major diffraction peaks at 26.65° , 20.85° , 50.14° 2θ , or calcite in sand or carbonated lime binder from major peaks at 29.41° , 39.40° , 43.15° 2θ , or Portlandite in binder from major peaks at 34.09° , 18.09° , 47.12° 2θ ;
- Individual mineralogy and alteration products of aggregate at various size fractions, and binder phases;
- Detection of dolomitic lime binder from brucite in the mortar from major peaks at 38.02° , 18.59° , 50.86° 2θ ;
- Detection of lime (Portlandite), gypsum (11.59° , 20.72° , 29.11° 2θ), or cement binders;
- Detection of any potentially deleterious constituents, e.g., deleterious salts, or efflorescence deposits;
- Detection of a mineral oxide-based pigmenting component; and,
- Detection of components, which are difficult to detect by microscopical methods.

X-ray diffraction can be done on: (i) pulverized (to finer than 45 micron size) portion of bulk sample, or (ii) on the sand extracted from mortar by acid digestion, if sand has complex mineralogy, or also (iii) on the binder-fraction by separating sand from the binder from a carefully ground sample (in a mortar and pestle) and passing the ground mass through US 200 sieve (75 micron) to collect the fraction rich in binder. XRD pattern of a sample containing silica sand typically shows quartz as the dominant phase that surpasses peaks for all other phases (e.g., calcite, dolomite, clay, secondary deposits); hence binder separation is sometimes useful to detect minor minerals of interest (e.g., salts or pigments).

For mortars containing marine shell fragments as sand, aragonite appears with calcite as two calcium carbonate phases from the shell fragments and paste. For binder mineralogy, sample is first dried at 40°C to a constant mass, then carefully crushed without pulverizing the sand, and sieved through a 75-

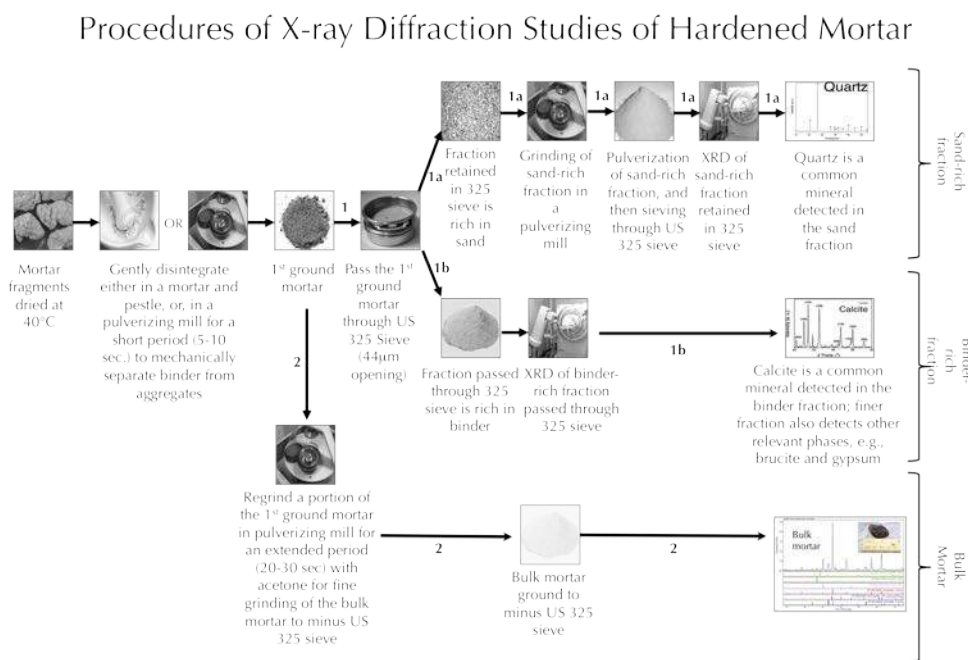


Fig. A5: Steps followed during XRD studies.

For sample preparation, a Rocklab (Sepor Mini-Thor Ring) pulverizer is used to grind sample down to finer than 100 microns. Usually, a few drops of anhydrous alcohol are added to reduce decomposition of hydrous phases from the heat generated from grinding. Approximately 10 grams of sample is ground first in the pulverizer, from which about 8.0 grams of sample is selected, mixed with an appropriate binder (e.g., three Herzog grinding aid pellets from Oxford Instruments having a total binder weight of 0.6 gram for 8 grams of sample for a fixed binder proportion of

For sample preparation, a Rocklab (Sepor Mini-Thor Ring) pulverizer is used to grind sample down to finer than 100 microns. Usually, a few drops of anhydrous alcohol are added to reduce decomposition of hydrous phases from the heat generated from grinding. Approximately 10 grams of sample is ground first in the pulverizer, from which about 8.0 grams of sample is selected, mixed with an appropriate binder (e.g., three Herzog grinding aid pellets from Oxford Instruments having a total binder weight of 0.6 gram for 8 grams of sample for a fixed binder proportion of

7.5 percent); the mixture is then further ground in Rocklab pulverizer and in a McCrone micronizing mill with anhydrous alcohol down to finer than 44 micron size. Approximately 7.0 grams of binder-mixed pulverized sample thus prepared is weighed into an aluminum sample cup and inserted in a stainless-steel die press to prepare the sample pellet. A 25-ton Spex X-press is used to prepare 32 mm diameter pellet from the pulverized sample. The pressed pellet is then placed in a custom-made circular sample holder for XRD and excited with the copper radiation of 1.54 angstroms. Sample holders made with quartz or silicon are best for working with very small quantities of sample because these holders create no diffraction peaks between 2° and $90^\circ 2\theta$ (Middendorf et al. 2005).

XRD is carried out either: (a) in a Bruker D2 Phaser benchtop powder diffractometer equipped with a Lynxeye 1D detector, a θ - θ goniometer, a Cu X-ray tube (Cu k-alpha radiation of 1.54 angstroms), a primary slit of 1 mm, a receiving slit of 3 mm, a position sensitive 1D Lynxeye XE-T detector, generator settings used are 30 kV and 10mA (300 watt, scanned at 2θ from 8° to 64° with a step of $0.05^\circ 2\theta$ integrated at 0.05 sec. step^{-1} dwell time, or, (b) in a floor-standing Siemens D5000 Powder diffractometer (θ - 2θ goniometer) employing a long line focus Cu X-ray tube, divergent and anti-scatter slits fixed at 1 mm, a receiving slit (0.6 mm), diffracted and incident beam Soller slits (0.04 rad), a curved graphite diffracted beam monochromator, and a sealed proportional counter. Siemens D5000 is equipped with (a) a horizontal stage (fixed), (b) an X-ray generator with $\text{CuK}\alpha$, fine focus sealed tube source, (c) large diameter goniometer (600 mm), low divergence collimator, and Soller slits, (d) fixed detector slits 0.05, 0.2, 0.6, 1.0, 2.0, and 6.0, and (e) Scintillation detector. Generator settings used are 40 kV and 30 mA. Tests are usually run at 2θ from 4° to 64° with a step scan of 0.02° and a dwell time of one second. The resulting diffraction patterns are collected by DataScan 4 software of Materials Data, Inc. (MDI) for Siemens D5000 or Bruker Difract.Suite software for D2 Phaser, and analyzed by Jade software of MDI with ICDD PDF-4 database of diffraction data for the Siemens D5000 unit, or Bruker Difract.Eva software with COD (Crystallographic Open Database) for the D2 Phaser. Phase identification, and quantitative analyses were carried out with MDI's Search/Match with Easy Quant, or Bruker's Difract.Eva, and both with Rietveld modules, respectively. A third-party Match! software is also used for transferring raw data from both equipment and processing for phase identification and Rietveld analyses using search/match with the inherent COD database.

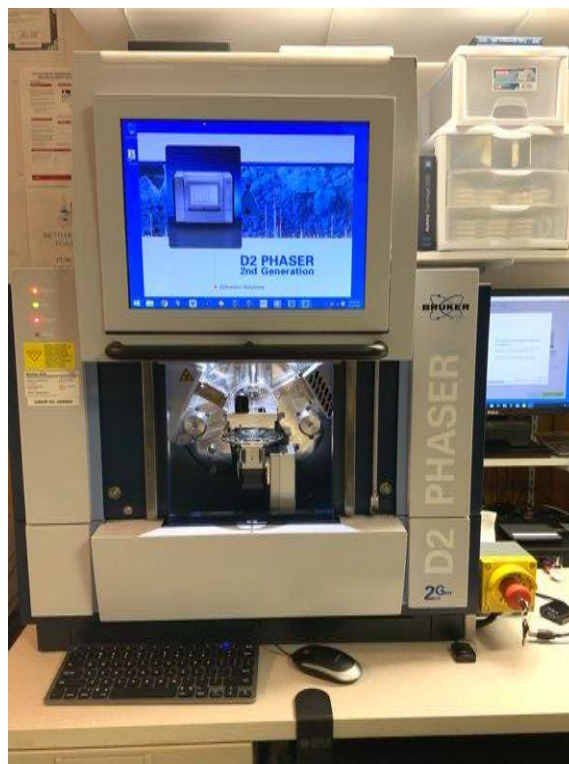


Fig. A6: Bruker D2 Phaser with automated six-sample stage.



Fig. A7: Siemens D5000 X-ray diffractometer and MDI Jade search/match software used for determination of mineralogical composition of mortar. Left to right: Rocklab pulverizer for initial grinding of sample with anhydrous

alcohol; McCrone micronizing mill for final grinding; Spex 25-ton press for pellet preparation; Siemens D5000 X-ray diffractometer; and custom-made sample holder to place a 32-mm diameter pellet on sample stage.

X-ray Fluorescence (XRF)

X-ray fluorescence (XRF) is used for determining: (a) major element oxide composition of sample, and, (b) soluble silica content of filtrate after digestion of sample in cold-HCl and hot-NaOH. Major element oxide compositions provide clues about the siliceous sand content of mortar from silica content, type of binder used (e.g., a dolomitic lime or natural cement based binder gives a characteristically higher magnesia than a calcitic lime or Portland cement based binder), calculation of lime content in a cement-lime mortar from bulk CaO content from XRF, effect of alterations and deteriorations (e.g., salt ingress in a mortar from marine environment can be diagnosed from excessive sodium, sulfate, and chlorine, etc.), etc. A series of standards from Portland cements, lime, gypsum, to various rocks, and masonry cements of certified compositions (e.g., from USGS, GSA, NIST, CCRL, Brammer, or measured by ICP) are used to calibrate the instrument for various oxides, and empirical calculations are done from such calibrations to determine oxide compositions of mortars. For mortars with highly unusual compositions (e.g. severely salt-contaminated or a gypsum-based mortar) a standard-less FP calculation is done to determine the best possible composition.

An energy-dispersive bench-top X-ray fluorescence unit from Rigaku Americas Corporation (NEX-CG) is used. Rigaku NEX-CG delivers rapid qualitative and quantitative determination of major and minor atomic elements in a wide variety of sample types with minimal standards. Unlike conventional EDXRF analyzers, the NEX-CG was engineered with a unique close-coupled Cartesian Geometry (CG) optical kernel that dramatically increases signal-to-noise. By using monochromatic secondary target excitation, instead of conventional direct excitation, sensitivity is further improved. The resulting dramatic reduction in background noise, and simultaneous increase in element peaks result in a spectrometer capable of routine trace element analysis even in difficult sample types. The instrument is calibrated by using various certified (CCRL, NIST, GSA, and Brammer) reference standards of cements and rocks. The same pressed pellet used for XRD for mineralogical compositions is used for XRF to determine the chemical composition.

Thermal Analyses (TGA, DTG, and DSC)

Thermal analyses encompasses: (1) thermogravimetric analysis (TGA), which measures the weight loss in a sample as it is heated, where weight loss can be related to specific physical decomposition of a phase of interest at a specific temperature that is characteristic of the phase from which both the phase composition and the abundance can be determined; (2) differential thermal analysis (DTA, or first derivative of TGA i.e. DTG) measuring temperature difference between the sample and an inert standard (Al_2O_3) both are heated at the same rate and time where endothermic peaks are recorded when the standard continues to increase in temperature during heating but the sample does not due to decompositions (e.g., dehydration of hydrous or decarbonation of carbonate phases); the endothermic or exothermic transitions are characteristic of particular phase, which can be identified and quantified



Fig. A8: Rigaku NEX-CG in CMC, which can perform analyses of 9 pressed pellet or fused bead of sample. Samples are prepared either as pressed pellet (usually the one already prepared for XRD) or can also accommodate fused bead with proper calibration of standard beads

using DTA (or DTG); and (3) differential scanning calorimetry (DSC), which follows the same basic principle as DTA, whereas temperature differences are measured in DTA, during heating using DSC energy is added to maintain the sample and the reference material (Al_2O_3) at the same temperature; this energy use is recorded and used as a measure of the calorific value of the thermal transitions that the sample experiences; this is useful for detection of quartz that undergoes polymorphic (α to β form) transitions and no weight loss.

Thermal analyses are done to determine the presence and quantitative amounts of: (a) hydrates (e.g., combined water liberated from paste dehydration during decomposition of calcium-silicate-hydrate component in paste at 180-190°C); (b) sulfates (gypsum from decompositions at 125°C, and 185-200°C, ettringite at 120-130°C, thaumasite at 150°C); (c) brucite from its dehydroxylation at 300-400°C to confirm the presence of dolomitic lime; (d) hydrate water from decomposition of Portlandite component of paste at 400-600°C; (e) quartz from polymorphic transformation (α to β form) at 573°C; (f) cryptocrystalline calcite in the carbonated lime matrix from decomposition at 620-690°C, or magnesite at 450-520°C, or (g) coarsely crystalline calcite e.g., in limestone by decomposition at 680-800°C or (h) dolomite at 740-800°C and 925°C, and (i) phase transition of belite (C_2S) at 693°C, etc. Phases are determined from their characteristic decomposition temperatures occurring mostly as endothermic peaks or polymorphic transition temperatures as for quartz.

- a. 120-150°C = Ettringite decomposition from cement paste (thaumasite at 150°C) and water release (endotherm);
- b. 120, 180-200°C = Gypsum decomposition and water release (endotherm);
- c. 100-200°C = Hydrate water from decomposition of calcium silicate hydrate (CSH);
- d. 300-400°C = Brucite decomposition from dolomitic lime mortar (or from soluble magnesium salts in the paste from the use of natural cement) and water release (endotherm);
- e. 400-600°C = Portlandite decomposition from Portland cement paste and water release (endotherm);
- f. 500-680°C = Magnesite decomposition for dolomitic lime mortar (endotherm);
- g. 573°C = Alpha-to-beta polymorphic transformation of quartz the main component of silica sand in mortar;
- h. 620-690°C = Calcite decomposition for cryptocrystalline calcite formed during carbonation of lime in mortar;
- i. 680-800°C = Calcite decomposition for coarsely crystalline calcite in limestone or marine shells (endotherm);
- j. 740-800°C = Dolomite decomposition (endotherm);

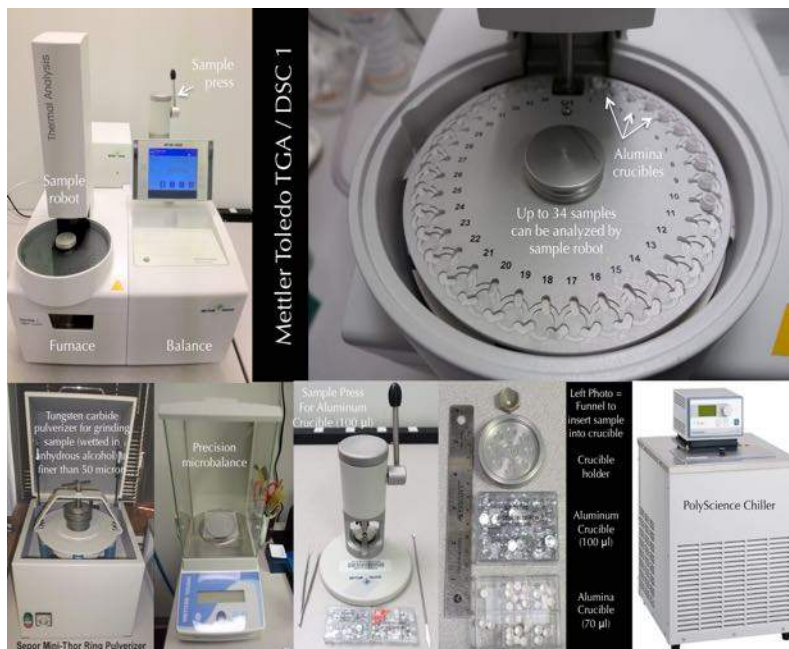


Fig. A9: Mettler-Toledo simultaneous TGA/DSC1 unit in CMC that can accommodate 32 samples. The top left photo shows the TGA/DSC1 unit with sample robot for automation as well as the sample holder for pressing aluminum sample holders. Sample is pulverized in a ring pulverizer shown in the bottom left, then a small amount (usually 30-70 mg) is weighed in a precision balance (shown 2nd from left in bottom row) and taken in an alumina sample holder (without lid). For DSC measurements up to 600°C, sometimes sample is taken in an aluminum holder and pressed in sample press (3rd from left in bottom row) and pierced with a needle for release of volatiles from decomposition. A PolyScience chiller (rightmost one in the bottom row) is used to cool the furnace. An ultrapure nitrogen gas is purged through the system during analyses.

- k. $>950^{\circ}\text{C}$ = Slight exotherm from initial surface reaction of lime and silica, followed by larger endotherm from melting.

Simultaneous TGA and DSC analyses are done in a Mettler Toledo TGA/DSC 1 unit on 30-70 mg of finely ground (<0.6 mm) sample in alumina crucible (70 μl , no lid) from 30°C to 1000°C at a heating rate of $10^{\circ}\text{C}/\text{min}$ with high purity nitrogen as purge gas at a flow rate of 75.0 ml/min. TGA/DSC 1 simultaneously measures heat flow in addition to weight change. The instrument offers high resolution (ultra-microgram resolution over the whole measurement range), efficient automation (with a reliable sample robot for high sample throughput), wide measurement range (measure small and large sample masses and volumes) broad temperature scale (analyze samples from ambient to 1100°C), superior ultra-micro balance, simultaneous DSC heat flow measurement (for simultaneous detection of thermal events, e.g., polymorphic alpha-to-beta transition of quartz and quartz content), and a gastight cell (ensures a properly defined measurement environment).

Fourier Transform Infra-Red Spectroscopy (FT-IR)

Fourier-transform infrared spectroscopy (FT-IR) measures interaction between applied infrared radiation and the molecules in the compounds of interest (Middendorf et al. 2005). FT-IR is particularly useful for detection of admixture, additives, and polymer resins, mainly to identify various organic components (functional groups) in mortar (e.g., methyl CH_3 , organic acids CO-OH , carbonates CO_3) from their characteristic spectral fingerprints in FT-IR spectrum. FT-IR can also be used for detection of main mineral phases in a hydraulic binder, CSH, carbonates, gypsum, and clays (Middendorf et al. 2005). Organic compounds such as synthetic (e.g., acrylics, polyesters) and natural resins, carbohydrates, colorants, oils and fats, proteins, waxes as well as inorganic compounds, e.g., corrosion products, minerals, pigments, paints, fillers, stone, glass, and ceramics can be detected by this technique.



Fig. A10: Perkin Elmer Spectrum 100 FT-IR unit with Universal ATR attachment for examinations of coatings on mortars.

FT-IR measurements are done in a Perkin Elmer Spectrum 100 FT-IR spectrophotometer running with Spectrum 10 software. Sample is measured using attenuated total reflection (ATR) on a single bounce diamond/ZnSe ATR crystal between a frequency range of 4000 to 650 cm^{-1} . Each run is collected at 4 cm^{-1} resolution with Strong Beer-Norton apodization. Data are collected with a temperature-stabilized deuterated triglycine sulfate (DTGS) detector by placing the sample in contact with the ATR crystal and by applying force from the pressure applicator supplied with the ATR accessory. The application of pressure enable the sample to be in intimate contact with the ATR crystal, ensuring achievement of a high-quality spectrum. Additionally, more conventional KBr pellet is also sometimes used for samples on as-needed basis.

Ion Chromatography

Salts can cause various deteriorations from: (a) mere aesthetic issues of surface efflorescence by precipitation from evaporation of leachates on the surfaces followed by atmospheric carbonation of the precipitates where salts deposit as individual crystals or as crust to (b) more serious internal distress in mortar from crystallization inside the pores (sub-fluorescence or crypto-fluorescence) from expansive forces associated with crystallization of salt from supersaturated solutions. Some common salts are calcium carbonates (e.g., calcite, vaterite), magnesium carbonate



(magnesite), sodium carbonate hydrate and bicarbonate (thermonatrite, trona, nahcolite), sulphates (gypsum, thenardite, epsomite, melanterite, mirabilite, glauberite, or ettringite and thaumasite from oxidation of sulfides or cement hydrates), and chlorides (halite, sylvite, calcium oxychloride from deicing salts, salt-bearing aggregates, ground water). X-ray diffraction and SEM-EDS can determine many of these salts as long as they are present in detectable amounts. Ion chromatography is an established technique used for analyses of various water-soluble anions and cations in salts (e.g., chloride, sulfate, and nitrate anions, and magnesium, calcium, alkali, ammonium cations) to assess magnitude of environmental impacts on masonry units and mortars, and subsequent effects of such salt ingress. Samples are pulverized, digested in deionized water to remove all water-soluble salts, then solid residues are filtered out and the water-digested filtrates are analyzed by an ion chromatograph.

Ion chromatography methods are described in ASTM D 4327 "Standard Test Method for Anions in Water by Chemically Suppressed Ion Chromatography." Briefly, an aliquot of 1 gram of pulverized sample (passing No. 50 sieve) is digested in 50 ml deionized water for 6 to 8 hours on a magnetic stirrer at a temperature below boiling point of water; then the digested sample is filtered through two 2.5-micron filter papers using vacuum, followed by a second filtration through micro-filter (0.45 micron) paper, then the filtrate is either used directly or diluted to 100 to 250 ml with deionized water depending on the concentration of anions, and used for analysis to get ppm-level fluoride, chloride, nitrite, bromide, nitrate, phosphate, and sulfate in the water-digested sample in Metrohm 861 Advanced Compact IC. The instrument is calibrated against ten different custom-made Metrohm anion standard solutions having all these anions from 10-ppm to 100-ppm levels. To check the accuracy of the instrument, a solution of known concentration is run first prior to the analyses of samples. Weight percent concentrations are obtained from (ppm-results times original filtrate volume times dilution factor) divided by sample weight.

Steps Followed During Laboratory Testing

Figure A12 shows the four main steps followed during laboratory investigation of masonry mortars, e.g.,

- From preliminary visual examinations to petrographic examinations of mortars to determine the types of aggregates used and the binders present, based on which
- Subsequent chemical analyses were done to determine the chemical compositions of binders and proportions of sand, water, and degree of carbonation. Information obtained from petrographic examinations is useful and forms the very guidelines to devise the appropriate chemical methods to follow, and to properly interpret the results of chemical analyses.
- For example, detection of siliceous versus calcareous versus argillaceous natures of aggregates in mortar, or the presence of any pozzolan in the binder (slag, fly ash, ceramic dusts, etc.) from petrography restricts which chemical method to follow, and how to interpret the results of such analyses, e.g., acid-insoluble residue contents.
- Therefore, a direct chemical analysis e.g., acid digestion of a mortar without doing a prior petrographic examination to determine the types of aggregates and binder used could lead to highly erroneous results and interpretation.
- Armed with petrographic and chemical data and based on assumed compositions and bulk densities of the sand and the binder(s) similar to the ones detected from petrographic examinations volumetric proportions of sand and various binders present in the examined mortar can be calculated.
- The estimated mix proportions from such calculations can provide at least a rough guideline to use as a starting mix during formulation of mock-up-repointing mixes to match with the existing mortar.

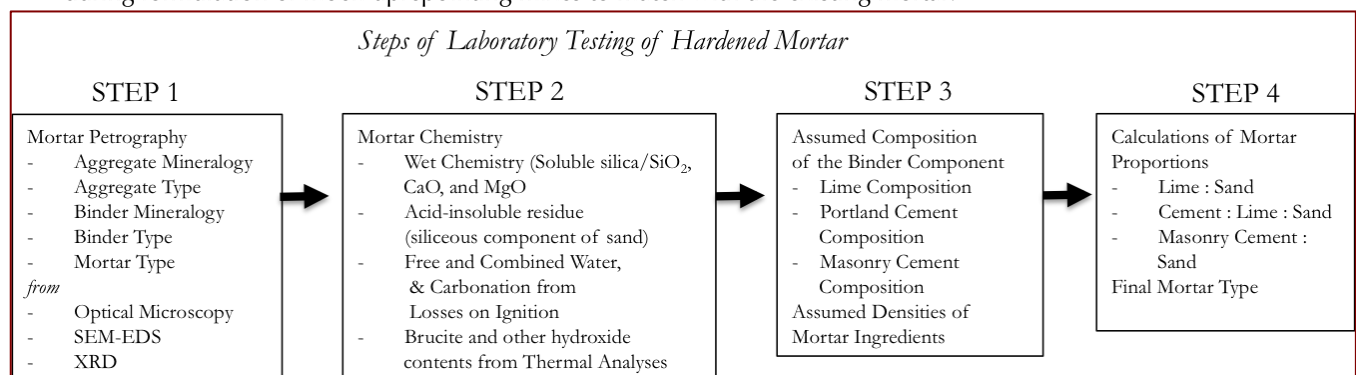


Fig. A12: Steps followed during laboratory investigation of mortar.

Laboratory Analyses of Masonry Mortars	
Initial Mortar (50 to 100 grams) [Photographed with digital camera & flat-bed scanner, As-received condition, total weight, and dimensions of largest piece are documented]	
Intact Pieces (20+ g)	Lightly hand-ground in a Mortar & Pestle (30+ g)
1. Optical Microscopy I. Perform visual examination of mortar as received, then saw-cut and fractured surfaces and with a low-power stereomicroscope. II. Take digital and flat bed scanner photos of intact piece(s). III. Encapsulate the piece for thin section microscopy in a flexible mold with a low-viscosity colored or fluorescent dye-mixed epoxy to highlight voids, pores, cracks, etc.. IV. Prepare thin section (< 30 micron thickness) and polish the thin section for optical and SEM-EDS analyses. V. Scan the thin section on a flat-bed scanner with the thin section residue. VI. Take transmitted light high-power stereo-zoom photomicrographs of thin sections on different areas to be stitched to determine volumes and size distributions of pore spaces and sand grains by Image J. VII. Take plane and crossed polarized-light photomicrographs of sand and binder fractions in thin section from a petrographic microscope and determine areas for further studies by SEM-EDS. VIII. Do detailed petrographic examinations to determine the sand and binder compositions, sand mineralogy and texture, binder phases, residual binders, alterations, and products of any deleterious reactions, immersion mounts of specific areas of interest, etc.	3. Acid Digestion - Sand Color & Sand Size Distribution (10 g) I. Take 10 g. of mortar lightly ground in mortar & pestle and digest in HCl (1+3) in a 250 ml beaker on a magnetic stirrer until all sand separates and settles at the bottom of beaker. II. Filter all through two 2.5 micron filter paper, wash the beaker, filter paper, and all sand residue with dist. water. III. Dry the residue at 110°C in an oven for 10 min., gently brush out from the filter paper and collect, then sieve the entire sand residue through No. 4 through 200 sieves in a mini sieve shaker (e.g., from Gilson). IV. Determine the mass retained on each sieve, and on the pan (finer than No. 200 sieve). V. Take photomicrographs of sand particles retained on each sieve for sand color variations in a stereomicroscope.
2. SEM-EDS I. Put conductive coating only on the portion of polished thin section intended for SEM-EDS studies from optical microscopy. II. Take backscatter and/or secondary electron images, and if needed X-ray elemental maps. III. Select multiple areas on paste to determine oxide compositions and Eckel's cementation indices. IV. Tabulate the paste composition variations across the backscatter/secondary electron image. V. Determine chemical compositions of residues left from the original components of the binders, as well as the hydration and carbonation and other alteration products	4. Acid & Alkali Digestion – Soluble Silica for Hydraulic Binder (5 g) I. Grind 5-6 g of lightly ground fraction from mortar & pestle in a WC pulverizer for 30 sec. II. Sieve thru. No. 50 sieve, collect the fraction passing the sieve. III. Re-grind the residue retained on sieve for 15 sec. and mix thoroughly with the previous fraction; IV. Use 5.000 g of thus prepared powder (passing No. 50 sieve) for digestion in 100 ml cold (3-5°C/38-41°F) HCl (1+4) in a 250 ml beaker for 15 min. on a magnetic stirrer. V. Filter thru. two 2.5 micron filter paper and keep the filtrate# 1. VI. Digest the residue with filter paper in 75 ml hot NaOH (below boiling) on hot plate for 15 min. on magnetic stirrer. VII. Cool down to room temp. and filter thru. two 2.5 micron filter paper and collect filtrate# 2. VIII. Combine these two filtrates, filter the combined filtrates thru. two 2.5 micron filter paper to remove any suspended silica (especially for sand-rich mortars, or if mortar is ground too long); then dilute to 250 ml in a volumetric flask with dist. water, an aliquot (about 10 ml) is then used for XRF for soluble silica determination against the calibrations with standard PC mortars of known soluble silica contents prepared in the same way.
	5. Acid Digestion – Acid-Insoluble Residue Content for Siliceous Sand Content (2 g) I. Take 1-2 g of prepared mortar powder from Step 4 iii (passing No. 50 sieve) and digest in 50 ml HCl (1+3) in a 250 ml beaker (covered) on a hot plate rapidly near boiling, then 15 min. at a temp. below boiling, then cool down to room temperatures. II. Filter thru. two pre-weighed 2.5 micron filter papers, washing the beaker, paper, and residue thoroughly with hot water. III. Dry the filter paper at 110°C for 10 min, cool in a desiccator to room temp. and measure the weight. IV. Subtract from mass of dry filter paper to determine acid-insoluble residue content.
	6. Chemical Analysis – Loss On Ignition for Free and Combined Water Content, and Carbonate plus Carbonation (2 g) I. Take 1-2 g (W ₁) of prepared mortar powder from Step 3 iii (passing No. 50 sieve) in a tarred porcelain crucible (keep a record of mass of the empty crucible). II. Dry at 110°C for 15 min in a muffle furnace pre-set to 110°C, cool in a desiccator to room temp. and measure the mass (W ₂) by subtracting the empty crucible mass from the total mass. III. Ignite at 550°C for 15 min. in the muffle furnace pre-set to 550°C, cool in a desiccator to room temp. and measure the mass (W ₃) by subtracting the empty crucible mass from the total mass. IV. Ignite at 950°C for 15 min. in the muffle furnace pre-set to 950°C, cool in a desiccator to room temp. and measure the mass (W ₄) by subtracting the empty crucible mass from the total mass. V. Calculate the losses on ignition at 110°C, 550°C, and 950°C for free water, combined water, and carbonate plus degree of carbonation, respectively.
	7. Mineralogy of Bulk Mortar, Extracted Sand, Extracted Binder, or Salt from XRD (at least 8 g) I. Weigh 8.00 g of mortar (or extracted sand or binder as needed) lightly ground in a mortar & pestle, add three grinding/pelletizing aid tablets (e.g., from Oxford Instruments) and pulverize in a suitable mill to minimize contamination (e.g., Rocklab pulverizer with WC bowl or McCrone Micronizing Mill with agate) for 3 min. with anhydrous alcohol to get <45 micron size particles passing U.S. No. 325 sieve. II. Take 6.8 to 7.0 g. of ground <45 micron prepared mass in an aluminum sample holder inside a stainless steel die to prepare a 32 mm pellet with 25 ton pressure for 1 min. III. Use the prepared pellet for XRD and then use the same pellet for XRF. IV. Do XRD on the binder-rich fraction, or salt either on a shallow-depth sample holder or preferably on a zero background quartz plate for small volume of sample.
	8. Bulk Mortar's Composition from X-Ray Fluorescence (XRF) (same pellet used in XRD) I. Use the same pellet prepared for XRD in the XRF, or, use a fused bead if sample volume is low to prepare a pellet. In either method, have calibrations of measured oxides with adequate standard. II. XRF can also be used with proper calibrations for soluble silica determination on the filtrates after acid and alkali digestions, as described in Section 4.
	9. Thermal Analyses (0.1 g), TGA, DTG, DSC, DTA, for quantitative analysis of various hydrous, sulfate, and carbonate phases in mortar, content of dolomitic lime added from the brucite content in mortar as determined from TGA or DSC, etc. I. Simultaneous TGA and DSC analyses can be done on 30-70 mg of finely ground (<0.6 mm) mortar in alumina crucible (70 µl, no lid) from 30°C to 1000°C at a heating rate of 10°C/min with high purity nitrogen as purge gas at a flow rate of 75.0 ml/min.
	10. Infrared Spectroscopy, for determination of various organic additives, paint, and clays in mortar I. Take an aliquot of powder prepared for thermal analysis, or peel a paint and use that in Universal ATR of FTIR. II. Alternately, digest a pulverized mortar in acetone to extract the organic additive and analyze the liquid in FTIR for characteristic functional groups.
	11. Ion Chromatography of Water-Soluble Salts (1 g) I. Take an aliquot of 1.00 gram powder prepared for chemical analysis (i.e. passing U.S. No. 50 sieve), digest in hot (below boiling) 50 ml distilled or deionized water for at least 6 hours in a beaker on a magnetic stirrer covered with watch glass, filter the solid residues out to collect the filtrate and analyze the final 100 ml of filtrate for soluble salts (chloride, sulfate, nitrate, nitrite, phosphate, etc.) by ion chromatography.

Fig. A13: Outlines of step-by-step procedures of various laboratory analytical methods for examination of a masonry mortar.



Which Technique(s) to Use?

The following Table summarizes various properties of mortars obtainable by different laboratory techniques, including relative merits of these techniques for specific information.

Information	Optical Microscopy	SEM-EDS	XRD	XRF	Chemical (Gravimetry)	Chemical (Titration & IC)	Sieve Analyses of Sand	Thermal	FTIR
Mortar Sand Type	X	X	X	X		X			
Sand Composition	X	X	X	X					
Sand Mineralogy	X	X	X						
Sand Soundness	X	X							
Sand Fineness	X						X		
Sand Grading & Color	X						X		
Mortar Binder Type(s)	X	X	X					X	
Binder Composition	X	X	X					X	
Binder Microstructure	X	X							
Portland Cement	X	X	X	X				X	
Hydrated Calcitic Lime	X	X						X	
Dolomitic Lime	X	X	X					X	
Hydraulic Lime	X	X							
Masonry Cement	X	X							
Natural Cement	X	X							
Carbonation	X	X	X					X	X
Carbonated Paste vs. Carbonate Sand	X							X	
Fillers	X	X						X	
Organic Components		X						X	X
Surface Treatments	X	X							X
Clay Contaminants	X		X					X	X
Mortar Type	X	X			X				
Masonry Discoloration	X	X	X	X				X	
Masonry Cracking	X	X	X						
Mortar Softening	X	X			X				
Mortar Crumbling	X	X	X		X				
Mortar Cracking	X	X	X	X			X	X	
Mortar Discoloration	X	X	X	X					
Mortar Shrinkage, Stiffening	X	X							
Bond to Masonry	X	X							
Masonry efflorescence	X	X	X	X					
Salt Attack	X	X	X			X		X	
Polymer								X	X
Mix Proportion	X	X	X	X	X				
Repointing Mortar Suggestions	X	X	X	X	X		X	X	X
Miscellaneous Failure Analysis	X	X	X	X	X			X	X

Techniques: Optical microscope = Low power stereomicroscope, petrographic microscope having reflected and transmitted-light facilities. SEM-EDS = Scanning electron microscopy and energy-dispersive X-ray microanalysis. XRD = X-ray diffraction. XRF = X-ray fluorescence. Gravimetry = Loss on ignition, acid-insoluble residue, and soluble silica. Titration = Potentiometric titration for chloride. IC = Ion chromatography for chloride, sulfate, and nitrate anions. Sieve Analysis = Grain size distribution of sand extracted from mortar. Thermal = Thermogravimetric analysis (TGA) i.e. weight loss under controlled heating, and differential scanning calorimetry (DSC) i.e. measurement of differential heat flow during heating. FTIR = Fourier Transform Infrared Spectroscopy.



APPENDIX 2 – SUGGESTIONS FOR REPOINTING MORTAR

SUGGESTIONS ON FORMULATION OF REPOINTING MORTARS

The following two Tables provide various repointing mortar formulations, many of which are commonly suggested for historic as well as modern masonry renovation projects, where the choice depends on: (a) the type of the masonry units present, (b) the exposure condition during service, and (c) the type of the original mortar present. The following suggestions from various references are for general guideline purposes only and provide no guarantee to the overall match in appearance and properties to the existing mortars, which must be determined by trial and error by the project architect/engineer.

Masonry Units	Mortar Type		
	Sheltered	Moderate	Severe
Very hard and durable (e.g., granite, hard-cored brick, etc.)	Type O (1-2-9), or, 1-part NHL 3.5 to 2-part sand	Type N (1-1-6), or, 1-part NHL 3.5 to 5 to 2-part sand	Type S (1-0.5-4.5) or, 1-part NHL 3.5 to 5 to 2-part sand
Moderately hard and durable (e.g., limestone, durable stone, molded brick)	Type K (1-3-11), or, 1-part NHL 2 to 3.5 to 2-part sand	Type O (1-2-9), or, 1-part NHL 3.5 to 2-part sand	Type N (1-1-6), or, 1-part NHL 3.5 to 5 to 2-part sand
Minimally durable, soft (soft hand-made brick)	Type L (0-1-3), or, 1-part NHL 2 to 2-part sand	Type K (1-3-11), or, 1-part NHL 2 to 3.5 to 2-part sand	Type O (1-2-9), or, 1-part NHL 3.5 to 2-part sand

Table A2-1: Various possibilities of repointing mortars made using cement, lime, and sand for various masonry units and exposure conditions (Mack and Speweik, 1998), where the mix proportions by volume within parentheses indicate cement-to-lime-to-sand proportions for various formulations. Type 'L' is a straight lime mortar containing no cement. For restoration of historic structures containing lime mortars, natural hydraulic lime (NHL) mortars, or, natural cement – lime mortars are more preferable than modern ASTM C 270 Portland cement-based mortars.

Location	Mortar Type	
	Recommended	Alternative
Interior	Type O, or, 1-part NHL 3.5 to 2-part sand	Type K or Type N
Exterior - Above Grade, Exposed on one side, unlikely to be frozen when saturated, not subject to high wind or other significant lateral load	Type O, or, 1-part NHL 3.5 to 2-part sand	Type N or Type K
Exterior – Other than above	Type N, or 1-part NHL 3.5 to 5 to 2-part sand	Type O

Table A2-2: ASTM C 270 Guide for selection of repointing mortar. Mix formulations for different suggestions are as follows: Type K: 1-part Portland cement and 2¹/₂ to 4 parts hydrated lime; Type O: 1-part Portland cement and 2¹/₂ parts hydrated lime or lime putty; Type N: 1-part Portland cement to over 1¹/₄ to 2¹/₂ parts hydrated lime or lime putty. Aggregate ratio of 2¹/₄ to 3 times sum of volume of cement and lime for all formulations.

Finally, the following section provides some additional information to consider during selection of an appropriate repointing mortar for a renovation project:

- It is more important for a repointing mortar to be as close in physical, chemical, and mechanical properties to the existing mortar as possible than to conform to the ASTM C 270 specification for cement-lime or masonry/mortar cement mortars for unit masonry, which are for modern mortars to use for modern structural applications, and not necessarily applicable to renovation of historic lime mortars. As a general rule, repointing mortar should be of same strength or softer than the original mortar.
- Aggregate to use in the repointing mortar should be similar in color, gradation, appearance, mineralogy, and composition to the sand used in the existing mortar as long as sand to be used does not contain any potentially unsound constituents if detected in the original sand. Sand should be clean, free of any debris,



unsound, or clay particles. Masonry sands should conform to the grading requirements of ASTM C 144. Avoid using sand that contains appreciable amounts of potentially alkali-silica reactive particles (e.g., strained quartz, quartzite, chert). Many historic mortars contain fine sand having fineness modulus noticeably lower than modern ASTM C 144 sand, use of excessive fines in sand would increase the water requirement of mortar mix and hence should be substituted with masonry sand in conformance to the grading requirements of ASTM C 144. Carbonate sands, if detected from petrographic examinations (crushed marble, seashell, etc.) should be substituted with similar sands. Clay fractions and micaceous minerals should be avoided since those constituents can absorb moisture and bring undesirable expansions. Brick chips in sand, if detected, are known to develop good mechanical bond to paste and hence should be used from similar sources.

- c) Binder for repointing mortar should be as close to the binder of the existing mortar in composition and properties as possible. For historic lime mortars, possible choices of binders are many:
 - (i) Non-hydraulic high-calcium lime, or magnesian lime, or dolomitic lime (ASTM C 51) either in dry hydrate (hydrated lime) form, or in slurry or putty form;
 - (ii) Hydraulic lime of various types produced from calcination of impure limestone or dolomite; e.g.,
 - (iii) Natural hydraulic lime (i.e., NHL 2, NHL 3.5, and NHL 5 with increasing strengths, e.g., for respective applications on stuccos, or brick/stone masonry units, or load-bearing applications; feebly, moderately, and eminently hydraulic natural hydraulic limes with increasing hydraulicity and 28-day compressive strengths from >2 to <7 MPa, to >3.5 to <10 MPa, to >5 to <15 MPa, respectively, produced from calcination of impure limestones having up to 10% clay, 11-20% clay, and 21-30% clay, respectively);
 - (iv) Natural cements conforming to specifications of ASTM C 10;
 - (v) A combination of above-mentioned binders, e.g., natural cement and lime binders
 - (vi) With or without a pozzolan (e.g., fly ash, slag, etc. with lime if added strength and durability are needed);
 - (vii) Portland or masonry cement, if used must be added at appropriate proportions to lime depending on the applications, having cement-lime proportions tested to find the best match in properties to the existing mortar.
 - (viii) For breathability of the masonry wall, least stress to the exiting mortar, accommodation of building movements, and good bond to masonry units, the binder of choice should be durable and similar in properties and performance to the existing binder having a good service record.
- d) During applications of modern masonry mortars: (i) a job-mixed cement-lime mortar is commonly preferred by the architects than a masonry cement mortar, due to the better quality control of the former mortar; (ii) a masonry cement mortar is characteristically air-entrained, which may interfere with the bond to the adjacent masonry units, whereas, a non-air-entrained cement-lime mortar provides a better bond to the adjacent masonry units than an air-entrained masonry cement mortar, (iii) air entrainment usually provides better workability and freeze-thaw durability to a mortar, however, as mentioned, it reduces the bond to the adjacent masonry units (depending on air content); (iv) for Portland cement-lime mortars, a Type M or S mortar (i.e. having a higher cement content than lime and hence a higher strength) is preferred for load-bearing applications than a Type N mortar (having a higher lime content than cement, hence provides better workability and water retention than a Type S or M mortar); (v) Portland cement to use in a mortar should conform to the specification of ASTM C 150; hydrated lime should conform to ASTM C 207; masonry/mortar cement, if used, should conform to ASTM C 91/C 1329; blended hydraulic cement, if used, should conform to ASTM C 595; (vi) relative proportions of Portland cement and lime will control the overall strength, workability, and bond properties of the repointing mortar.
- e) Mineral oxides or carbon-based pigments, if used and positively detected in an examined mortar, should be carefully replicated in the repointing process to reproduce the color, texture, and appearance similar to the existing mortar (including the effects of atmospheric weathering on pigments). Dosage of pigment in the repointing mortars should be estimated from trial mixes of various dosages.



- f) If the original mortar contains a polymer component as suspected from microscopy, characterization of polymer should be done by FTIR-spectroscopy.
- g) A mortar strong in compressive strength might be desirable for a hard stone (such as granite), whereas a softer, more permeable lime mortar would be preferable for a historic wall of soft brick. Masonry deterioration caused by salt deposition results when the mortar is less permeable than the masonry unit. A strong mortar is still more permeable than hard, dense stone. However, in a wall constructed of soft bricks where the masonry unit itself has a relatively high permeability or vapor transmission rate, a soft, high lime mortar is necessary to retain sufficient permeability; using a strong mortar with a soft brick will result in spalling of bricks.
- h) To have an optimum bond of a mortar to the adjacent masonry unit, relative proportions of cementitious materials and lime contents in the mortar should be carefully controlled. Lime provides the necessary workability and water retention, which are important in a mortar when used with a masonry unit of high suction). Therefore, the initial rate of absorption (or suction property) of the adjacent masonry units should also be carefully determined to match with the appropriate lime content in the mortar.
- i) The final repointing mortar should match in color and appearance to the existing mortars; the closest match should be determined by trial and error on small test areas of the masonry wall to be tuck-pointed with mock-up mixes.

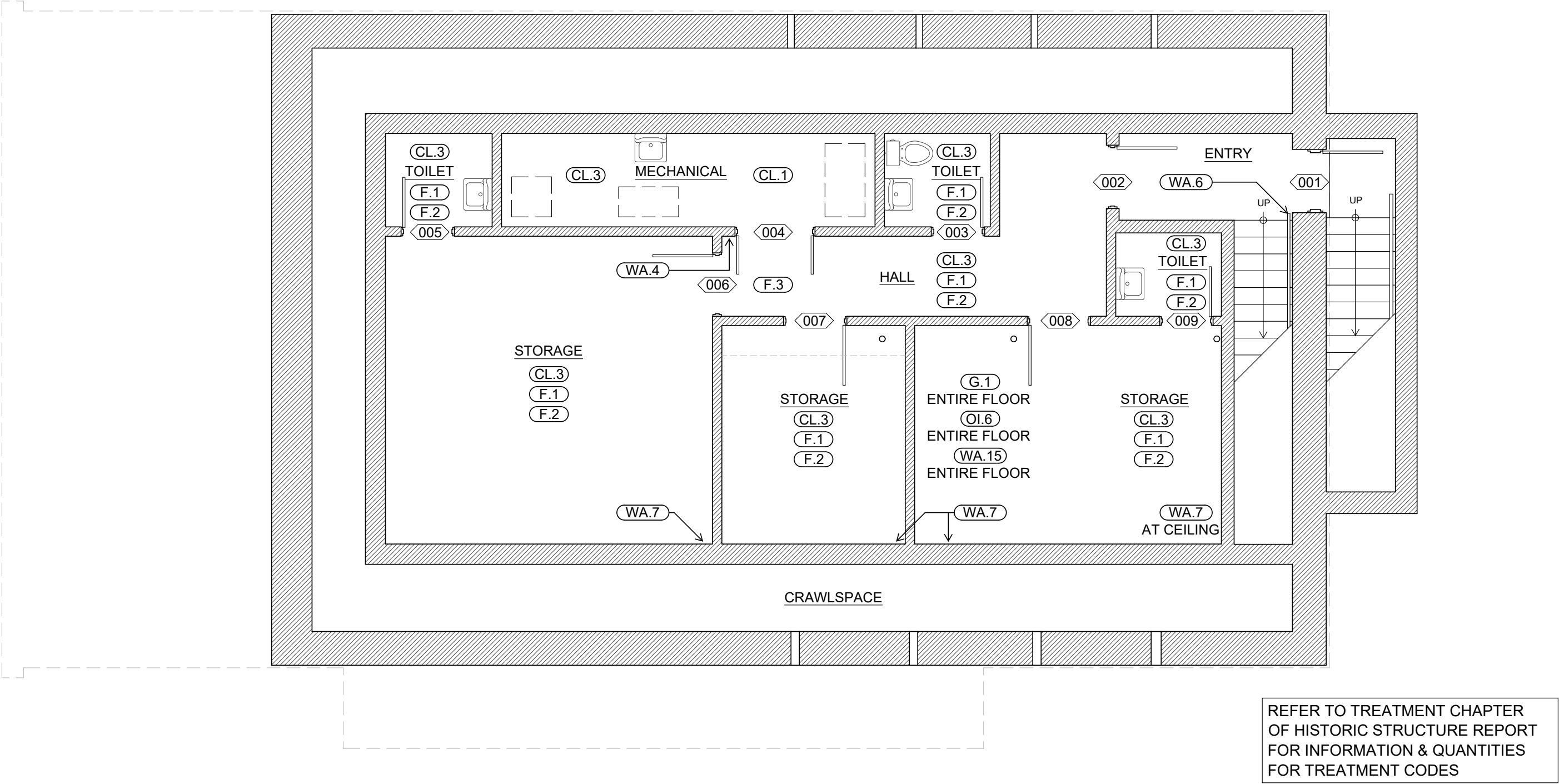


END OF REPORT²

² The CMC logo is made using a lapped polished section of a 1930's concrete from an underground tunnel in the U.S. Capitol.

APPENDIX C

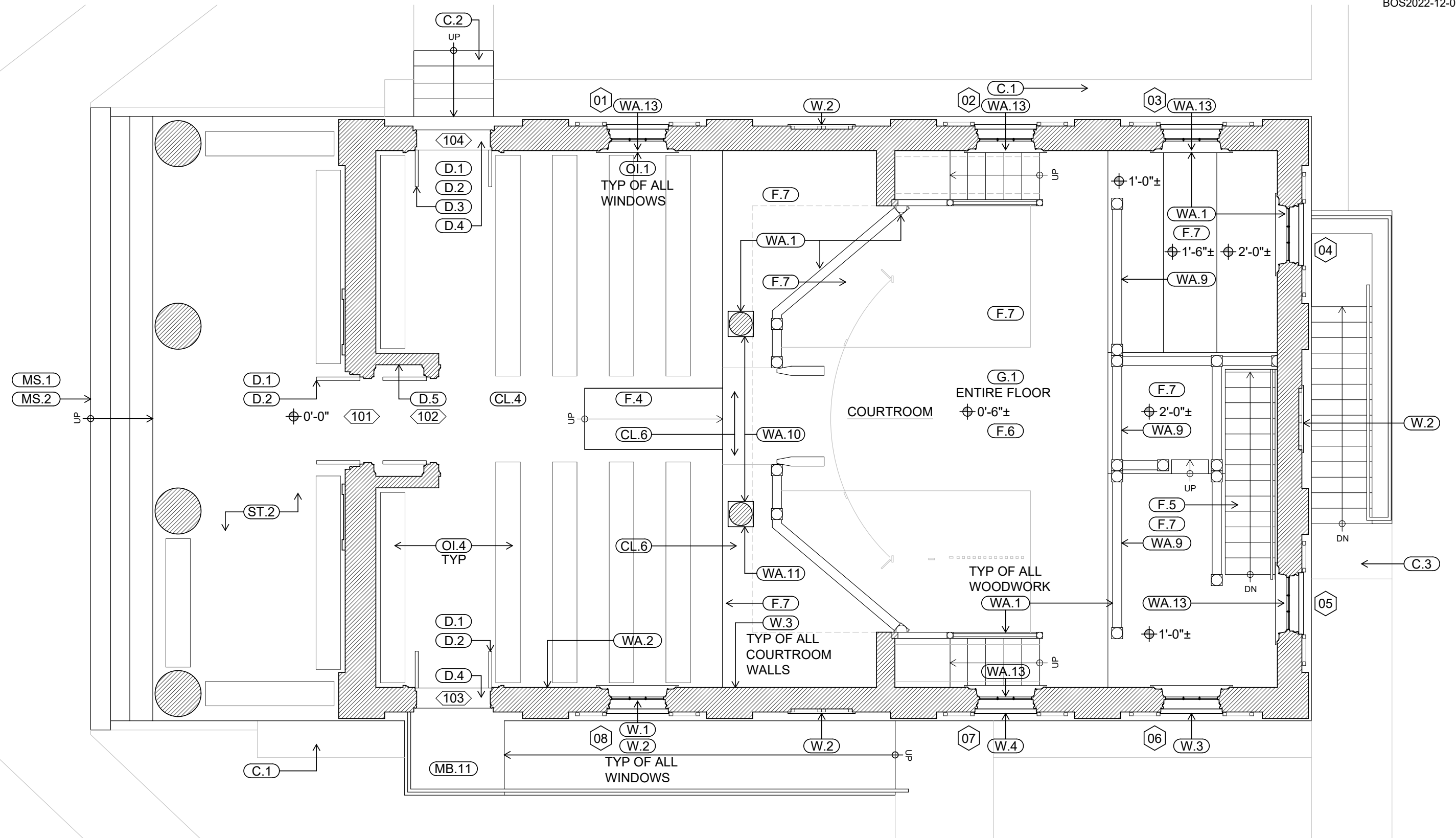
ARCHITECTURAL CONDITION ASSESSMENT DRAWINGS



Basement Floor Plan
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse





Ground Floor Plan
Scale: $\frac{3}{16}" = 1'-0"$

Fluvanna County Historic Courthouse



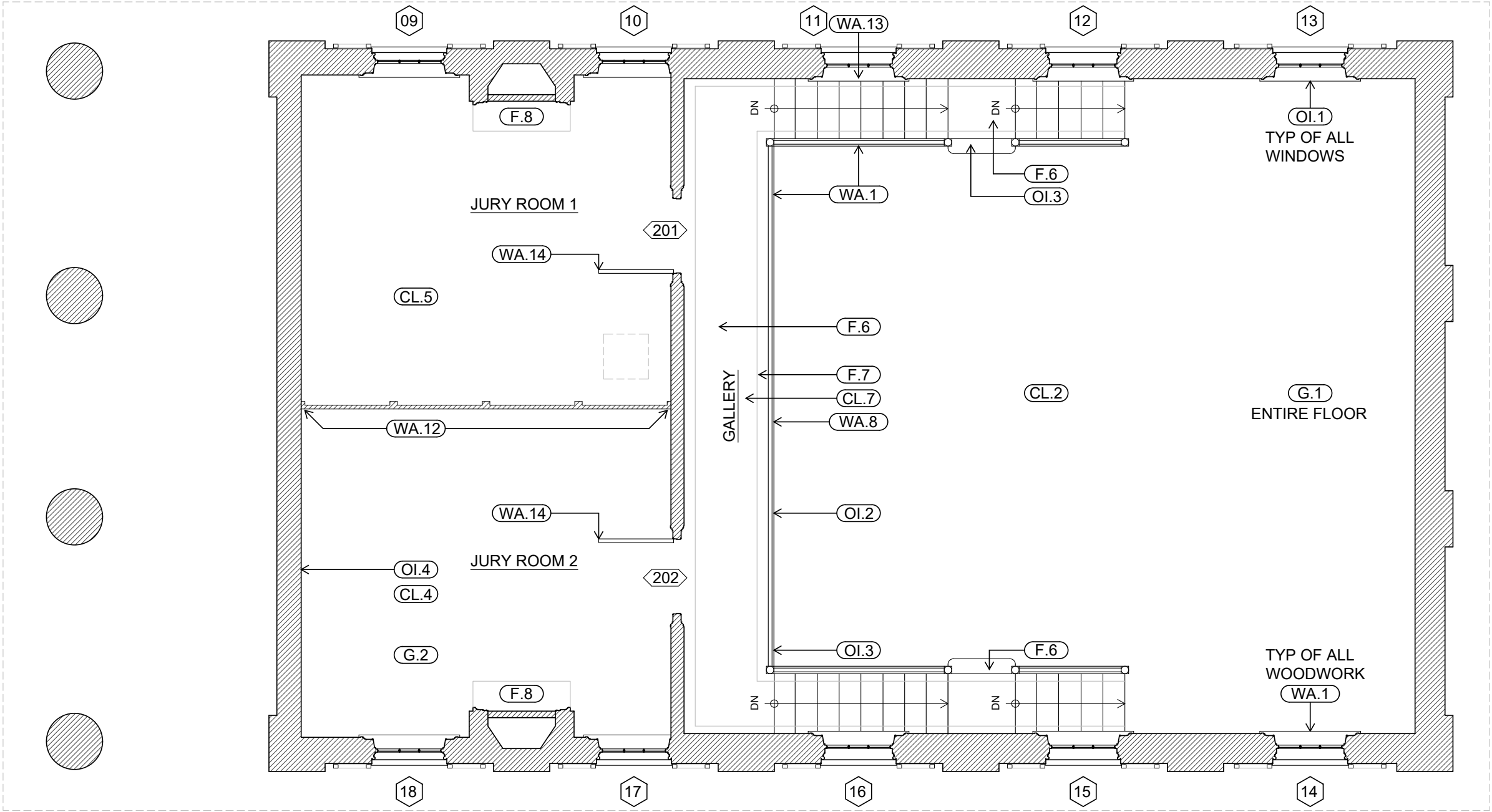
0 2'8" 5'4" 10'8"

21 June 2022

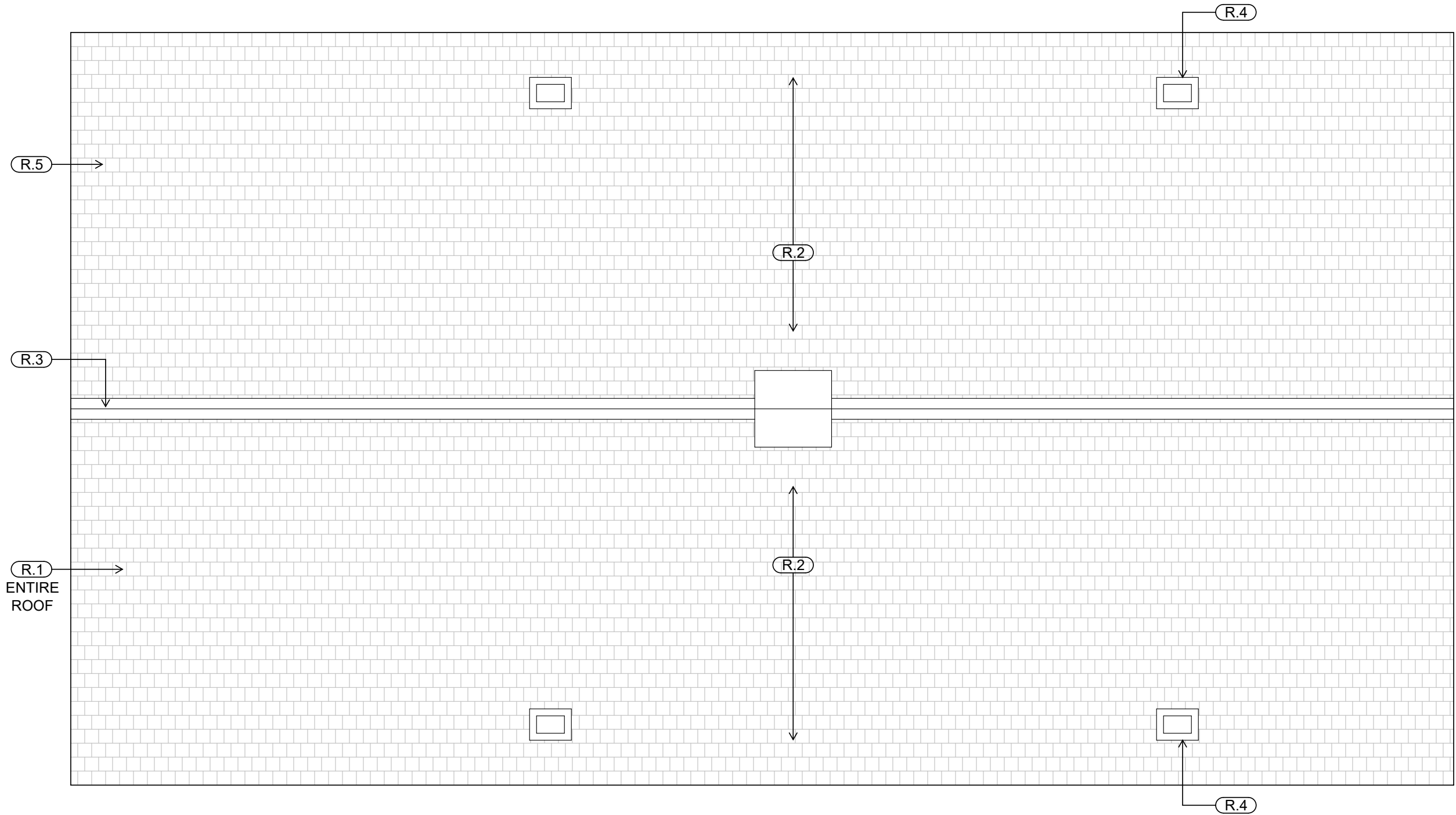
Palmyra, Virginia

JOHN MILNER ASSOCIATES
Preservation • a division of MTFA

Train Architects

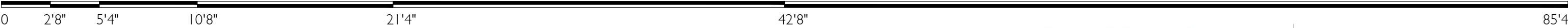


Mezzanine Floor Plan
Scale: $\frac{3}{16}$ " = 1'-0"



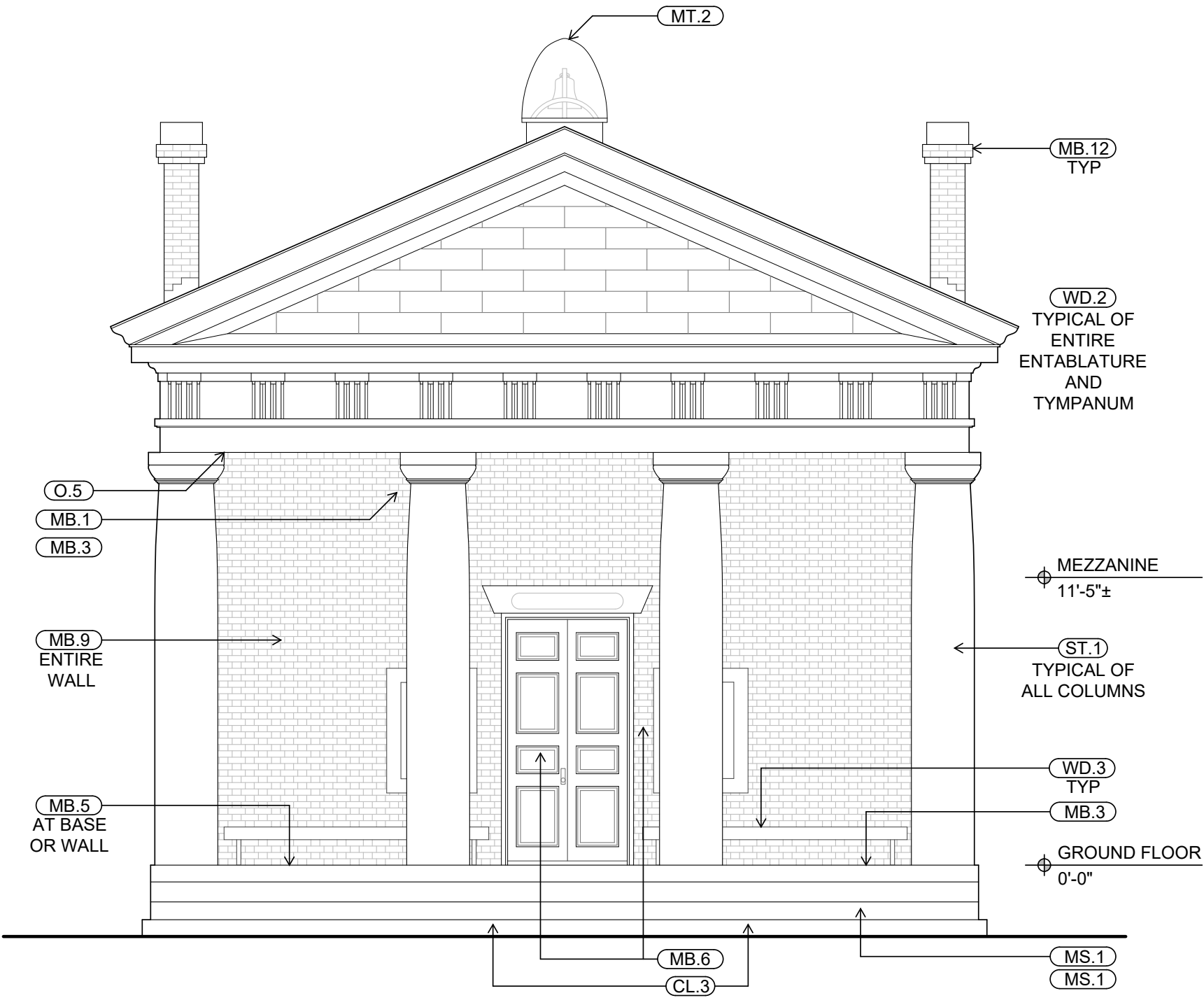
Roof Plan
Scale: $\frac{3}{16}" = 1'-0"$

Fluvanna County Historic Courthouse



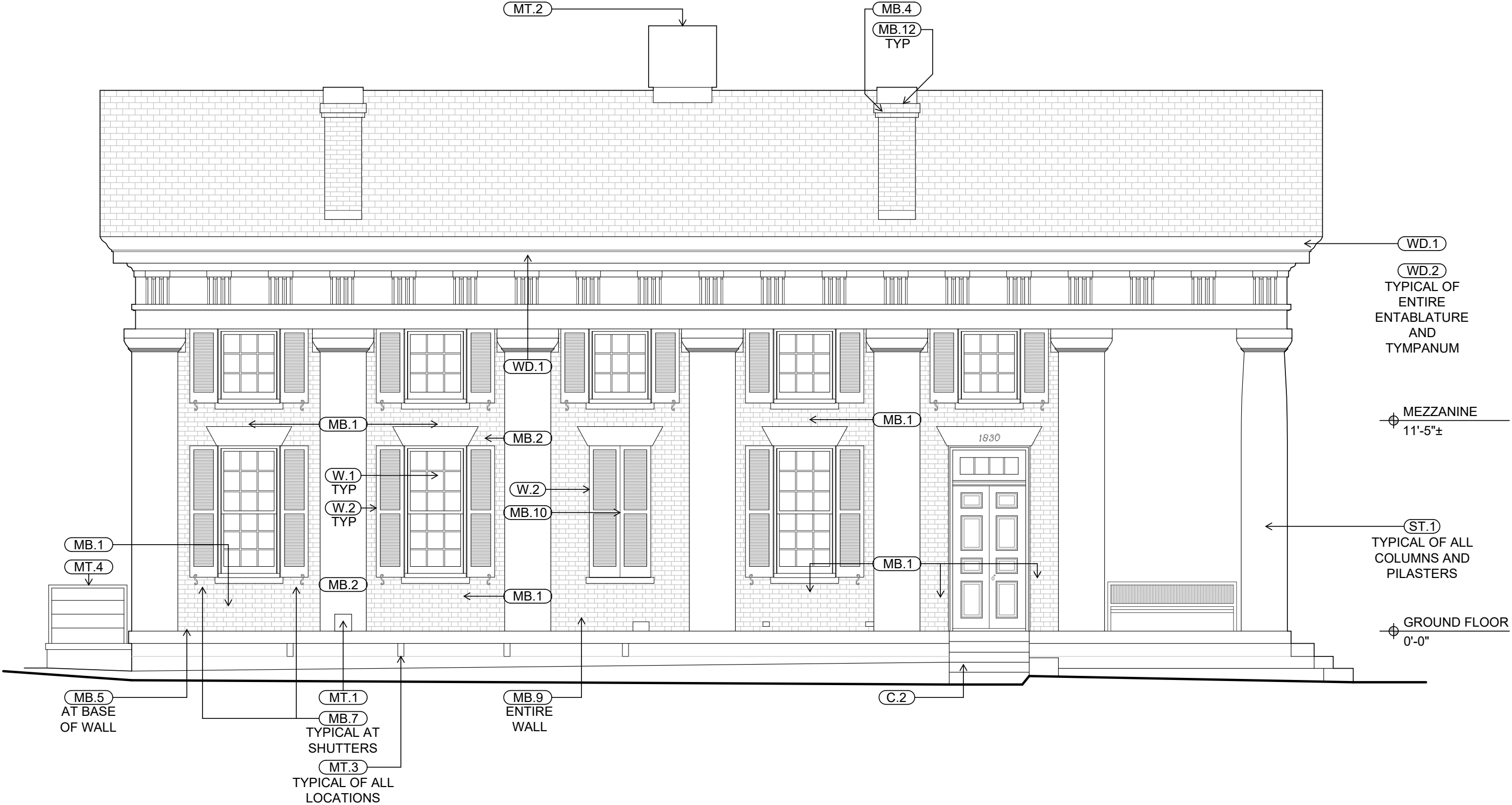
21 June 2022

Palmyra, Virginia



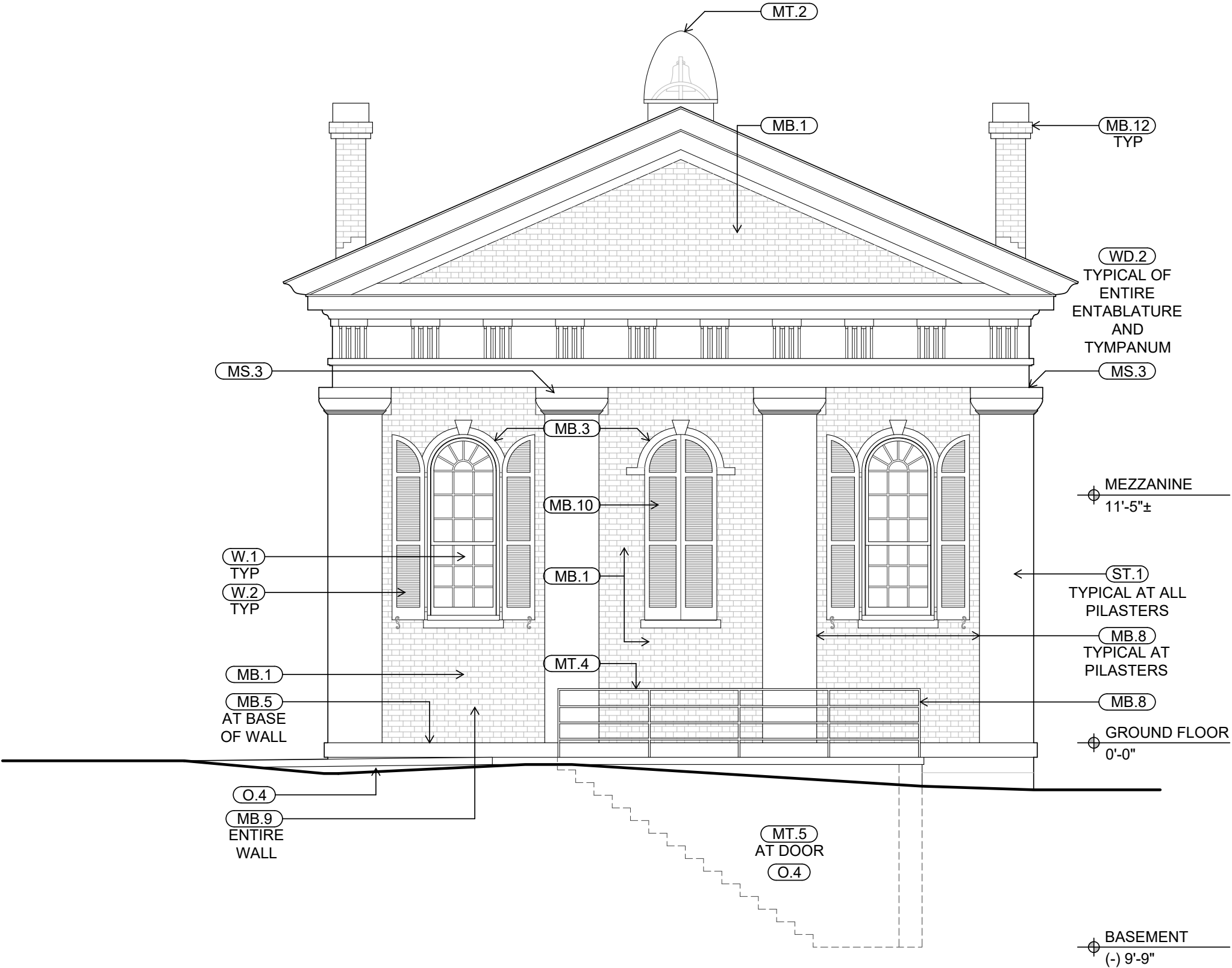
Exterior Elevation - South
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse



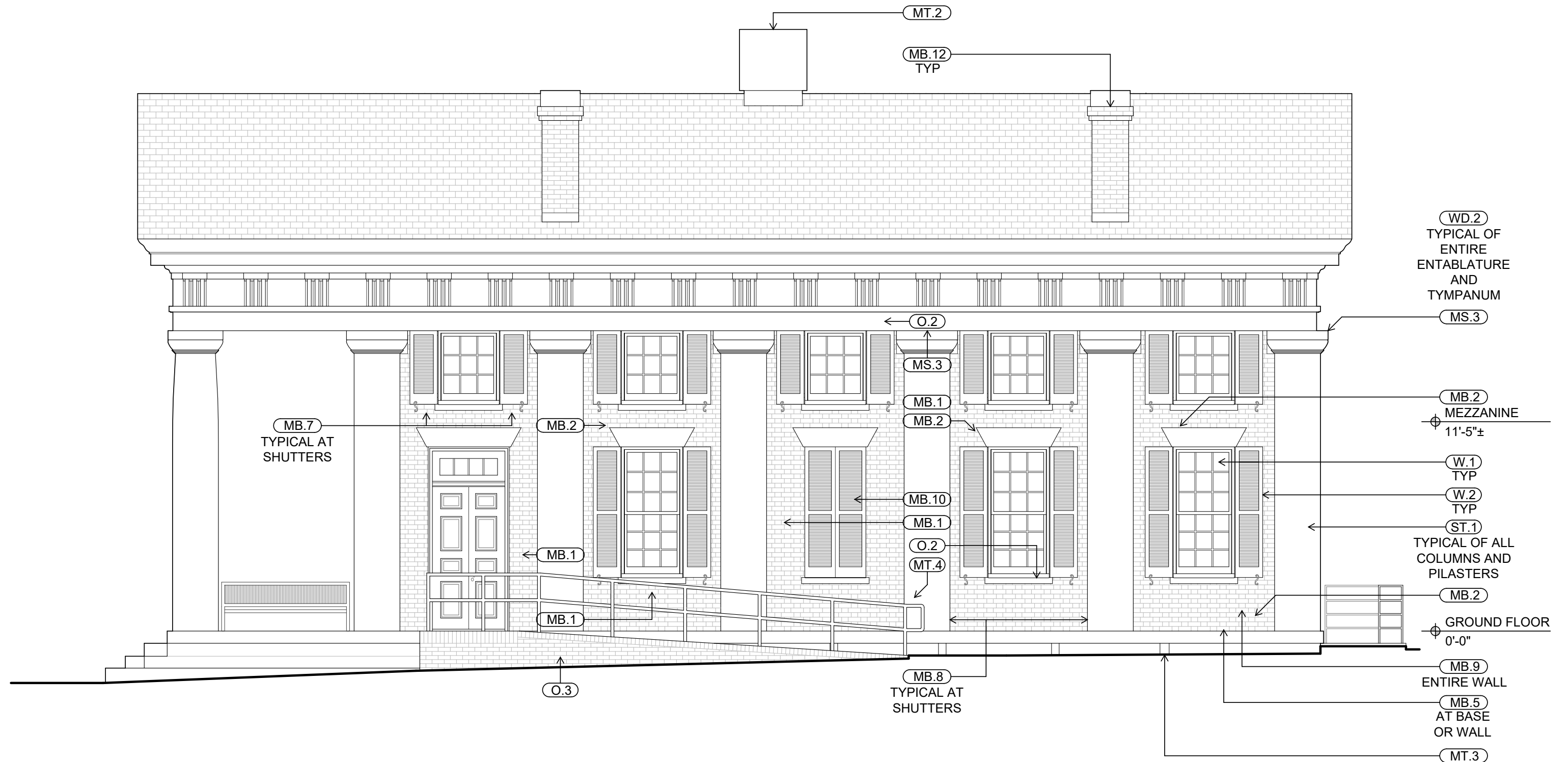
Exterior Elevation - West
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse



Exterior Elevation - North
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse



Exterior Elevation - East
Scale: $\frac{3}{16}" = 1'-0"$

Fluvanna County Historic Courthouse

0 2'8" 5'4" 10'8" 21'4"

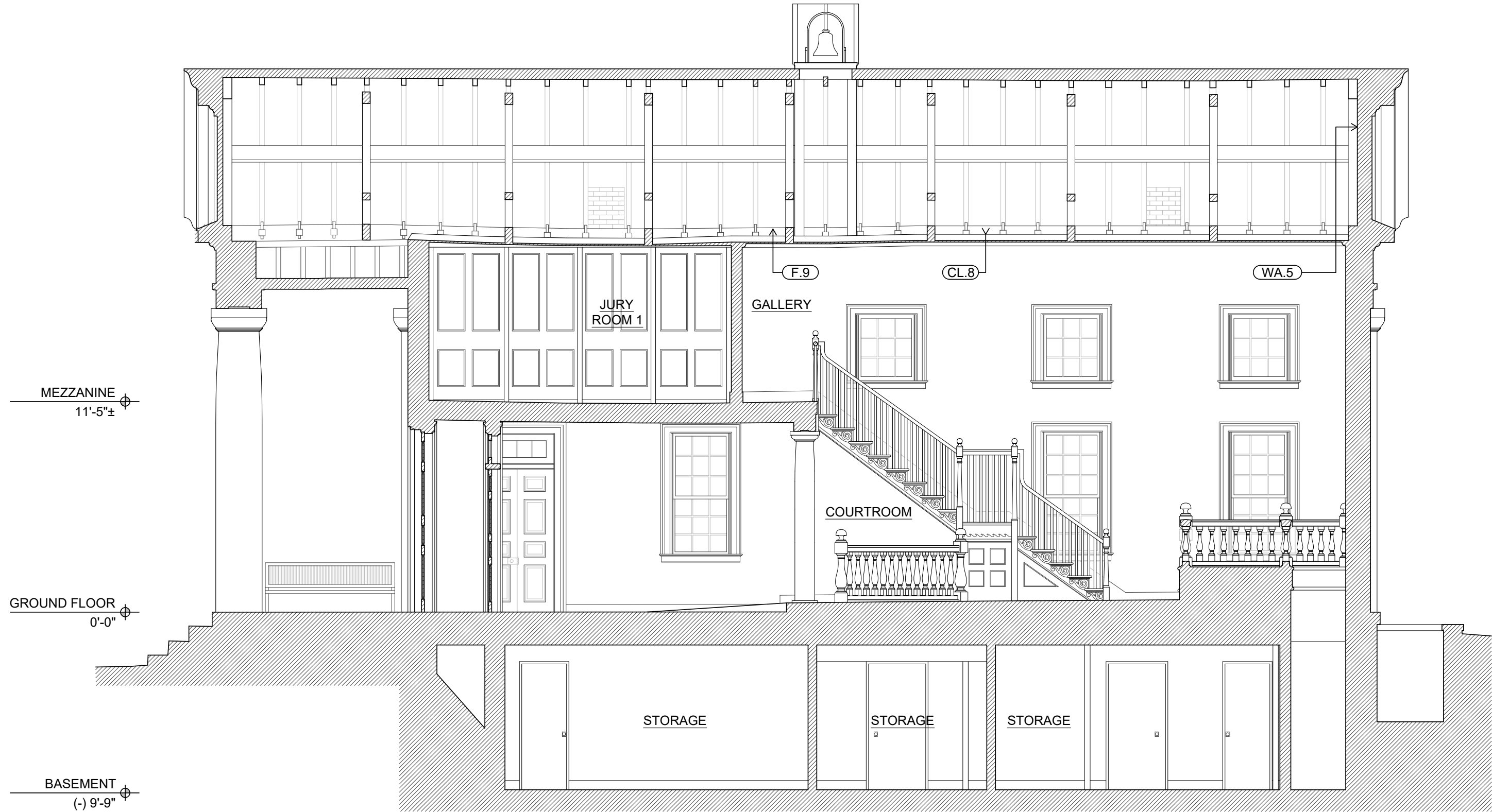
21 June 2022

Palmyra, Virginia

JOHN MILNER ASSOCIATES
Preservation • a division of MTF A

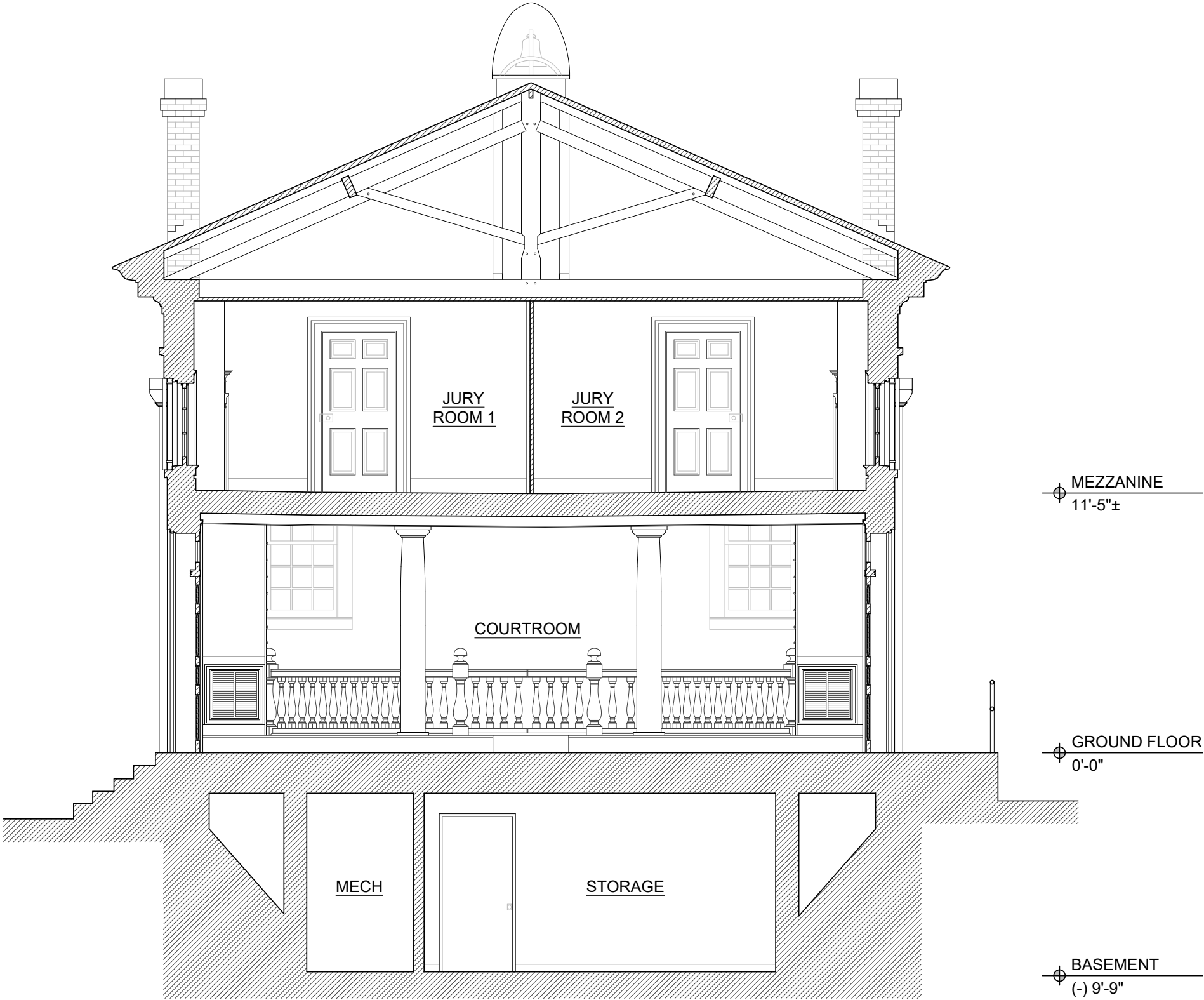
Train Architects

5'4"



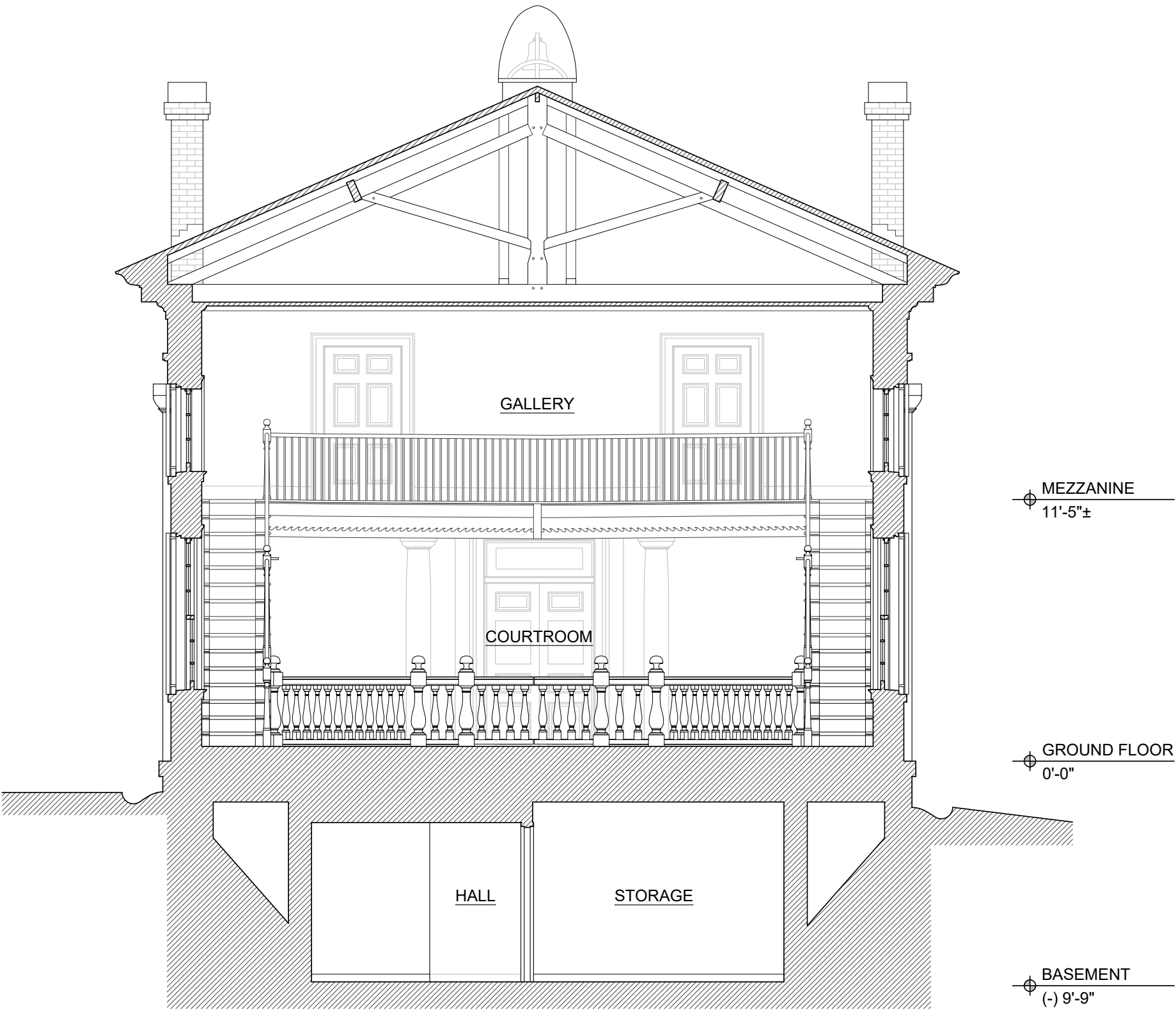
Longitudinal Section - Thru Entry
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse



Cross Section - Thru Side Doors
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse



Cross Section - Thru Basement Stair
Scale: $\frac{3}{16}$ " = 1'-0"

Fluvanna County Historic Courthouse

0 2'8" 5'4" 10'8" 21'4" 42'8" 85'4"

21 June 2022

Palmyra, Virginia

APPENDIX D

JOHN HARTWELL COCKE'S ORIGINAL SPECIFICATIONS FOR COURTHOUSE

ORIGINAL CONSTRUCTION SPECIFICATIONS

The following is the transcript of the original manuscript of agreement prepared by General Cocke for the Palmyra Courthouse Construction, circa 1830 as included in the 1973 Feasibility Study by Grigg, Wood, Browne & Williams.

Foundations

The foundations to the level of the brick floor in the portico room in rear of the Bar to be of best rubble masonry laid in strong cement and from the ground upwards, to be grouted: to be finished with a stringing course of cut or hammer dressed stone, or cut of stone to be not less than four inches thick, and if of hammer dressed stone not less than six inches thick with square joints showing all around the building a projection of one and a half inch beyond the faces of the pilasters and foundation walls. These walls to be at least 27 inches thick and to be sunk not less than eighteen inches below the surface of the adjacent ground unless a solid rock foundation shall be found nearer to the surface. The site of the building shall be reduced as nearly to a dead level as may be deemed necessary by the Commissioners and the lowest level of the first floor shall not be less than two feet above the level of the site.

Walls

The walls above the stringing course to be of hard brick throughout and of a uniform color where they show on the outside. From the entablature upwards, brick of rather inferior quality may be used to the top of the framing which must be beam-filled – the whole to be laid in best cement composed of clean sand and Thomas-Town lime in such proportions as may be approved by the Commissioner and must be made up a sufficient length of time before it is used, to ensure the perfect slaking of the lime – to be grouted wherever required by the Commissioners but especially through the walls opposite the pilasters: the walls between the pilasters to show good common stock brick with a nest joint laid in Flemish bond – the pilasters may be composed of brick of inferior appearance though as they are to be covered with the most approved weather proof cement, imitative of free stone.

Roof

The framing of the joists and roof to be of the most substantial kind with full square edge timbers of such dimensions and put together in such a manner as the Commissioner shall approve and deem sufficient to support the heavy covering designed to be used to be close sheeted with the best bastard pine plank not less than one inch thick and covered with slate: the ridge pole to be covered with sheet lead.

Entablature

The entablature to be executed in strict conformity to the order as laid down in the plan for which the Commissioners will furnish, if necessary, the full size (SHEET 2). Drafts or patterns to be composed entirely of the best heart pine free of knots. The raking cornice of the same, the portico pediment between the raking and level cornice to be finished in rustic work of the best heart pine and this together with the whole entablature including the raking cornice, to be painted and sanded to give it the appearance of free stone.

Openings

The door and window sills to be of cut stone not less than four inches thick. The door sills to be as wide as the full thickness of the walls in which they are placed. The window sills to project one and a half inch behind the face of the wall and extend into it six inches behind the face of the jamb and at least two inches under the subsill of the open window and the same within the wall of the recess of the sham windows. The door frames to be of the best pine. The window frames, including the subsills which must be at least three inches thick, to be of the same – the window bisection sash to be filled with the best Boston glass to be secured, both when up and down by steel spring fastenings. Cut stone lintels on the doors and first range of windows. Venetian shutters to be fixed in all the sham and hung in all the open windows with proper inside and outside fastenings for all those that open and shut. The Venetians to be painted green.

Columns and Pilasters

The columns and pilasters to be surmounted with cut stone capitals and their shafts to be covered with the best weather-proof plastering.

Inside Finishing

The first floor in rear of the bar to be of brick and on a level with the portico floor which shall also be of brick. From the Bar to the Justice's bench of heart pine plank raised one step. The different ranges of the Bar and Jury benches to be raised one full step from front to rear one above the other. The railing in front of the Justice's Bench, around the Clerk's table and in front of the Bar to be supported by turned balusters. The hand rails of the stair cases to the Jury Rooms and in front of the Gallery to be supported with square balusters. The doors to be paneled with inside fastenings to two of the outside doors and black lock to the third and to the two doors of the Jury Rooms. The doors and windows to be finished inside with plain jamb linings and single architraves with seats in the windows and all the floors to be finished to a plain _____ base or wash board with plain mantles over the fire places in the Jury Rooms and a tin plate stove with the necessary piping communicating with the flues on each side of the building as designated in the plan in the Court Room.

The whole interior of the walls and ceilings to be finished with the best plain plastering and white

wash – and the wooden work except the floor to be painted a stone color – the whole to be done in a workman like style and finished by *[text ends unfinished]*

APPENDIX E
ADDITIONAL HISTORIC IMAGES

ADDITIONAL HISTORIC IMAGES



Figure E1. Exterior color photograph of the courthouse (1/6), May 1996, Box 36.1, Folder 6, Fluvanna Historical Society (FHS) collections.



Figure E2. Color photograph of the courthouse interior (3/6), May 1996, Box 36.1, Folder 6, FHS.



Figure E3. Black and white photo of the courthouse exterior, unattributed, Box 36.1, Folder 6, FHS.



Figure E4. Color photograph of the courthouse in snow, undated, Box 36.1, Folder 6, FHS.



Figure E5. Color photograph of the courthouse interior, May 1996, Box 36.1, Folder 6, FHS.



Figure E6. Color photograph of the courthouse, May 1996, Box 36.1, Folder 6, FHS.



Figure E7. Early black and white print of the courthouse and outbuildings, undated, Box 36.1, Folder 6, FHS.



Figure E8. Color photo of the courthouse (photo 3), undated, Box 36.1, Folder 6, FHS.



Figure E9. Color photograph of a meeting outside the courthouse (photo 4), July 1963, Box 36.1, Folder 6, FHS.

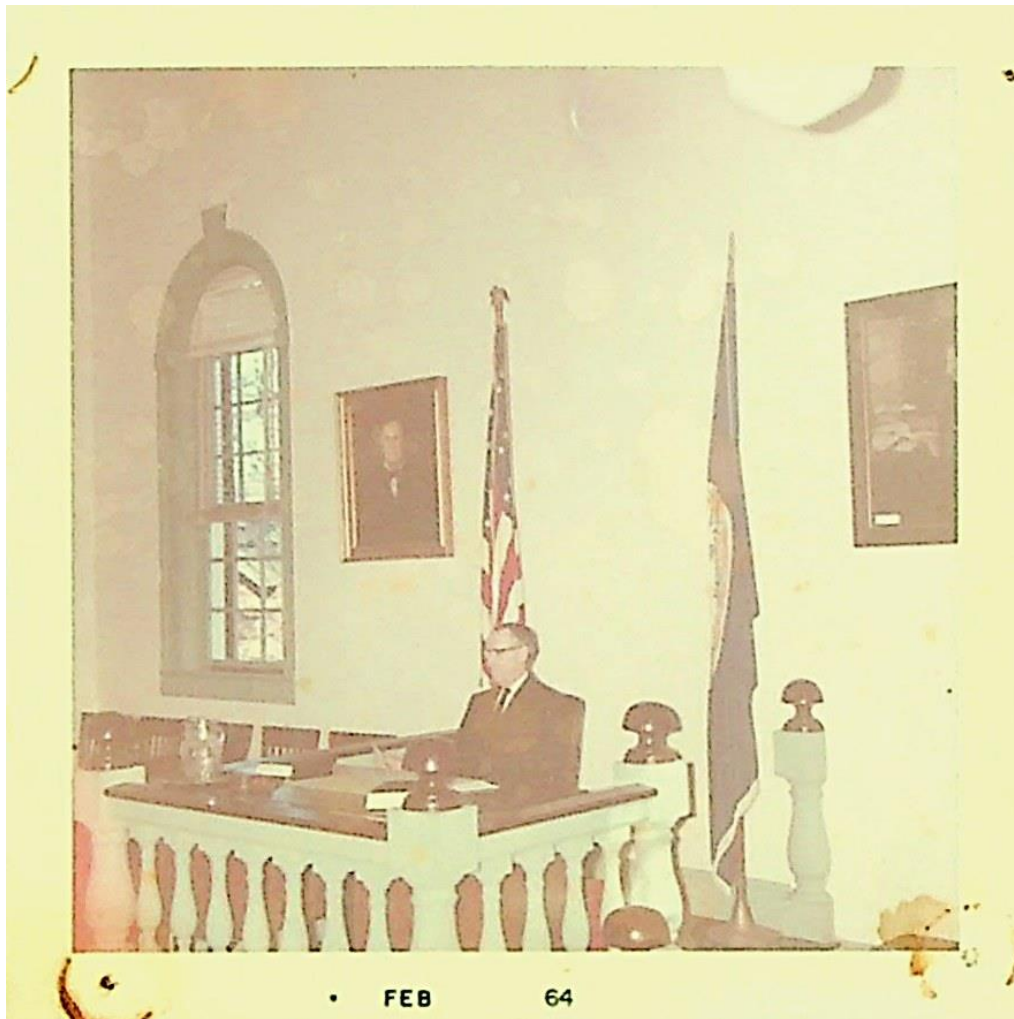


Figure E10. Color photograph of a man seated inside the courthouse (photo 5), February 1964, Box 36.1, Folder 6, FHS.

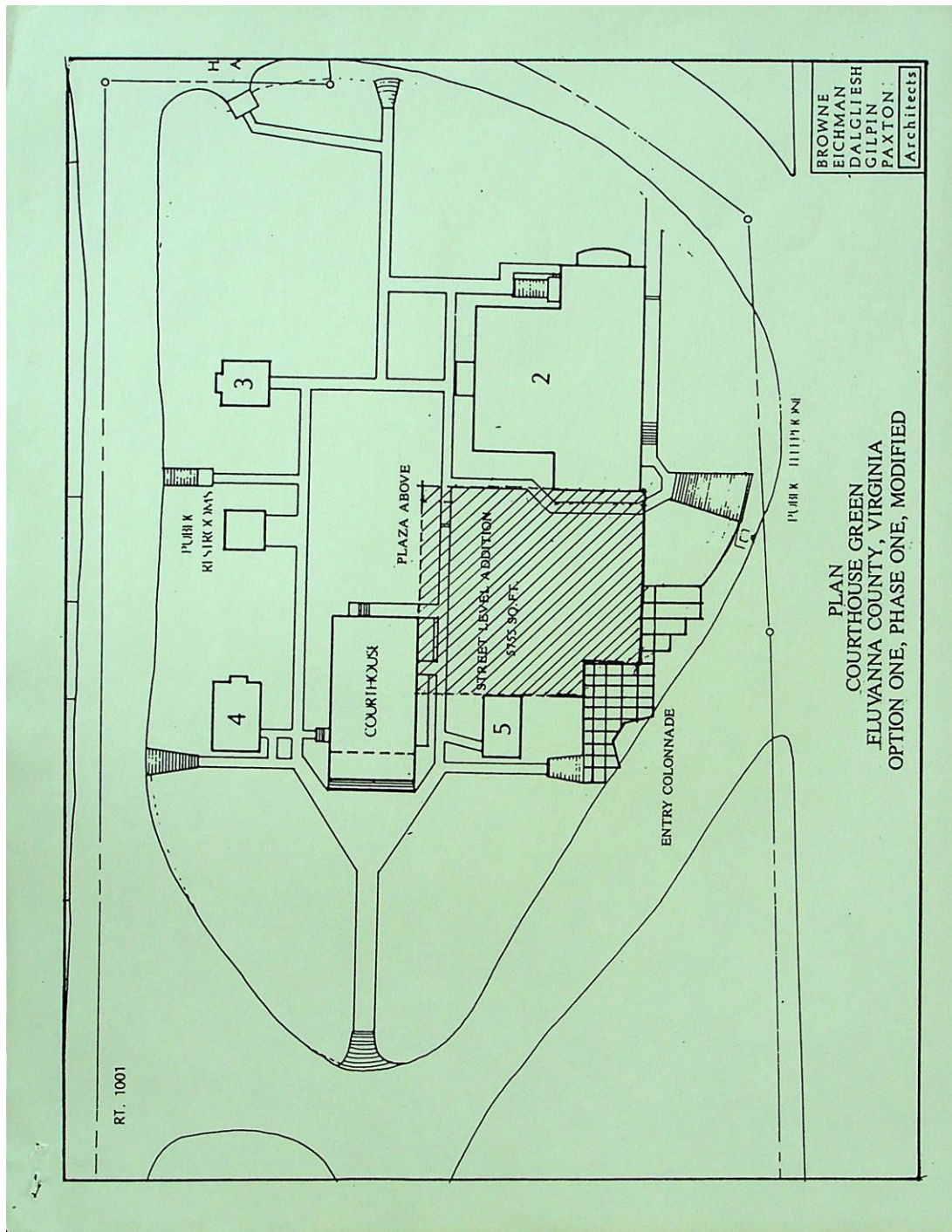


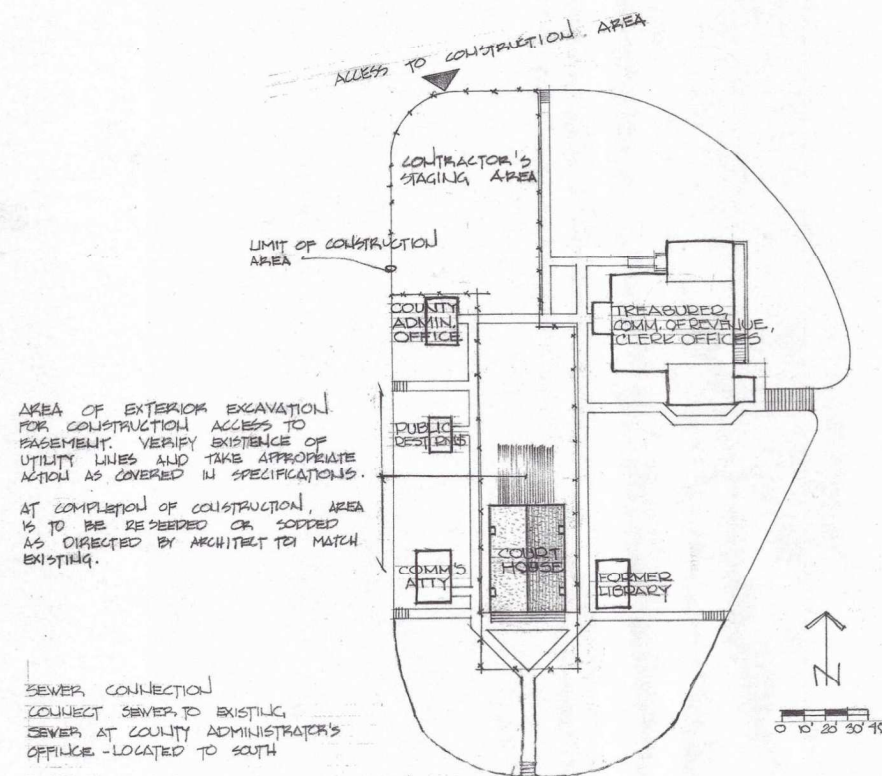
Figure E11. Plan Courthouse Green Fluvanna County Option One Phase One Browne etc., 1992 Courthouse Renovations, Box 36.1 Folder 13.

APPENDIX F

1977 GRIGG, WOOD & BROWNE RESTORATION BID DRAWINGS

THE RESTORATION OF THE FLUVANNA COUNTY COURTHOUSE PALMYRA, VIRGINIA

UNITED STATES DEPARTMENT OF THE INTERIOR · NATIONAL PARKS SERVICE
PROJECT #51-74-00080



PHASE 1: EXTERIOR
COMPLETED 1 JANUARY 1976
PHASE 2: INTERIOR
15 JANUARY 1977
BASEMENT ADDITION FUNDED BY REVENUE SHARING GRANT
REVISED 2 MAY 1977

GRIGG, WOOD & BROWNE
ARCHITECTS AND CONSERVATORS
15 JAN 1977



DIVISION 4: MASONRY
Section 4A: Masonry Restoration

1. RELATED DOCUMENTS:

- The general provisions of the Contract, including General and Special Conditions, apply to the work specified in this section.
- The Masonry Contractor shall familiarize himself with all other drawings and specifications to ascertain how they affect his work. He shall fully cooperate with all other sub-contractors and trades.
- See Section 7A; MASONRY SEALANTS for related work.
- See Section 9B; STUCCO FINISH OF COLUMNS & PILASTERS for related work.

2. DESCRIPTION OF WORK:

- The extent of work covered this contract is shown on this drawing.
- This work shall include, but not be limited to:
 - Corrective tuckpointing of all masonry joints - face brick, stone work.
 - Repair and/or replace all damaged units
 - Masonry cleaning
 - Reconstruction of chimneys
 - Waterproofing of all exterior masonry surfaces
 - Patching of all stucco work

3. MASONRY MATERIALS:

- Exterior face brick shall match original exterior face brick to meet the approval of the Architect. The dimensions of the brick units shall approximate 7-3/4" x 8-1/4" x 2-3/4" x 4" as required with 5 courses=16".
- Exterior face brick mortar for repointing and patching shall be "Flamingo" natural masonry mortar as manufactured by the Riverstone Line & Stone Company or approved equal. Color shall be as selected by the contractor to match existing mortar color to be approved by architect.

- Hydrated lime shall conform to ASTM Specification C-207. Quicklime shall conform to ASTM Specification C-5.
- Sand shall match existing in color, size and gradation.
- Masonry surface cleaning material shall be "Sure-Klean" as manufactured by Process Solvent Co., Inc., Kansas City, Kansas.

4. PROCEDURE:

- Sandblasting of any kind will not be permitted.
- All masonry joints repointed in portland cement as indicated on the plan will be cleaned and repointed to a depth of 3/4".
- Existing old masonry mortar joints will be correctively tuck-pointed as required.
- All stone mortar joints will be cleaned and repointed.
- Areas in stucco surfaces where spalling or cracking has occurred to be cleaned and patched with appropriate material to match existing texture as approved by architect.
- All masonry and stucco surfaces will be cleaned with "Sure-Clean" following repointing. Application shall follow manufacturers recommendations. All dirt, grime and old paint shall be removed.
- All masonry surfaces to be sealed following cleaning (refer to section 7A).

5. CHIMNEYS:

- All chimneys to be rebuilt retaining the old bricks where possible.
- Chimneys indicated in drawings "to be sealed" to receive heavy lead coated copper cap installed to insure a weather tight seal.

6. DELIVERY AND STORAGE OF MATERIALS:

- All materials shall be stored under cover and in a dry place in a manner which will prevent damage or intrusion of foreign matter.
- Store cement, lime and air setting mortars in watertight, elevated containers.

7. LAYING CONDITIONS:

- No masonry shall be laid when conditions are such that there is danger of freezing before the mortar is set.
- Do not lay masonry in freezing weather unless suitable means are provided to heat materials, protect work from cold and frost and insure that mortar will harden without freezing. No anti-freeze ingredients shall be used.

8. INSPECTIONS:

A small area of restored masonry shall be completed and inspected by the Architect and the remaining masonry work is to be completed only after the Architect's approval of the sample panel.

9. PROTECTION:

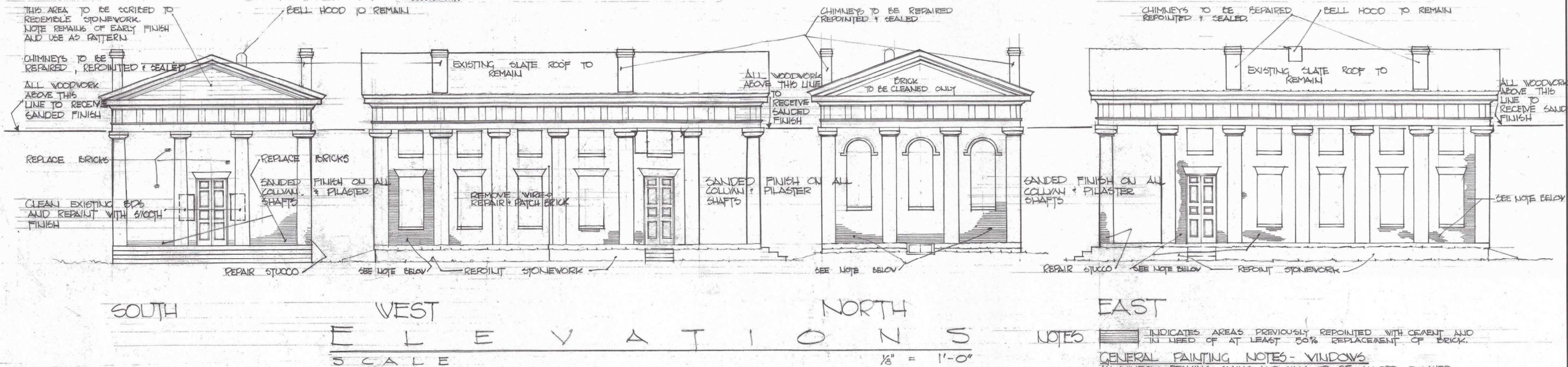
- The surrounding surfaces, floor slabs, walls, partitions and door window frames, etc. shall be protected at all times during masonry work operations from stains, mortar and damage. If stained or damaged, they shall be cleaned and repaired at the same time the masonry work is cleaned and pointed.

10. CLEAN-UP:

- At the completion of work, point up all exposed masonry filling up all holes and joints. Clean down brickwork both exterior and interior, using the solution which is specified and stiff fiber brushes, leaving masonry clean, free from mortar on face and in good condition, with tight mortar joints throughout.

11. GUARANTEE:

- This Contractor shall guarantee all work performed and installed under this Section of these Specifications against defects in material and workmanship for a period of one (1) year beginning with the date of final acceptance of the work.



DIVISION 7: MOISTURE CONTROL
Section 7A: Masonry Sealants

1. RELATED DOCUMENTS:

- The General Provisions of the Contract, including General and Special Conditions, apply to the work specified in this section.
- The contractor shall familiarize himself with all other drawings and specifications to ascertain how they affect his work. He shall fully cooperate with all other sub-contractors and trades.
- See Section 4A; Unit Masonry Work

2. MATERIALS:

A clear, chlorinated rubber waterproofing compound for brick, stucco and stone surfaces, that is a single component material that shall not discolor porous masonry surfaces. The compound when completely cured, shall be unaffected by ultra violet radiation when properly applied. It shall be unaffected by salt content in the air or by sulphur or any form of exhaust fumes or spilled fuels. It shall also have the property to penetrate and harden deteriorating mortar and brick.

Products offered by manufacturers complying with the requirements include the following:

Primoid Standard Clear, Richmond Primoid
"Lambert's Exposite Clear Sealer #9-L-3", Pratt & Lambert

3. APPLICATION:

Apply by low pressure spray. Allow a minimum of 10 hours drying time and repeat process, being sure that material does not build up on the surface and run. Temperature for working shall be above 55°F. Material shall not be applied to surfaces showing dampness at a plaster setting (10%) on a Delmhorst moisture meter. Appropriate precautions for prevention of fire and inhalation shall be taken during application.

4. GUARANTEE:

The contractor shall guarantee all work performed and installed under this Specification against defects in materials and workmanship for a period of one (1) year beginning with the date of final acceptance of the work.

5. GENERAL:

All other Provisions related to and stated in Section 4A regarding storage, inspection, protection and clean-up shall apply to this section also.

DIVISION 9: FINISHES
Section 9A: Exterior Finishes

1. RELATED DOCUMENTS:

- The general provisions of the Contract, including General and Special Conditions, apply to the work specified in this section.
- The Painting Contractor shall familiarize himself with all other drawings and specifications to ascertain how they affect his work. He shall fully cooperate with all other contractors and trades.
- Section 4A: Masonry Restoration

2. DESCRIPTION OF WORK:

- The extent of work covered under this contract is shown on the drawings.
- The work shall include but not be limited to:
 - Painting of all exterior woodwork
 - Painting of all exterior stucco work on columns and pilasters

3. PAINTING MATERIAL:

- Paint to be high quality, flat exterior acrylic latex emulsion to comply with FS TT-P-19.
- "Sanded Finish" aggregate to be "Pearl Tex" paint additive.
- Surface conditioner to be #17-15 as manufactured by Pittsburgh Paint.
- Alkyd Enamel (semi-gloss) to comply with FS TT-E-529, class A.
- Use brushes as best suited for job.

4. PROCEDURE:

- Surface Preparation - all cases.
 - All surfaces to be scraped to remove loose paint
 - Surfaces to be cleaned and prepared by application of specified surface conditioner following manufacturer's instructions explicitly.
- Sanded Finishes - see plans.
 - Pearl Tex to be mixed with flat latex at 1 pound to the gallon.
 - Paint to be continually agitated during application.
- Smooth Finish - see plan.
 - Flat latex applied following manufacturers instructions explicitly.
- Shutter Finish - to be applied to shutters.
 - Scrape shutters to remove flaked or peeling paint.
 - Clean surface as per manufacturers instructions
 - Apply semi-gloss enamel to follow manufacturer's instructions explicitly.

5. DELIVERY & STORAGE OF MATERIALS:

- All materials shall be stored under cover and in a dry place in a manner which will prevent damage or intrusion of foreign matter. Manufacturers labels are to be affixed thereon.
- Store all paint in watertight and airtight containers elevated above ground.

INDICATES AREAS PREVIOUSLY REPOINTED WITH CEMENT AND IN NEED OF AT LEAST 50% REPLACEMENT OF BRICK.

GENERAL PAINTING NOTES - WINDOWS
ALL WINDOW FRAMING, CASINGS AND SILLS TO BE SANDED FINISHED.
ALL WINDOW SASH TO RECEIVE SMOOTH FINISH.
SHUTTERS TO BE PAINTED WITH SEMI-GLOSS ENAMEL.
ALL COLUMNS AND PILASTERS TO BE SANDED FINISHED.
ALL DOORS TO RECEIVE SMOOTH FINISH.

6. SAMPLES & INSPECTIONS:

Submit samples for Architect's review of color and texture only. Compliance with all other requirements is the exclusive responsibility of the Contractor. Provide a listing of the material and application for each coat of each finish sample.

On 12" x 12" hardboard, provide 2 samples of each color and material, with texture to simulate actual conditions. Resubmit each sample as requested until required sheen, color and texture is achieved.

7. COLORS AND FINISHES:

Prior to initiating work, Contractor shall be supplied by Architect with color chips showing color and texture to be matched. These chips are to be matched and submitted for approval by the Architect before proceeding with the work.

8. PROTECTION:

Protect work of other trades, whether to be painted or not, against damage by the painting and finishing work. Leave all such work undamaged, with any damage corrected by cleaning, replacing and repainting, as directed by the Architect.

Provide "Wet Paint" signs as required to protect newly painted finishes. Remove temporary protective wrappings provided by others for protection of their work after completion of painting operation.

9. CLEAN-UP:

During the progress of work, remove from project all discarded paint materials, rubbish, cans and rags.

REVISIONS

FLUVANNA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

FLUVANNA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

GREG WOOD & BROWNE
ARCHITECTURAL CONSERVATORS
CHARLOTTEVILLE, VIRGINIA



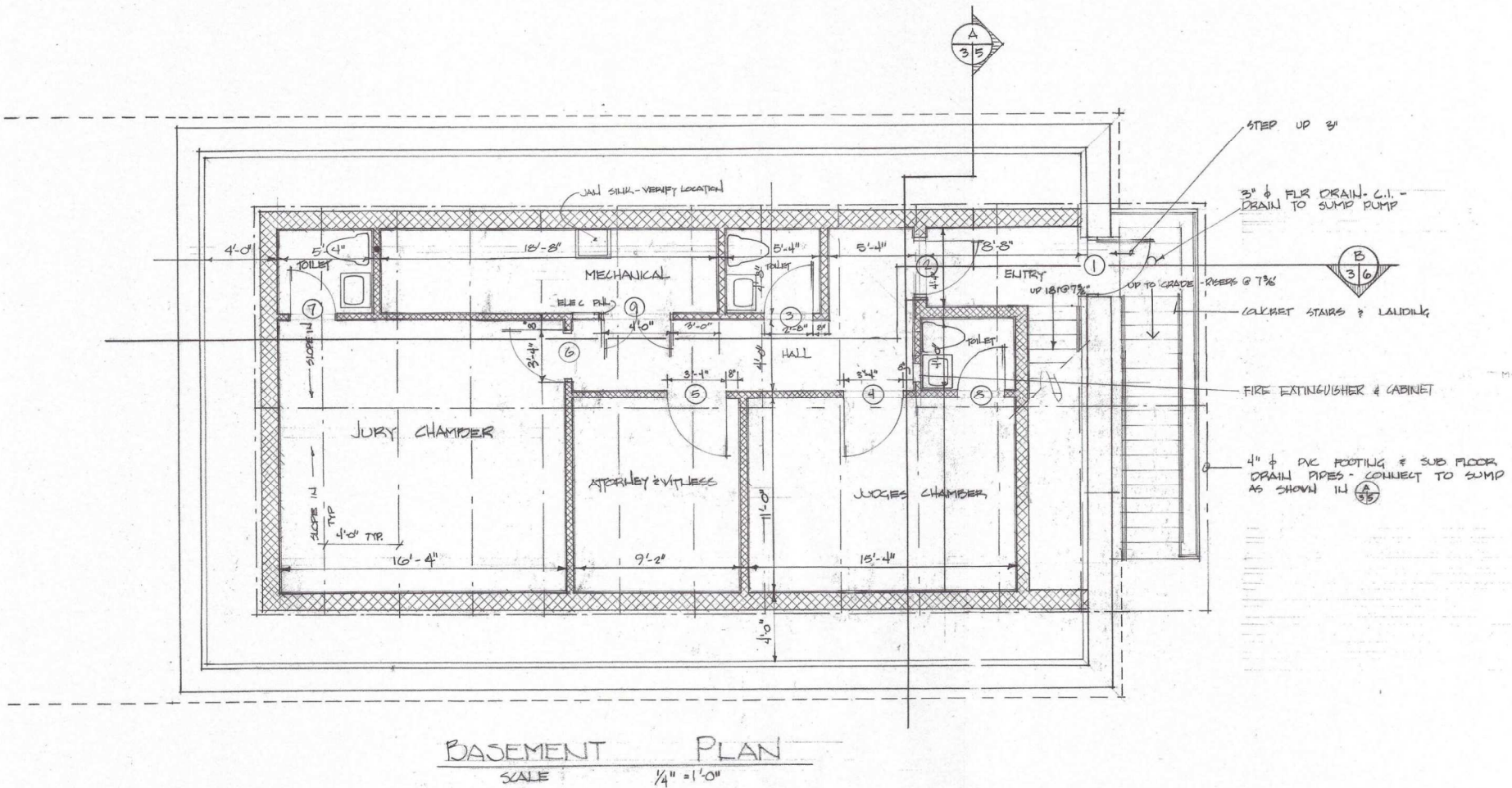
PHASE I
EXTERIOR RESTORATION

Drawn By

Scale

Date

Job No.



REVISIONS
2 MAY 1977

FLUVANNA COUNTY COURTHOUSE
PALMYRA VIRGINIA

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE VIRGINIA



BASEMENT PLAN

CHECKED

DRAWN

SCALE

DATE

JOB NO

SHEET
3

OF 7

REVISIONS:
2 MAY 1977

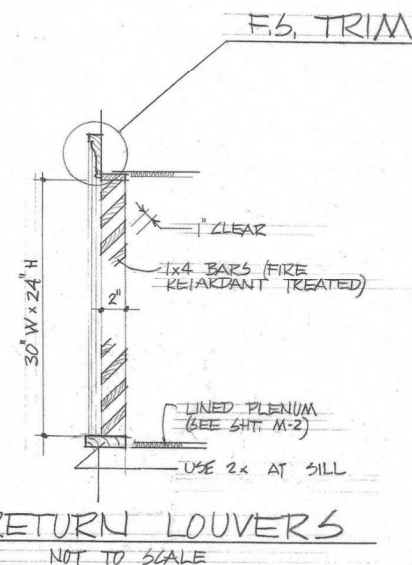
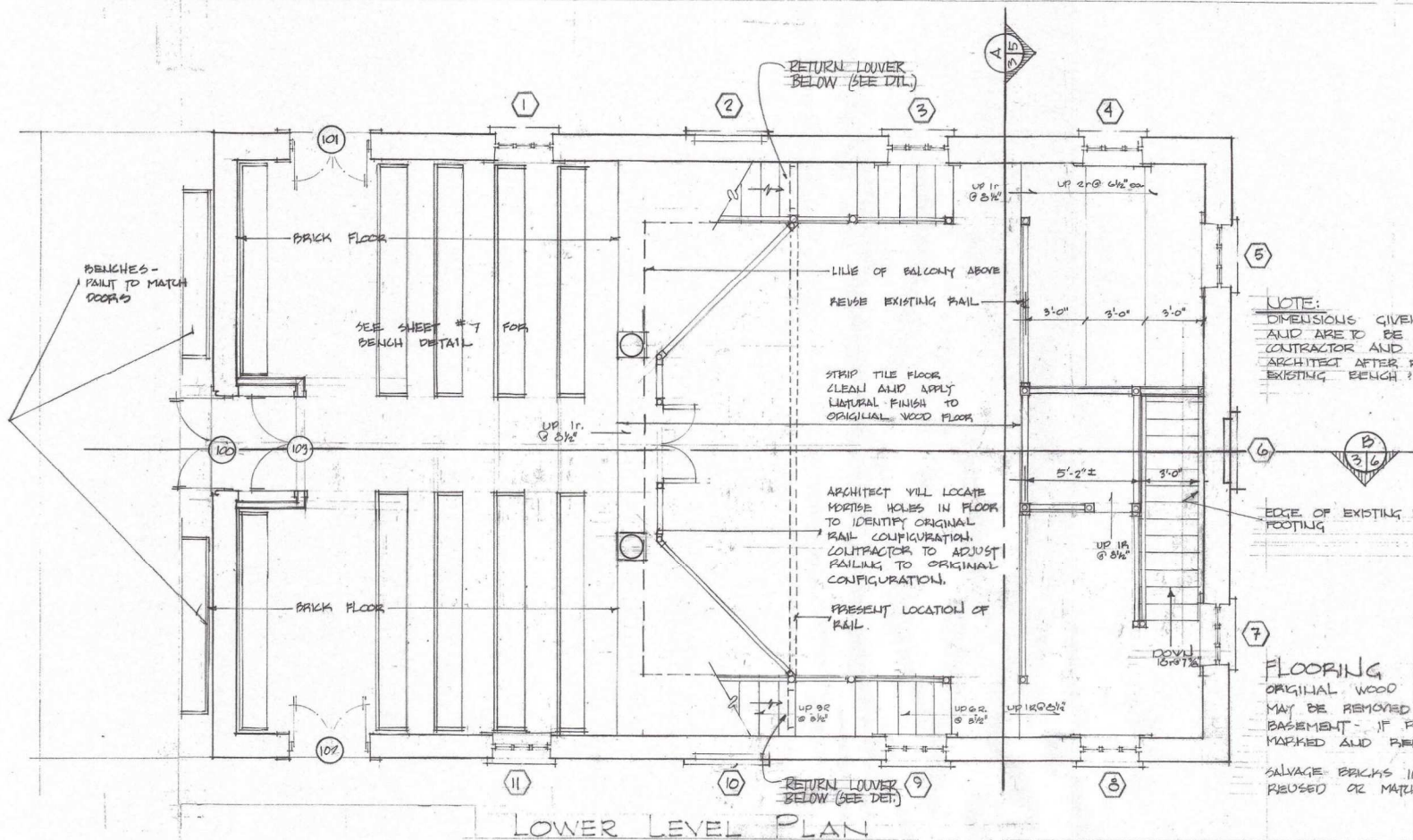
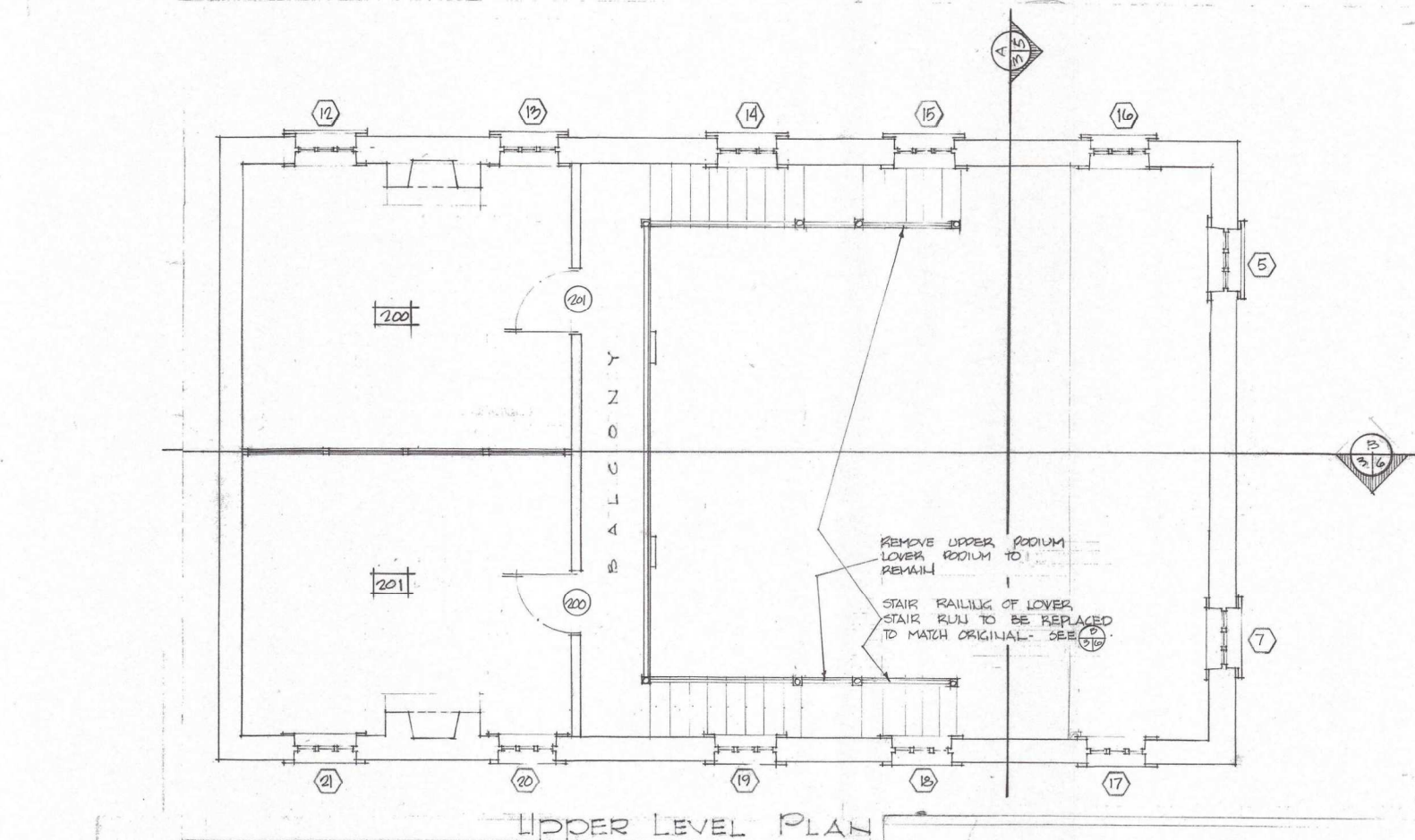
FLUVANIA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE, VIRGINIA



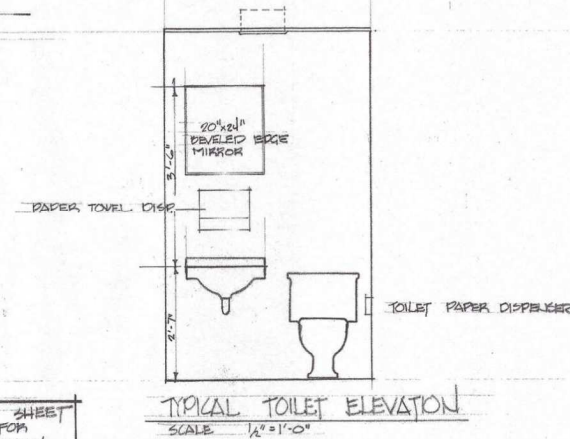
FLOOR PLANS

SHEET
4
OF 7



NOTE:
DIMENSIONS GIVEN ARE APPROXIMATE
AND ARE TO BE VERIFIED BY
CONTRACTOR AND APPROVED BY
ARCHITECT AFTER REMOVAL OF
EXISTING BENCH & JURY BOX

FLOORING NOTE
ORIGINAL WOOD FLOORING AND STRUCTURE
MAY BE REMOVED TO ALLOW EXCAVATION OF
BASEMENT - IF REMOVED MEMBERS TO BE CAREFULLY
MARKED AND REPLACED IN ORIGINAL CONFIGURATION.
SALVAGE BRICKS IN BACK OF COURTROOM FLOOR TO BE
REUSED OR MATCHED FOR NEW BRICK.



PLUMBING FIXTURES

LAVATORIES AMERICAN STANDARD "LUCERNE", 20" x 18"
VALL HULL, #0951.023 w/ 2103.448 "HERITAGE"
CEILING SET LAVATORY FAUCET

TOILETS AMERICAN STANDARD "ELONGATED CADET"
#2109, 254 1/2 5334.065 OPEN FRONT SEAT.

Note: Pages have been scaled from 24x36" to 11x17", drawings are not to scale.

REVISIONS
2 MAY 1977

FLUVANNA COUNTY COURTHOUSE
VIRGINIA

FLUVANNA COUNTY
PALMYRA, VIRGINIA

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE VIRGINIA

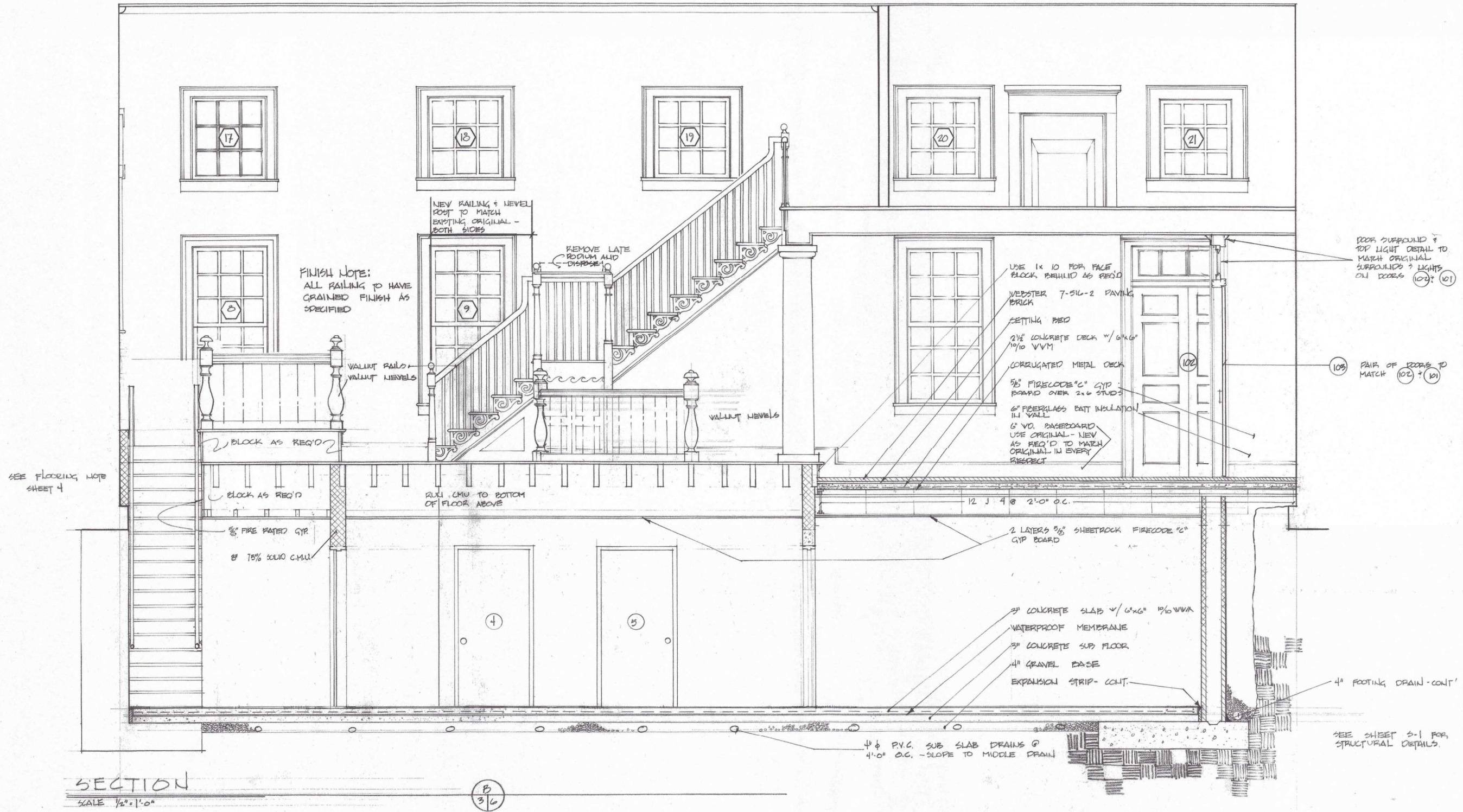


SECTION
B
3/6

SCALE
1/8" = 1'-0"

DATE
15 JAN 77

SHEET
6
OF 7



REVISIONS

FLUVANNA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

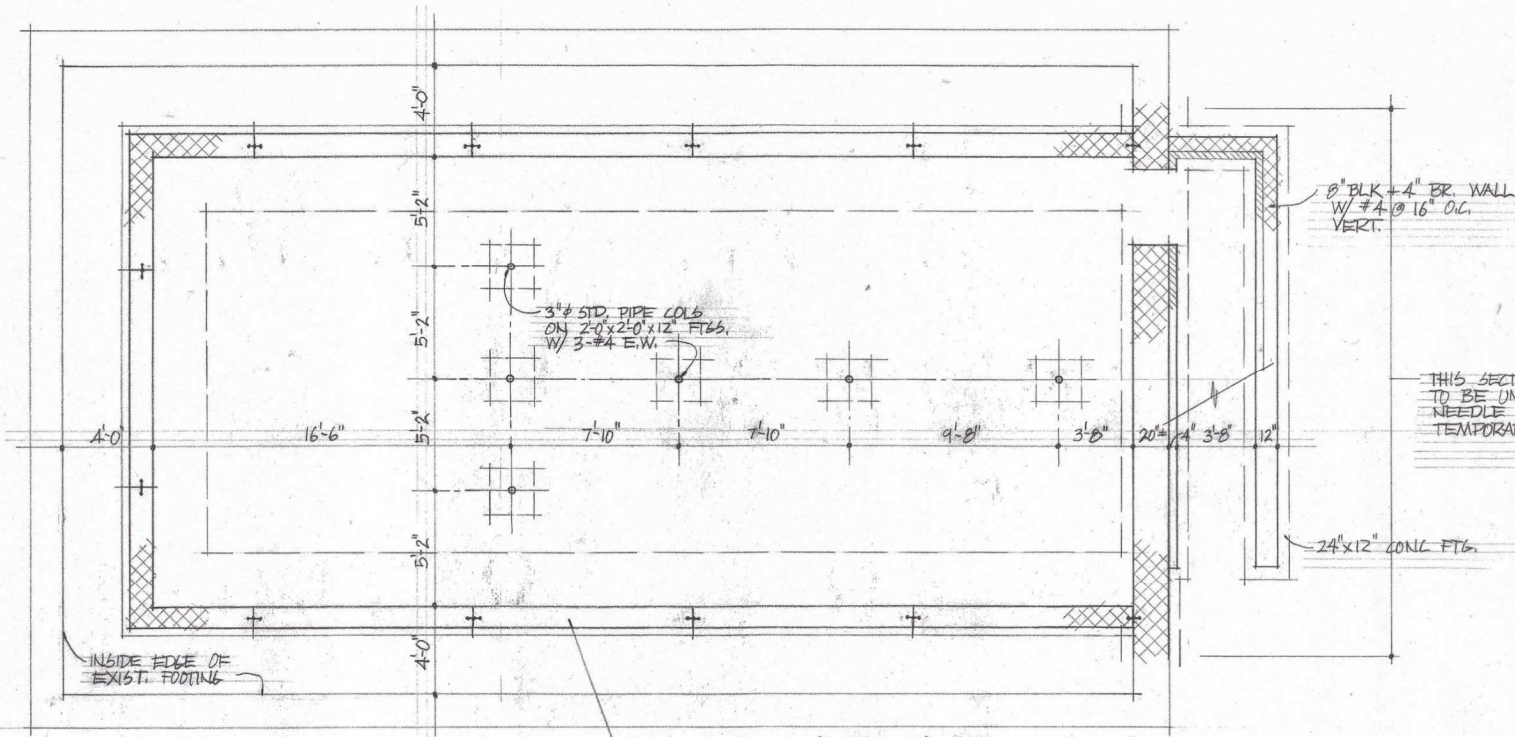
GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE, VIRGINIA



FOUNDATION DETAILS

CHECKED
DRAWN
SCALE
DATE
JOB NO.

SHEET
S-1
OF 1



RETAINING WALL (SEE DETAIL),
CONSTRUCT IN 10' LONG SECTIONS,
PROVIDE WATERSTOPS AT JOINTS,
KEY JOINTS IN ALT. BID, CONC. WALL

FOUNDATION PLAN
SCALE 1/4" = 1'-0"

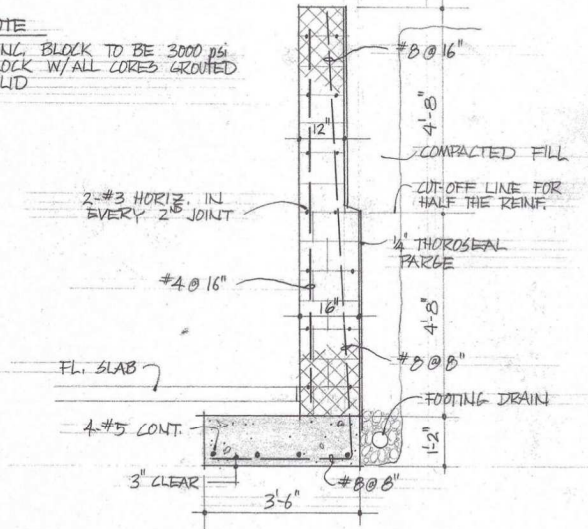
NOTE

EXCAVATE BASEMENT TO WITHIN 8 FEET
OF INSIDE EDGE OF EXIST. FOOTING.
EXCAVATE FOR RETAINING WALL IN SECTIONS
10 FEET LONG, CONSTRUCT EACH SECTION
AS QUICKLY AS POSSIBLE AFTER FINAL
EXCAVATION. NON-ADJACENT SECTIONS
MAY BE EXCAVATED SIMULTANEOUSLY,
KEEP EXCAVATION DRY AT ALL TIMES.
SEE FLOORING NOTE SHEET 4

THIS SECTION OF EXIST. WALL
TO BE UNDERPINNED,
NEEDLE AS REQ'D FOR
TEMPORARY SUPPORT.

NOTE

CONC. BLOCK TO BE 3000 PSI
BLOCK W/ ALL CORES GROUTED
SOLID

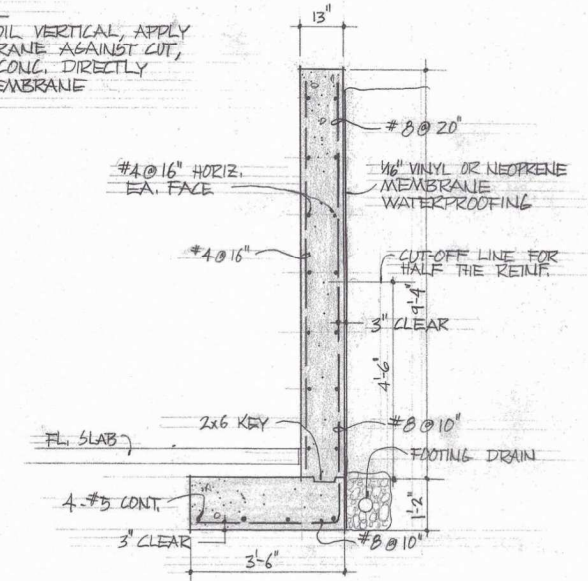


BASE BID RETAINING WALL

SCALE 1/2" = 1'-0"

NOTE

CUT SOIL VERTICAL, APPLY
MEMBRANE AGAINST CUT,
POUR CONC. DIRECTLY
TO MEMBRANE



ALT. BID RETAINING WALL

SCALE 1/2" = 1'-0"

MECHANICAL EQUIPMENT LIST

FURNACES 1 & 2 - CARRIER 58 HV 106 OIL-FIRED
UPFLOW FURNACE, 85 MBH BURNER CAPACITY,
1500 CFM, CARRIER 28 AR 042 COOLING COIL,
CARRIER 49 BB 001 HUMIDIFIER.

CONDENSING UNITS 1 & 2 - CARRIER 38 EE 045,
42 MBH (A.R.I. STD. 210 TOTAL COOLING CAPACITY), 240 V/1P.

FAN-COIL 1 - CARRIER 40 AQ 030, 4 KW 2-STAGE
SUPPLEMENTARY ELECTRIC HEAT, 900 CFM, 240 V/1P.

HEAT PUMP 1 - CARRIER 38 CG 027, 26.5 MBH COOLING,
29 MBH HIGH-TEMP. HEATING, 15 MBH LOW-TEMP. HEATING
(A.R.I. STD. 240 RATINGS), 240 V/1P.

FAN-COIL 2 - CARRIER 40 AQ 024, 7.5 KW 2-STAGE
SUPPLEMENTARY ELECTRIC HEAT, 700 CFM, 240 V/1P.

HEAT PUMP 2 - CARRIER 38 CG 020, 19 MBH COOLING,
21 MBH HIGH-TEMP. HEATING, 10 MBH LOW-TEMP. HEATING
(A.R.I. STD. 240 RATINGS), 240 V/1P.

FILTERS - RESEARCH PRODUCTS 'SPACE-SAVE' HIGH-
EFFICIENCY AIR CLEANER.

CONTROLS - HONEYWELL OR EQUAL, TAMPERPROOF,
DAY T/STAT - HEAT & COOL, MANUAL CHANGEOVER, CONTINUOUS
FAN OPERATION, NIGHT T/STAT - HEAT ONLY (SET 55°),
TIME CLOCK - 7 DAY W/ AUX. SPRING POWER, PROVIDE
MANUAL BYPASS SWITCH.

DUCTWORK - SHEET METAL OF THICKNESS REQ'D BY
CODE, SOUND-LINE W/ 1/2" LINAUSTIC (EXCEPT FOR
RUNDOTS TO BASEBOARD DIFFUSERS), INSULATE W/
1" FOIL-FACED FIBERGLASS, PROVIDE FLEXIBLE
CONNECTIONS AT AIR HANDLER, TURNING VANES
AT SQUARE ELBOWS, VOLUME CONTROLS AT
BRANCH TAKEOFFS.

GRILLES, REGISTERS, & DIFFUSERS - KRUEGER OR
APPROVED EQUAL, WHITE ENAMEL FINISH

PLUMBING FIXTURES

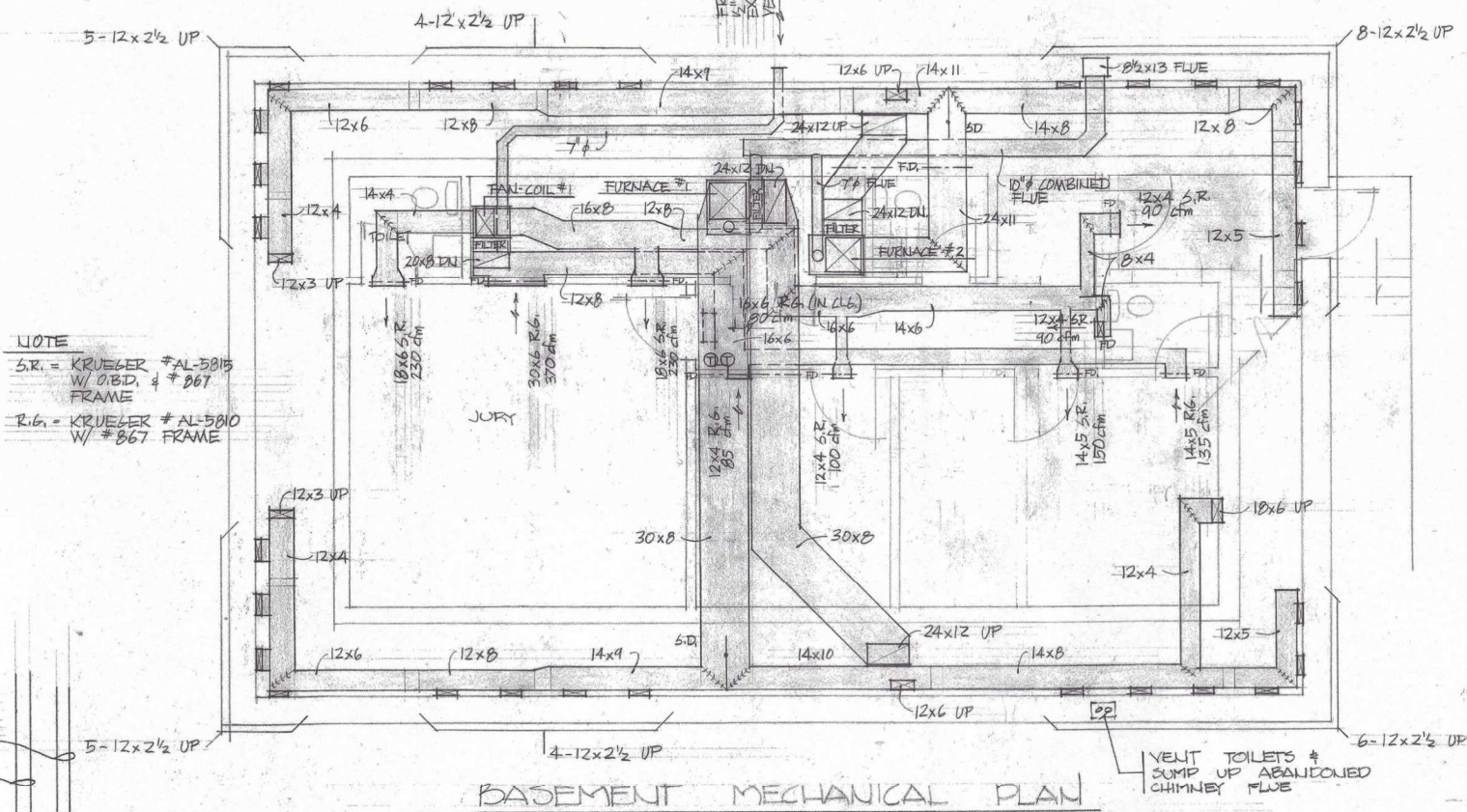
WC - AM. STD. 'ELONGATED WATER-SAVER CADET' W/
#5320.114 SEAT

LAV - AM. STD. 'LUCERNE' 20"x18" W/ 2103.406 FITTINGS

SS - AM. STD. 'LAKEWELL' W/ TRAP STANDARD &
#8340.242 FITTINGS

DF - 'OASIS' MODEL 7P

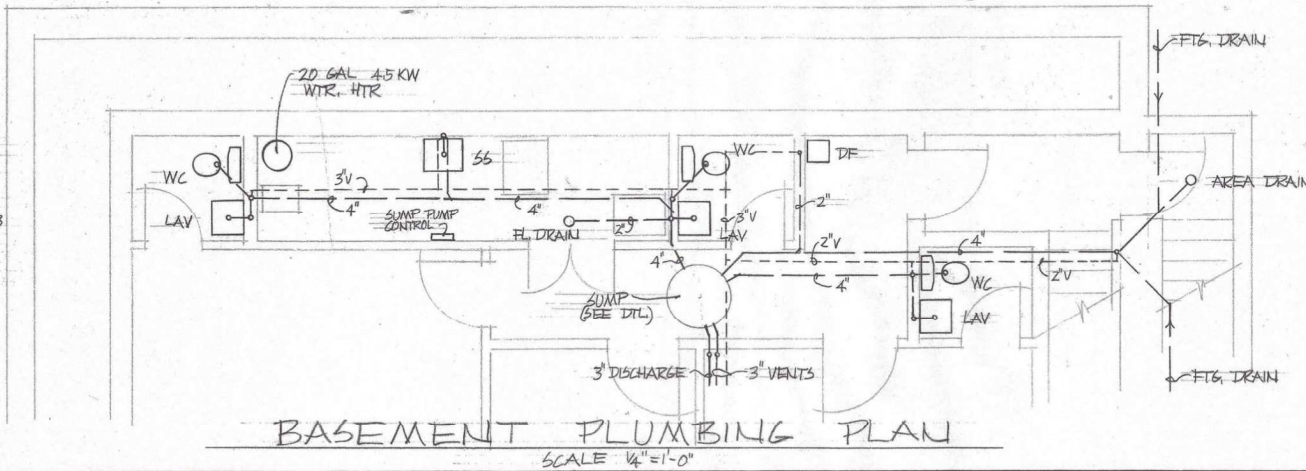
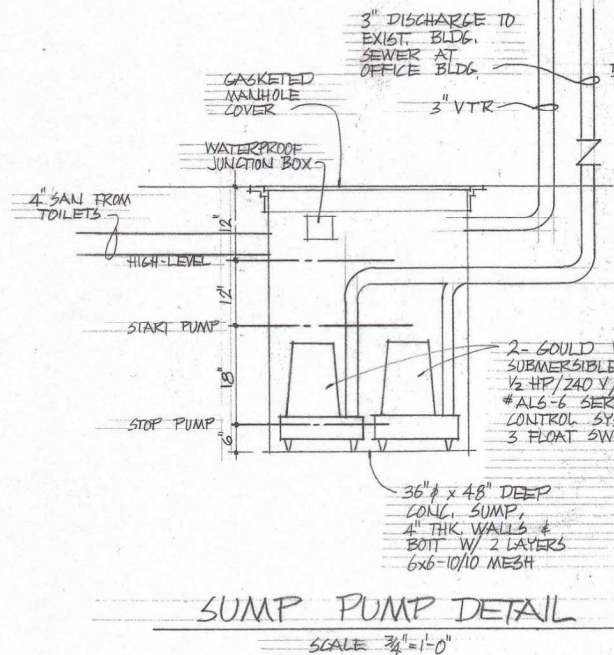
LOCATE CONDENSERS
& HEAT PUMPS BEHIND
COMMONWEALTH ATTORNEY'S
OFFICE AS DIRECTED BY
ARCHITECT, PROVIDE 4"
HIGH CONC. PADS



NOTE

S.R. = KRUEGER #AL-5815
W/ O.B.D. & #867
FRAME

R.G. = KRUEGER #AL-5810
W/ #867 FRAME



REVISIONS
5/9/77

COURTHOUSE
VIRGINIA

FLUVANNA COUNTY
FLUVANNA

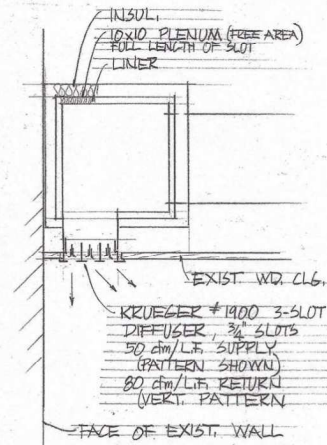
GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE
VIRGINIA



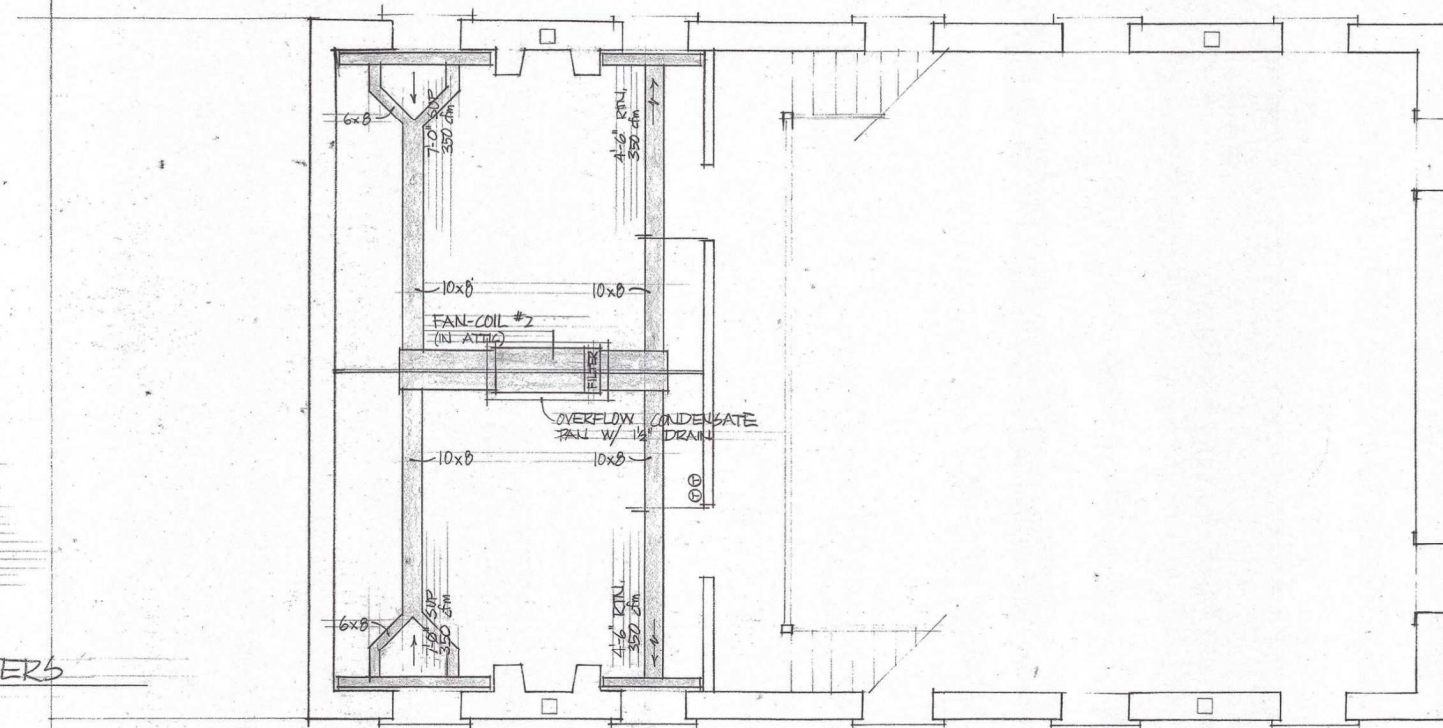
BASEMENT MECHANICAL PLAN

CHECKED
DRAWN
SCALE
DATE
JOB NO.

SHEET
M-1
OF 2

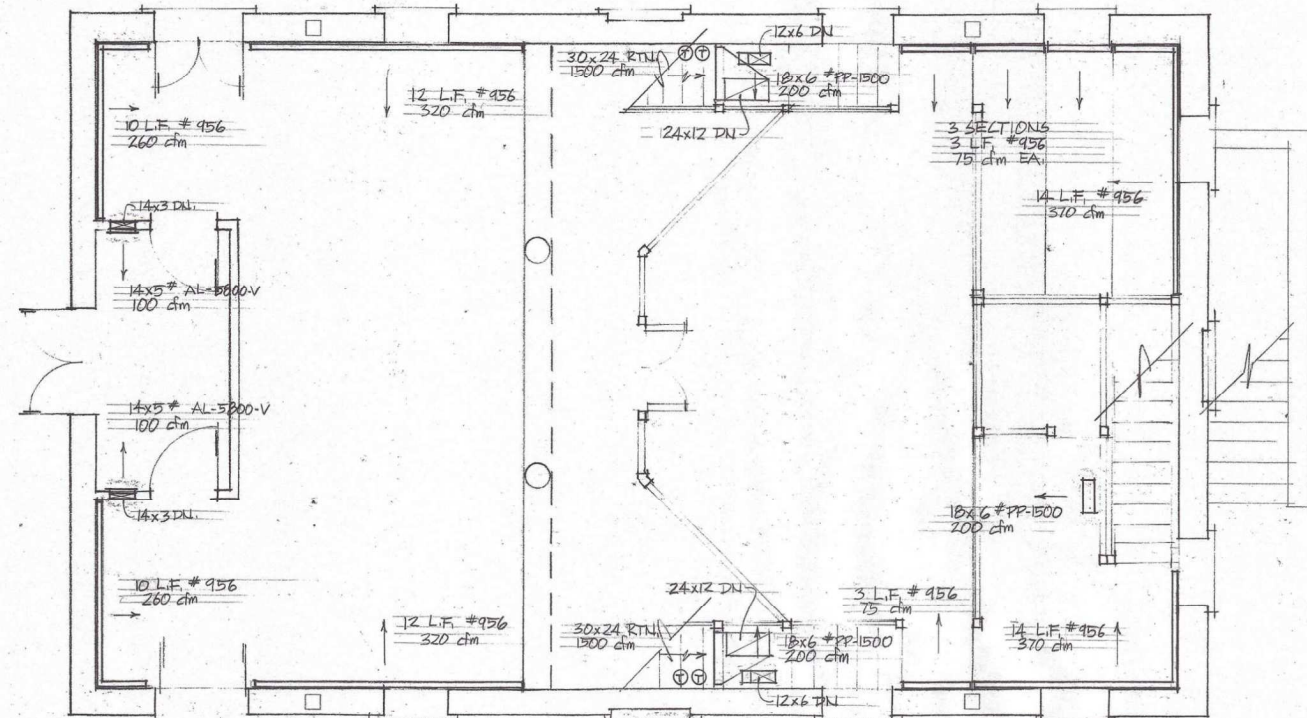


SECOND FLOOR DIFFUSERS
SCALE 1 1/2" = 1'-0"

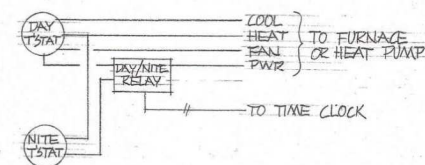


SECOND FLOOR MECHANICAL PLAN
SCALE 1/4" = 1'-0"

NOTE: ALL GRILL & REGISTER DESIGNATION NOS. ARE
BY KRUEGER DIV. UNLESS OTHERWISE
NOTED.



FIRST FLOOR MECHANICAL PLAN
SCALE 1/4" = 1'-0"

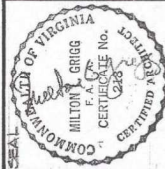


CONTROL SCHEMATIC
NOT TO SCALE
(TYPICAL FOR EACH ZONE)

REVISIONS

FLUVANNA COUNTY VIRGINIA
COURTHOUSE

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE VIRGINIA



FIRST & SECOND
FLOOR MECHANICAL PLAN

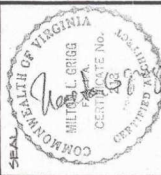
CHECKED
DRAWN
SCALE
DATE
JOB NO.

SHEET
M-2
OF 2

REVISIONS
MAY 1977
27 MAY 1977

FLUVANIA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE VIRGINIA



BASEMENT ELECTRICAL PLAN

CHECKED

DRAWN

SCALE

DATE

LOG NO

SHEET
9
2

CONDENSERS & HEAT
PUMPS LOCATED BEHIND
COMMONWEALTH ATTORNEY'S
OFFICE

LIGHT FIXTURE SCHEDULE

- LIGHTOLIER #16305 "SKYLIGHT" 1/2 40V. R.S.
COOL WHITE TUBES EACH FIXTURE 12" x 48"
- LIGHTOLIER #7055 1/2 SPECULAR CLEAR ALZACK
1/1 300V PS-25 BULB.
- LIGHTOLIER #7055 1/2 SPECULAR CLEAR ALZACK
1/1 200V A-23 BULB UL RATED DAMP LOCATION BELOW PORTICO.
- LIGHTOLIER #7054 1/2 SPECULAR CLEAR ALZACK
1/1 100V A-19 BULB
- LIGHTOLIER #6800 3/4" SQ x 4 1/2" H -
1/2 60V BULBS EACH
- DUPLEX RECEPTACLE OUTLETS
- SINGLE RECEPTACLE OUTLET MOUNTED IN FLOOR
- OUTLETS FOR CLERKS RECORDING AND SOUND
AMPLIFICATION SYSTEM TO BE PROVIDED BY OWNER.
PROVIDE 3/4" PLASTIC CONDUIT UNDERFLOOR AND
INSTALL OWNERS MICROPHONE WIRES IN CONDUIT.
- SAME AS ABOVE - FLOOR MOUNTED
- LIGHTOLIER "ORALEX" #6770 - 3 1/4" x 4 3/8" 1/1 100V A-19 BULB
- NUTONE 8672 CEILING FAN & LIGHT 1/1 1-60 V BULB
- LIGHTOLIER "ORALEX" #6780 8" x 5" 1/1 100V A-19 BULB
WALL MOUNTED - U.L. LISTED FOR VET LOCATION
- LIGHTOLIER #13150 SURF-MTD. FLUORESCENT FIXT
12" x 48" WHITE ACRYLIC DIFFUSER, 2-40W R.S.
COOL WHITE TUBES
- EXIT LIGHT - CHLORIDE SXX-5-1-R
- EMERGENCY LIGHT - CHLORIDE SPU-30M-5-R

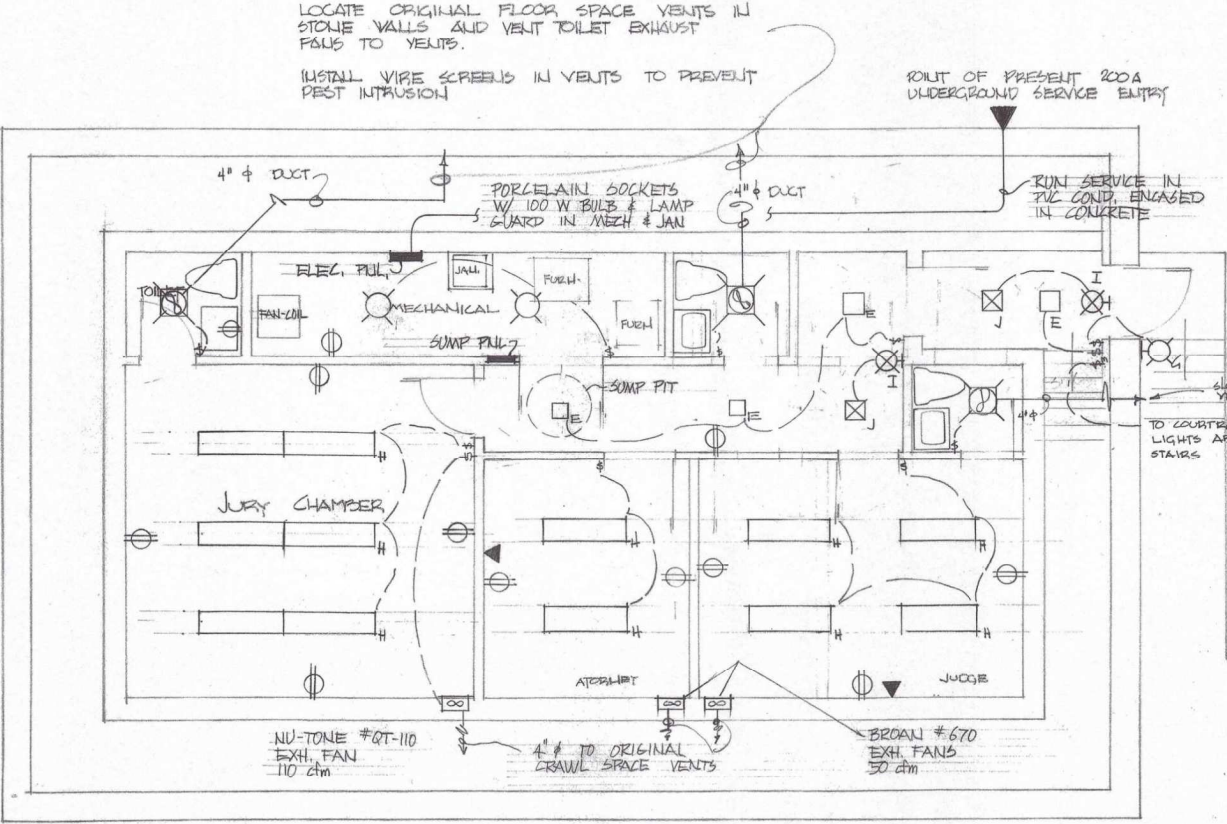
PROVIDE NEW 200A, 120/240 V, 1P/3W ELEC. PANEL W/
MAIN BREAKER, 42 POLES

ALL WIRING TO BE ACCORDING TO NATIONAL ELECTRIC
CODE - 1975 EDITION

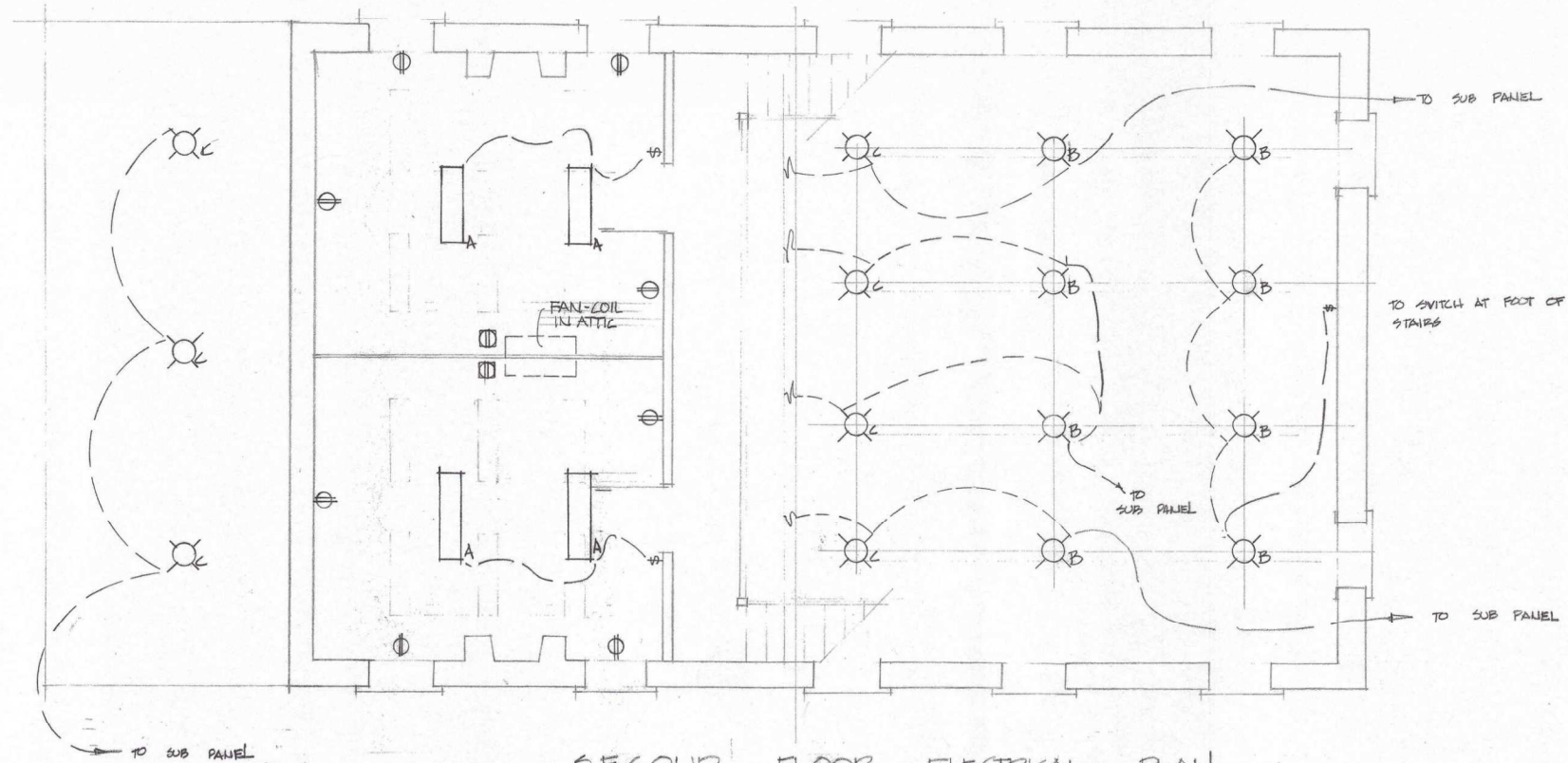
REMOVE ALL EXISTING FIXTURES AND SWITCHES - PATCH
HOLES - ABANDON EXISTING WIRING.

GENERAL CONTRACTOR TO CAREFULLY CUT OPENINGS
FOR NEW LIGHT FIXTURES AND PATCH HOLES AFTER
INSTALLATION OF FIXTURES.

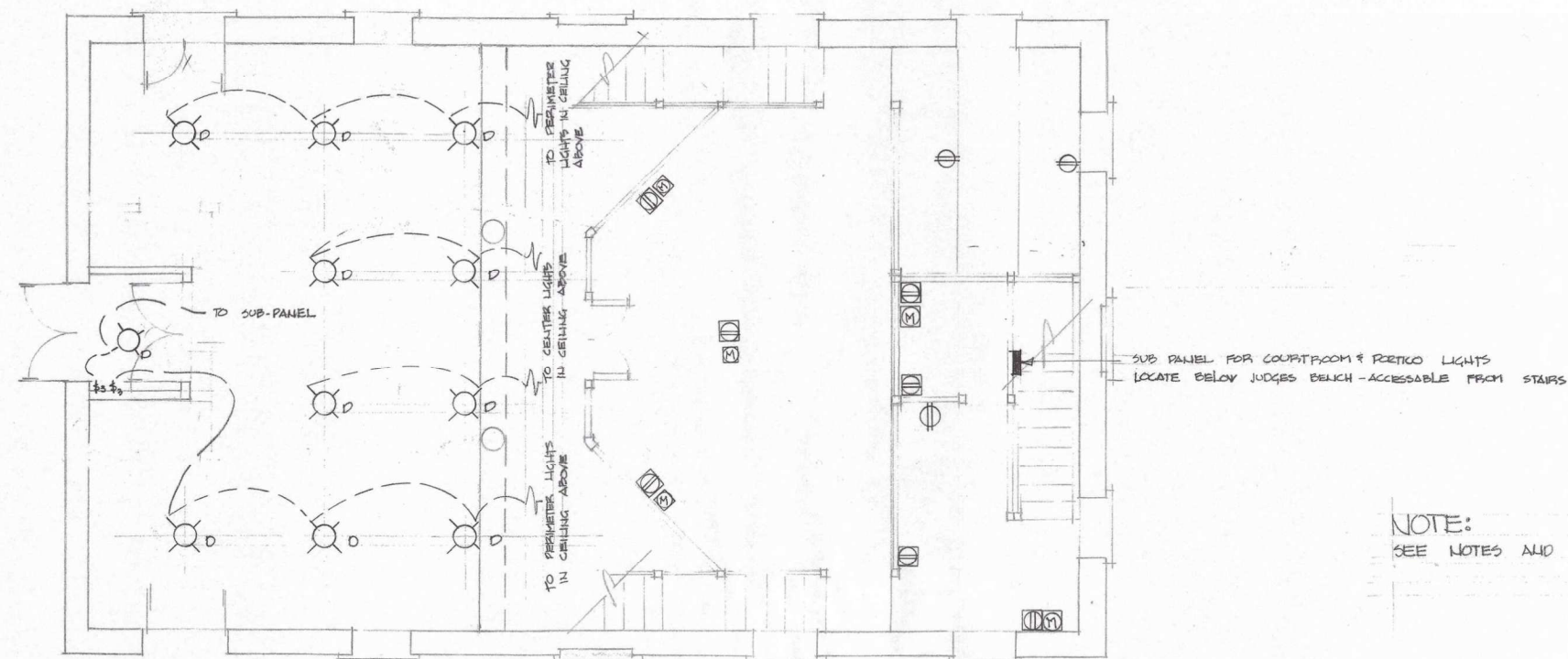
VEPEO WILL PROVIDE NEW SERVICE TO FORMER LIBRARY
BLDG.



BASEMENT ELECTRICAL PLAN



SECOND FLOOR ELECTRICAL PLAN



FIRST FLOOR ELECTRICAL PLAN

NOTE:
SEE NOTES AND SCHEDULES SHEET E-1



FLUYANNA COUNTY COURTHOUSE
FALMIRA, VIRGINIA

GRIGG, WOOD & BROWNE
ARCHITECTS - AIA
CHARLOTTESVILLE, VIRGINIA

FIRST & SECOND
FLOOR ELECTRICAL PLANS

JOB NO. 2186-78
DATE 16 JAN 77
SCALE NONE
DRAWN DM
CHECKED

SHEET
E-2

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors November 10, 2022 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Meeting on Wednesday November 10, 2022, be adopted.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes for November 10, 2022.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library
November 10, 2022
Elected Officials Meeting**

MEMBERS PRESENT: John M. Sheridan, Chair, Columbia District
Mozell Booker, Fork Union District
Patricia Eager, Palmyra District

ABSENT: Tony O’Brien, Vice Chair, Rivanna District
Christopher Fairchild, Cunningham District

ELECTED OFFICIALS PRESENT: Delegate Lee Ware, 65th District
Delegate Rob Bell, 58th District
Andrew M. Sheridan, Commissioner of the Revenue
Eric Hess, Fluvanna County Sheriff
Perrie Johnson, Vice-Chair, Fluvanna School Board, Fork Union District

ALSO PRESENT: Chris Snyder, Representative for Bob Good
David Blount, TJPDC Legislative Liaison
Dr. Peter Gretz, Superintendent, Fluvanna County Public Schools (FCPS)
Brenda Gilliam, Executive Director for Instruction and Finance, FCPS
Eric Dahl, County Administrator
Kelly Belanger Harris, Assistant County Administrator
Caitlin Solis, Clerk to the Board of Supervisors
Tori Melton, Director of Finance
Jennifer Schmack, Director of Economic Development
Aaron Spitzer, Director of Parks and Recreation
Douglas Miles, Director of Community Development
Bryan Moeller, CSA Coordinator
Kim Mabe, Director of Social Services
Debbie Smith, Emergency Management Coordinator

1 - BOARD OF SUPERVISORS CALL TO ORDER

At 9:00am, Chair Sheridan, called to order the Elected Officials Meeting, of November 10, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

MOTION:	Adoption of the Thursday, November 10, 2022 Elected Officials Meeting Agenda.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Absent	Yes
RESULT:	3-0				

5 - WELCOME AND INTRODUCTIONS

Eric Dahl, County Administrator, welcomed and thanked Delegate Rob Bell, Delegate Lee Ware, and Chris Snyder, representative for Congressman Bob Good to the Elected Officials Gathering. Mr. Dahl then turned the meeting over to Chair Sheridan who asked for introductions from all in attendance.

6 - GENERAL REMARKS BY LEGISLATORS / REPRESENTATIVES

7 - LEGISLATIVE CONCERNS

Dr. Peter Gretz, Superintendent, Fluvanna County Public Schools

- The new schools construction rebate program:
 - Consider a 10-year look back period that is consistent with the School Construction Grant Program that was approved last session.
 - If a 10-year look back is not allowed, consider making all projects started or completed during this biennium eligible for the rebate program.
 - Allow debt service to be an approved use of the fund.
 - When considering the need-based criteria for awarding the grant, use either current information or a 5-year average, whichever benefits the locality the most.
- Support cap issue related to the SOQ's
- The At-Risk Add On

- Emergency Services Funding

Andrew M. Sheridan, Commissioner of the Revenue

- Mel Sheridan thanked for the delegates for their support with the career development programs for constitutional offices and asked for additional support with Compensation Board funding.
- Mr. Sheridan asked for an increase to the cap of funds allotted to each locality for the Personal Property Tax Relief Program Act (PPTRA).

BOARD OF SUPERVISORS ADJOURN

- At 10:07 Chair Sheridan closed the Board of Supervisors meeting and left the meeting.

MOTION:	Adjourn the Elected Officials Meeting, Thursday, November 10, 2022 at 10:07am.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Absent	Yes
RESULT:	3-0				

Eric Hess, Sheriff

- Asked for additional support with Compensation Board funding for Comp Board funded positions as well as funding for mandated positions. Full position funding from the Compensation Board would mean additional funding for two deputies and funding for the six additional EMS positions mandated by the state.

Mrs. Eager

- Expressed concerns with long term solar land management practices and decommissioning once panels have reached end of life.

8 - CONCLUSION AND ADDITIONAL COMMENTS

10 – ADJOURN

Mr. Dahl adjourned the Elected Officials Meeting, Thursday, November 10, 2022 at 10:42am.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors November 16, 2022 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday November 16, 2022, be adopted.				
BOS GOALS?	Yes	No	If yes, list goals(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes for November 16, 2022.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
November 16, 2022
Regular Meeting 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Tony O’Brien, Rivanna District, Vice Chair *(entered the meeting at 7:10pm)*
Mozell Booker, Fork Union District
Patricia Eager, Palmyra District
Chris Fairchild, Cunningham District

ABSENT: None.

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

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

At 7:02pm, Chair Sheridan called to order the Regular Meeting of November 16, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl suggested moving the Special Presentation after the COAD Report to give Mr. O’Brien a chance to vote on the *Resolution Posthumously Honoring Gequetta Murray-Key*

MOTION:	Accept the Agenda, for the November 16, 2022 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Absent	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Announcements and Updates - New Employees

- Jyniya Booker, Services Specialist II, Social Services Admin. Department, Started October 31st

Pleasant Grove Park’s Community of Lights Celebration!

- December 15th through the 18th
- Enjoy a Holiday-Light-Drive-Through-Loop at Pleasant Grove Park from 5pm until 9pm
- Event is FREE and open to the public!
 - We are looking for businesses, organizations, groups, clubs, scout troops, churches, families or anyone who would like to set up a family friendly holiday light display.
 - To set up a family friendly holiday light display please Register Online Free:
<https://fluvanna.recdesk.com>
 - *FCPR will supply electricity!*
 - Deadline to Register: Noon, December 9, 2022

Story Time with a Veteran program on Thursday, November 10 - hosted by the Library and sponsored by DAR.

- 26 people attended and listened to Mrs. Erinn read two stories about Veterans Day and talked with Jim Childress (Navy) and Fred Lewis (Army), both local Veterans.
- There were crafts, coloring books, and more.

Palmyra’s DWR Boat Landing

- Starting on November 21, 2022 the Palmyra boat landing will be undergoing renovations. This project is expected to take around 4 months to complete allowing the boat ramp to open back up in early spring. For questions regarding the Palmyra boat landing renovation, please contact the Virginia Department of Wildlife Resources: Ed Carr at 804-367-8311 or Brad Mawyer at 540-980-9904.

Materials Recovery Facility Community Meeting

- Materials Recovery Facility to process and recycle building materials after the demolition of old brick and concrete buildings. S.B. Cox has existing facility locations in Richmond and Yorktown.
 - Previously the LKQ site and zoned I-2 at the end of Memory Lane

- A Special Use Permit (SUP) would be required for proposed use
- Wednesday, November 30th at 6:00 pm
- Beaver Dam Baptist Church – 1794 Richmond Road (250)

Route 250 Community meetings

- B-1 rezoning for Farm machinery sales and a feed and seed store on the north side of Route 250 and west of Zion Station Road.
- I-1 rezoning for small business office / warehouse buildings to be located in the southwest quadrant of Route 250 & Memory Lane.
- Thursday, December 1st at 6:00 pm and 6:30 pm
- Administration Building – Morris Room at 132 Main Street

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Dec 7	5:00 PM	Regular Meeting	Performing Arts Center
Wed	Dec 21	7:00 PM	Regular Meeting	Performing Arts Center
Wed	Jan 4	5:00 PM	Organizational/Regular Meeting	Performing Arts Center

SPECIAL PRESENTATION

A Resolution Posthumously Honoring Gequetta Murray-Key – Eric Dahl, County Administrator

MOTION:	I move the Board of Supervisors adopt “A Resolution Posthumously Honoring Gequetta Murray-Key.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion		Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

5 - PUBLIC COMMENTS #1

At 7:22pm, Chair Sheridan opened the first round of Public Comments.

- Rudy Garcia, 802 Rivanna Woods Dr, made comments supporting Bree Key’s application to the Planning Commission.
- Sandra Radford, 121 Mulberry Dr, made comments regarding rezoning around Zion Crossroads, tree screening, and preservation.
- James Kelley, made comments regarding the School’s carryover request.
- Andre Key, 17 Ashton Rd, made comments supporting Bree Key’s application to the Planning Commission.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:35pm.

6 - PUBLIC HEARING

AFD 22:01 – SAH, LLC / Shannon Haislip – Withdrawal from North 640 – Jason Overstreet, Senior Planner

- AFD 22:01 SAH, LLC – Withdrawal from North 640 AFD – Request to withdraw Tax Map 29 Section A Parcel 42 and 8.39 acres from Tax Map 29 Section A Parcel 37, totaling 19.62 acres, from the North 640 Agricultural and Forestal District. The North 640 Agricultural and Forestal District consists of approximately 2295.7 acres and the subject parcels are fronting on Sclaters Ford Road (SR 660) and are generally north of Haden Martin Road (SR 640) and they are located in the Rural Preservation Area and the Fork Union Election District.
- Request to withdraw Tax Map 29-A-37 (8.39 of 135.971 acres) & Tax Map 29-A-42 (11.23 acres)
 - North 640 AFD totals 2295.7 acres / 56 parcels
 - Board of Supervisors renewed January 22, 2020 for a ten (10) year period within North 640 AFD.
- AFD Evaluation Criteria
 - The proposed new land use will not have an adverse effect upon farming or forestry operations in the remaining portion of the district and new land use is in compliance with the most recently approved Comprehensive Plan.
 - The proposed land use is consistent with the public interest of the County and not solely to serve the proprietary interests of the landowner requesting the withdrawal.
 - The proposed land use was not anticipated by the landowner at the time the property was placed in the district, and there has been a change in conditions or circumstances since that time.
- The AFD Advisory Committee met on September 2, 2022 and recommended approval of the withdrawal with a 5-0 vote.
- The Planning Commission held a Public Hearing on October 11, 2022, no one spoke during the Public Hearing and the Planning Commission recommended approval with a 4-0 vote.

MOTION:	Approve AFD 22:01, a request to withdraw Tax Map 29 Section A Parcel 42 and 8.39 acres from Tax Map 29 Section A Parcel 37, totaling 19.62 acres, from the North 640 Agricultural and Forestal District.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 - ACTION MATTERS

Resolution to Change the Name of Starling Drive to Grass Court – Eric Dahl, County Administrator
Starling Drive is the current name of the private road serving two parcels and three dwellings owned by the Blount Land Trust. Renee Blount, Trustee of the Blount Land Trust, requests the Starling Drive be changed to Grass Court. The requestor has submitted a signed letter requesting the change. The requestor is also aware they are responsible for the cost of the new sign and its installation. Michael Grandstaff, E911 has indicated the cost should not exceed \$200.

MOTION:	Approve the “Resolution to Rename Starling Drive to Grass Court.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Deer Hunt for Handicapped Hunters at Pleasant Grove – Frederick W. Payne, County Attorney for Fluvanna County
The sheriff’s office continues to believe that it is necessary to reduce the numbers of deer on Pleasant Grove and that the best means of such control is through a managed hunt under the auspices of Wheelin Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Thursday, December 29, 2022. Like the events held in recent years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers and maximizing the safety at the high school. Security will be provided by the sheriff’s office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the sheriff’s office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.

MOTION:	Authorize the Sheriff to conduct a deer hunt at Pleasant Grove for the purpose of controlling deer numbers, such hunt to be managed by Wheelin Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:					
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Planning Commission – Rivanna	Andre-A'Bryanna Key		Appt	11/16/2022	6/30/2026
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

8 – PRESENTATIONS

VDOT Quarterly Update – Scott Thornton, Residency Administrator, VDOT

Mr. Thornton gave an update on VDOT projects including scheduled maintenance, bridge and road projects, traffic studies, and special requests such as sign installation and safety study request. Mr. Thornton mentioned a distracted driving outreach program available for new drivers, and informed the Board that Fluvanna County has had no fatal crashes for the first three quarters of 2022.

- Mr. Fairchild asked about an update on Rte. 53 to see if it can ever be expanded. The update report should be available in February 2023.
- Mr. Dahl mentioned the requested safety study on Rt. 600 and asked for accidents occurring in the last month be included in the report.
- Mr. Sheridan mentioned a new requirement for driver education students to complete a 90 minute program before they can be licensed, and asked if VDOT would be interested in partnering with the schools to include the VDOT distracted driving program.
- Mr. O’Brien mentioned the Rte. 600 study and reiterated how dangerous the intersections are.

Cigarette Tax Update – Eric Dahl, County Administrator

Authority for Counties to Assess a Cigarette Tax and the Creation of a Regional Cigarette Tax Board to Collect and Disburse Taxes Collected

- The Virginia General Assembly enacted legislation in 2020 that authorizes all counties to impose cigarette taxes at a rate of up to 40 cents per pack, beginning July 1, 2021.
- In April 2021, the Thomas Jefferson Planning District Commission reached out to its member localities to determine interest in forming/participating in a regional cigarette tax board, if they were considering implementing a cigarette tax.
- May 5, 2021 – Fluvanna County Board of Supervisors adopted a Resolution In Participating In Regional Cigarette Tax Administration
- Spring 2021 - TJPDC Cigarette Tax Workgroup reviews strategies for establishing a regional cigarette tax administration board; provides scenarios for start-up and on-going costs for regional body
- November 17, 2021 – Fluvanna County Board of Supervisors adopted an amendment to Chapter 20, Taxation, of the Code of the County Of Fluvanna, Virginia by Adding Article 10, Cigarette Tax, allowing for the County to tax cigarettes at \$0.40 per pack.
- January 1, 2022 – Blue Ridge Cigarette Tax Board became operational
- The Regional Cigarette Tax Board is composed of one representative from each member jurisdiction at the Board's creation, and one representative from those jurisdictions later added with the consent of the Tax Board. Chief Administrative Officer for the jurisdiction shall be the Board representative for the jurisdiction.
- The Administrator (TJPDC) oversees day-to-day operations of the Board
 - Additional staff and TJPDC staff may also provide administrative support
- Regional Board will disburse tax revenue to member jurisdictions on a monthly basis
- For FY22, Cigarette Tax revenue was not budgeted, since the tax was not implemented until 9 months after the FY22 budget was approved.
- The original estimate of revenue for January through June 2022 was \$103,217, which was based upon an estimated number of anticipated packs sold.
 - The actual FY22 revenue for that period came in at \$81,885
- FY23 revenue was budgeted at \$200,000
 - The FY23 projected revenue is \$170,538 (\$29,462 shortfall)

Regional Cigarette Tax Projections								First Year (FY22)				
Participating Localities	Population (per US Census July 1, 2019 Data)	Estimated Annual Revenue for full year	Tax Rate Per Pack	Estimated Packs Sold	Estimated Average # of Packs Sold Per Person (per Charlottesville Actual Data FY20)	Estimated Revenue Ratio	Estimated Packs Sold Ratio	Projected Start- up/One-time Expenses - Based on Itemized Estimates - 1st Year (FY22)	Projected On-Going Expenses - Based on Itemized Estimates - 1st Year (FY22 - Jan-June)	Estimated Total Expenses - Start-Up AND On-going - 1st Year (FY22 - Jan-June)	2% Dealer Discount - 1st Year FY22 (Jan-June)	Estimated Net Revenue - 1st Year (FY22 - Jan-June)*
Charlottesville City	47266	\$614,553	0.55	1,117,368	23.64	20.63%	13.72%	\$29,843	\$10,260	\$40,103	\$	\$261,028
Albemarle County	109330	\$1,033,824	0.40	2,584,561	23.64	34.71%	31.74%	\$69,028	\$23,733	\$92,762	\$	\$413,612
Nelson County	14930	\$141,176	0.40	352,845	23.64	4.74%	4.33%	\$9,426	\$3,241	\$12,667	\$	\$56,510
Fluvanna County	27270	\$257,885	0.40	644,663	23.64	8.66%	7.92%	\$17,218	\$5,920	\$23,137	\$	\$103,217
Augusta County	75558	\$267,929	0.15	1,786,191	23.64	9.00%	21.93%	\$47,706	\$16,402	\$64,108	\$	\$67,177
Greene County	19819	\$187,408	0.40	468,521	23.64	6.29%	5.75%	\$12,513	\$4,302	\$16,816	\$	\$75,015
Orange County	37051	\$350,354	0.40	875,886	23.64	11.76%	10.76%	\$23,393	\$8,043	\$31,436	\$	\$140,237
Madison County	13261	\$125,396	0.40	313,490	23.64	4.21%	3.85%	\$8,373	\$2,879	\$11,251	\$	\$50,193
Total Revenue		\$2,978,508		8,143,625		100.00%	100.00%	\$217,500	\$74,780	\$292,280	\$	\$1,167,189

*6 months Estimated Revenue (Column C) less Estimated Total Expenses (Column L) less Dealer Discount (Column I).
**Estimated Revenue (Column C) less Projected Ongoing Admin Expenses (Column N) less Dealer Discount (Column O).

Regional Cigarette Tax Projections								FY23+		
Participating Localities	Population (per US Census July 1, 2019 Data)	Estimated Annual Revenue for full year	Tax Rate Per Pack	Estimated Packs Sold	Estimated Average # of Packs Sold Per Person (per Charlottesville Actual Data FY20)	Estimated Revenue Ratio	Estimated Packs Sold Ratio	Projected on-going Admin Expenses - Based on Itemized Estimates (FY23+)	2% Dealer Discount - (FY 23+)	Estimated Net Revenue - (FY23+)**
Charlottesville City	47266	\$614,553	0.55	1,117,368	23.64	20.63%	13.72%	\$20,521	\$12,291	\$581,741
Albemarle County	109330	\$1,033,824	0.40	2,584,561	23.64	34.71%	31.74%	\$47,466	\$20,676	\$965,682
Nelson County	14930	\$141,178	0.40	352,945	23.64	4.74%	4.33%	\$6,482	\$2,824	\$131,873
Fluvanna County	27270	\$257,865	0.40	644,663	23.64	8.66%	7.92%	\$11,839	\$5,157	\$240,868
Augusta County	75558	\$267,929	0.15	1,786,191	23.64	9.00%	21.93%	\$32,004	\$5,359	\$229,766
Greene County	19819	\$187,408	0.40	468,521	23.64	6.29%	5.75%	\$8,605	\$3,748	\$175,056
Orange County	37051	\$350,354	0.40	875,886	23.64	11.76%	10.76%	\$16,086	\$7,007	\$327,261
Madison County	13261	\$125,396	0.40	313,490	23.64	4.21%	3.85%	\$5,757	\$2,508	\$117,131
Total Revenue		\$2,978,508		8,143,625		100.00%	100.00%	\$149,560	\$59,570	\$2,769,377

*6 months Estimated Revenue (Column C) less Estimated Total Expenses (Column L) less Dealer Discount (Column I).
**Estimated Revenue (Column C) less Projected Ongoing Admin Expenses (Column N) less Dealer Discount (Column O).

On-going Expenses		
First Year Central VA Regional Board Itemized Operating Costs	First year Estimates Jan-June 2022 1 staff	On-going Estimates 1 staff
Salary for one staff members	\$30,000	\$60,000
Benefits	\$9,000	\$18,000
Indirect Costs (66%)*	\$25,740	\$51,480
Vehicle Ongoing (Parking Garage Pass)*****	\$800	\$1,600
Mileage expense*****	\$9,240	\$18,480
Subtotal on-going	\$74,780	\$149,560

****Indirect Costs include Rent, Internet/Phone/Data, IT/Communications, Copier, Finance/Administrative Support and are updated annually July 1
*****\$1600 based on \$130/month for 12 months = \$1560
*****Mileage .56 * 33000 miles/yr

Cost of Community Services – Eric Dahl, County Administrator

- The Board of Supervisors discussed wanting to know what the cost for additional community services are, attributed from residential growth.
- Through staff research, the most common method to calculate this this comes from a Cost of Community Services (COCS) study.
- There have been many studies for this across the U.S. and in Virginia, this is meant to provide a summary overview of generally what these studies show.
- Individual results for Fluvanna would require an independent outside study or a very deep dive from County staff.
- The COCS model was created by the American Farmland Trust in the mid-1980s. The primary goal is to measure fiscal impact, which attempts to estimate the net fiscal effects (revenues generated minus service expenditures created) of different types of new development on a community.
- COCS studies require methodically assigning revenue and expenditures to land uses that the locality utilizes. The end result of the model is a ratio of total expenditures required by land use to total revenues generated by land use.
 - If the ratio is greater than 1, then the land use produces less revenue than it needs in expenditures, creating a shortfall.
 - Example: Residential 1.00 : 1.25
 - If the ratio is less than 1, then the land use needs less in services, producing a surplus.
 - Example: Business 1.00 : 0.35
- After reviewing numerous results across the U.S. for COCS studies, the overarching theme is commercial/industrial and agriculture/open spaces ratios are much less than one, and residential ratios are higher than one. Information from the American Farmland Trust from September 2016 provides the following median COCS results:
 - Business - \$0.30
 - Agriculture - \$0.37
 - Residential - \$1.16
- COCS studies can breakdown the results to more finite land use classes, but the above are the most common. Looking more specific at results from Virginia counties that conducted these studies over the past 25 years, the average results were:
 - Business - \$0.33
 - Agriculture - \$0.38
 - Residential - \$1.18
- Some limitations on what COCS studies cannot do:
 - Forecast future revenues or expenditures
 - Analyze specific development proposals
 - Measure non-economic costs or benefits derived from services (ex. economic impact, social costs, aesthetics, traffic, environment, etc.)
 - Distinguish between different development types in a single land use category (ex. old vs. new neighborhood or single vs. multi-family housing)
- The above should provide a general overview of the kind of results these studies provide, but something more in comprehensive would be needed for specific results for Fluvanna.

The following items were approved under the Consent Agenda for November 16, 2022:

- *Minutes of November 2, 2022* – Caitlin Solis, Clerk to the Board
- *Approval of Open Space Agreement for Ronald G. & Carol Bragg* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Timothy A. & Laura R. Bruce* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for William E. & Lori J. Caldwell* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Charles E. Carter & Linda J. Hughes* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Robert A. Gunnell, Jr.* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Julia May Lacy* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Shannon B. & Mark A. Marshall* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Jessica S. Pace* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Melissa & Adam Proffitt* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Eric A. Shrieves* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for the Staiger Living Trust* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *CRMF - CEN Sewer Pipe* – Don Stribling, FCPS
- *CRMF - FCHS Air Handler DRIVE* – Don Stribling, FCPS
- *FY23 FCPS Grants Supplemental Appropriation* – Brenda Gilliam, Executive Director for Instruction and Finance

MOTION:	Approve the consent agenda, for the November 16, 2022 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

- Mrs. Booker mentioned the 2022 Fall VACo Conference.

12 - PUBLIC COMMENTS #2

At 9:10pm, 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 9:11pm.

13 - CLOSED MEETING

MOTION:	At 9:11pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, & A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate – Disposition of County owned property, and Investment of Funds – Vehicle Purchase Agreement and Burn Building IFB.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 10:01pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the
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	closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Truck Purchase Agreement – Eric Dahl, County Administrator

MOTION:	Approve the purchase agreement between Fluvanna County and R.K. Chevrolet, Inc. for the purchase of a 2023 Chevrolet Silverado 1500 totaling \$42,566.20, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

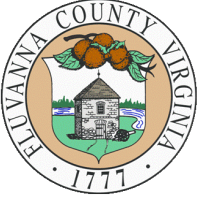
MOTION:	Adjourn the regular meeting of Wednesday, November 16, 2022 at 10:03pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Eager			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair



A RESOLUTION POSTHUMOUSLY HONORING GEQUETTA MURRAY-KEY

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 16th day of November 2022.

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

Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 20-2022

**A RESOLUTION TO RENAME
STARLING DRIVE TO GRASS COURT**

WHEREAS, the Board of Supervisors is empowered to rename streets, roads and alleys within the County in accordance with Section 18-2 of the Fluvanna County Code; and

WHEREAS, Renee Blount, trustee of the Blount Land Trust and being a resident of Starling drive, requests that the Board of Supervisors rename the road Grass Court; and

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Supervisors of Fluvanna pursuant to Section 18-2 of the Fluvanna County Code, that Starling Drive be, and is hereby, named, Grass Court; and

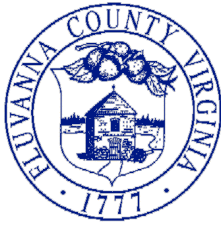
IT IS FURTHER RESOLVED AND ORDERED that the road name change will be considered based upon receipt of the signed letter from the Trustee, requesting said name and representing the Trust. Costs, not to exceed two hundred dollars, associated with approved changes will be the sole responsibility of the petitioner, and shall be received by the County prior to the official changing and use of the road name;

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors of Fluvanna County on this 16th day of November 2022.

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

Attest:

John M. Sheridan, Chair
Fluvanna County Board of Supervisors



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2022-12-07 p.447/706
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

TAB

MEMORANDUM

Date: October 4, 2022
From: Finance Department
To: Board of Supervisors
Subject: Accounts Payable Report for September 2022


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


CATEGORY	AMOUNT
General	\$1,656,281.98
Capital Improvements	\$113,266.28
Debt Service	\$226,396.88
Sewer	\$4,112.76
Fork Union Sanitary District	\$7,550.35
Zion Crossroads Water & Sewer	\$643,191.39
TOTAL AP EXPENDITURES	\$2,650,772.64
Payroll	\$1,531,763.84
TOTAL	\$4,182,536.48

MOTION

I move the Accounts Payable and Payroll be ratified for September 2022 in the amount of \$4,182,536.48.


Encl:
AP Report


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description		Invoice Number	Invoice	Check Date		Check Amount
5	Fund # - 100 GENERAL FUND								
6	GENERAL FUND								
7	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 080522		97438	8/5/2022	9/1/2022		350.57
8	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081922		97840	8/19/2022	9/1/2022		357.48
9	SPOTSYLVANIA COUNTY	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081922		97842	8/19/2022	9/1/2022		171.48
10	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 080522		97439	8/5/2022	9/1/2022		761.14
11	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 081922		97841	8/19/2022	9/1/2022		762.52
12							Total:		\$2,403.19
13									
14	REAL ESTATE TAXES								
15	BRYANT, ZACHARY T & ANNA H	R E 2022 - 1ST	RE 2022 3-A-A16		98112	8/24/2022	9/1/2022		105.75
16	JOHNSON, STUART	R E 2022 - 1ST	RE 2022 33-A-61B		98114	8/24/2022	9/1/2022		30.25
17	PULLIAM, JOHN T & JUNE E	R E 2021 - 2ND	EXP#000035		98267	9/1/2022	9/8/2022		444.22
18	PULLIAM, JOHN T & JUNE E	R E 2022 - 1ST	EXP#000036		98268	9/1/2022	9/8/2022		1,311.53
19	TUCKER GRIFFIN AND BARNES PC	R E 2022 - 1ST	RE 2022 51-14-2		98111	8/24/2022	9/1/2022		4.35
20	WELLS FARGO BANK	R E 2022 - 1ST	RE 2022 18A-12-141		98113	8/24/2022	9/1/2022		3,147.66
21							Total:		\$5,043.76
22									
23	PERSONAL PROPERTY TAXES								
24	AGNELLO, RAY	P P 2021 - 1ST	EXP#000037		98269	9/1/2022	9/8/2022		88.09
25	BOLLING, JANE LASHAWN	P P 2022 - 1ST	EXP#000038		98270	9/1/2022	9/8/2022		242.84
26	PULLIAM, JOHN THOMAS	P P 2022 - 1ST	EXP#000039		98271	9/1/2022	9/8/2022		9.93
27							Total:		\$340.86
28									
29	OTHER LOCAL TAXES								
30	BOLLING, JANE LASHAWN	ADMIN FEE VEHICLE	EXP#000038		98270	9/1/2022	9/8/2022		33.00
31	JOHNSON, ETHEL YOUNG	ADMIN FEE VEHICLE	PP 2022 205192		98115	8/24/2022	9/1/2022		12.20
32	MORRIS, JOHN ERIC	ADMIN FEE TRAILER	PP 2022 10577		98116	8/24/2022	9/1/2022		7.63
33							Total:		\$52.83
34									
35	BOARD OF SUPERVISORS								
36	BANK OF AMERICA	BOOKS/PUBLICATIONS	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		75.00
37	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		350.00
38	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		(\$35.98)
39	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		5.10
40	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		31.50
41	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		34.95
42	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC		083122 STATEMENT	8/31/2022	9/23/2022		35.98


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
43	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	68.40		
44	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	83.87		
45	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	162.86		
46	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	171.69		
47	RECTOR & VISITORS OF THE	PROFESSIONAL	FACILITATE BOARD OF SUPERVISORS	CI-0000000712	8/18/2022	9/9/2022	5,000.00		
48	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	151.39		
49	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	151.15		
50						Total:	\$6,285.91		
51									
52	COUNTY ADMINISTRATOR								
53	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	50.00		
54	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	350.00		
55	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	5.31		
56	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	13.68		
57	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	32.62		
58	BANK OF AMERICA	POSTAL SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	140.00		
59	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	MULTIPLE DEPT POSTAGE METER USE	8000909001515654SEP	9/18/2022	9/23/2022	5.94		
60	PITNEY BOWES	LEASE/RENT	LEASING FOR ADMIN MAILING SYSTEM	3316186621	8/26/2022	9/16/2022	589.17		
61	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	704.28		
62	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	48.13		
63	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	80.92		
64	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	80.76		
65						Total:	\$2,100.81		
66									
67	COUNTY ATTORNEY								
68	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	10,000.00		
69	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	2,967.00		
70	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	8,069.00		
71	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	5,500.00		
72	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	15,474.50		
73						Total:	\$42,010.50		
74									
75	COMMISSIONER OF THE REVENUE								
76	4IMPRINT, INC	ADVERTISING	COR-CUSHIONED JAR OPENER- CIRCLE,	23633655	9/13/2022	9/16/2022	896.24		
77	BANK OF AMERICA	BLDGS EQUIP REP &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	18.00		
78	BANK OF AMERICA	FURNITURE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	124.02		
79	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	13.68		
80	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	49.85		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
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4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
81	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICES FOR 8/16/22-8/31/22	SQLCD-788793	9/15/2022	9/23/2022	28.96		
82	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL	COR-NEW CONSTRUCTION PER BLDG	INVOICE #12	9/9/2022	9/16/2022	2,240.00		
83	PITNEY BOWES	LEASE/RENT	COR- CONTRACT CHARGE FOR PERIOD:	3316186817	8/26/2022	9/2/2022	452.58		
84	STONEWALL TECHNOLOGIES	PROFESSIONAL	COR- VAMANET MEMBERSHIP FEE-	9945	8/31/2022	9/16/2022	300.00		
85	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	40.46		
86	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	40.38		
87									
88									
89	REASSESSMENT								
90	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL	PERFORMANCE OF FLUV. CO. 2023	INVOICE #5	9/9/2022	9/16/2022	13,632.50		
91									
92									
93	TREASURER								
94	BMS DIRECT	POSTAL SERVICES	REAL ESTATE 2ND HALF HALF 2022/PS	162963P	9/19/2022	9/20/2022	4,240.00		
95	BMS DIRECT	POSTAL SERVICES	PERSONAL PROPERTY 2ND HALF BILLING	162964P	9/19/2022	9/20/2022	11,230.00		
96	BMS DIRECT	PRINTING AND	TREASURERS- MONTHLY FEE FOR PDF	161509	8/30/2022	9/2/2022	275.00		
97	BUSINESS DATA OF VA, INC.	PROFESSIONAL	TREASURERS- TRAVEL TIME,	01-2019	7/7/2022	9/2/2022	425.00		
98	QUILL	OFFICE SUPPLIES	TREASURER- SHARPIE S-NOTE 12CT	27292826	8/25/2022	9/16/2022	9.09		
99	QUILL	OFFICE SUPPLIES	TREASURER- AMFM DUAL ALRM CLCK	27291390	8/25/2022	9/16/2022	29.99		
100	QUILL	OFFICE SUPPLIES	TREASURER- FILE PKT LTR STRT EXP3.5	27302877	8/25/2022	9/16/2022	180.56		
101	QUILL	OFFICE SUPPLIES	TREAS- 2K 2660 SI HVDMD 1.38 X 2.19	27756692	9/16/2022	9/30/2022	81.34		
102	QUILL	OFFICE SUPPLIES	TREAS.-TAB DIV WRKSV 8TAB COLORED,	27706809	9/14/2022	9/30/2022	379.77		
103	TREASURERS' ASSOCIATION OF	DUES OR	TREASURER- TAV 22/23 COUNTY/ CITY/	090822	9/8/2022	9/16/2022	450.00		
104	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	40.46		
105	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	40.38		
106	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	ACCT# 546001282025	090622	9/6/2022	9/16/2022	625.00		
107									
108									
109	INFORMATION TECHNOLOGY								
110	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- AURAY RS-V-1U ONE-SPACE VENTED	11K3-Y4H9-KHLC	8/20/2022	9/2/2022	122.96		
111	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- FREEGENE DUMMY PLUG HDMI	1FN6-H7Q3-79GJ	8/31/2022	9/9/2022	168.72		
112	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- DATACARD 535000-002 COLOR RIBBON	1H96-DLNN-3HFV	9/6/2022	9/9/2022	174.99		
113	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- APC UPS BATTERY BACKUP AND	1N94-NVVM-66X9	9/8/2022	9/16/2022	509.73		
114	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- USB-C CISCO CONSOLE CABLE,	1QXL-YKQT-1MMG	9/27/2022	9/30/2022	44.96		
115	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	21.00		
116	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	25.00		
117	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	52.99		
118	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	182.12		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
119	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	468.00		
120	BANK OF AMERICA	ADP SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	419.09		
121	BANK OF AMERICA	ADP SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	629.77		
122	CDW GOVERNMENT, INC.	ADP SERVICES	IT- BLUEBEAM REVU STD RNW MNT 1-49,	CP19074	9/6/2022	9/9/2022	1,435.37		
123	CIVICPLUS, LLC	ADP SERVICES	IT- MUNICODE WEB PREMIUM CIVIC OPEN	233032	6/30/2022	9/16/2022	7,600.00		
124	DELL MARKETING, L.P.	EDP EQUIPMENT	IT-DELL LATITUDE 5530 BTX BASE (5),	10613062628	9/7/2022	9/9/2022	11,506.25		
125	DELL MARKETING, L.P.	EDP EQUIPMENT	IT- OPTIPLEX 5000 MICRO BTX (16), INTEL	10606393574	8/11/2022	9/9/2022	19,938.10		
126	DELL MARKETING, L.P.	PROFESSIONAL	IT- SINGLE INCIDENT SUPPORT, DEPOT	10613538971	9/9/2022	9/23/2022	186.30		
127	FIREFLY	TELECOMMUNICATION	IT AND FCSO- MONTHLY INTERNET	11068-090122	9/1/2022	9/9/2022	1,532.30		
128	RUBICON COMMUNICATIONS, LLC	ADP SUPPLIES	IT-NETGATE 7100 IU MAX PFSENSE&	SO22-50772	9/30/2022	9/30/2022	2,750.71		
129	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	82.67		
130	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	128.14		
131	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	127.99		
132						Total:	\$48,107.16		
133									
134	FINANCE								
135	IMAGETREND, INC	CONTRACT SERVICES	BILLING BRIDGE PROF. SRVS SAAS-	137759	8/31/2022	9/30/2022	3,564.27		
136	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	MULITPLE DEPT POSTAGE METER USE	8000909001515654SEP	9/18/2022	9/23/2022	119.65		
137	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	40.46		
138	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	40.38		
139						Total:	\$3,764.76		
140									
141	REGISTRAR/ELECTORAL BOARD								
142	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	(\$14.63)		
143	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	14.63		
144	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	26.65		
145	BANK OF AMERICA	POSTAL SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	10.80		
146	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	(\$45.00)		
147	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	133.25		
148	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	527.67		
149	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	206.70		
150	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	45.46		
151	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	45.38		
152						Total:	\$950.91		
153									
154	HUMAN RESOURCES								
155	ANTHEM EAP	OTHER OPERATING	EAP FEES 9/1/22-9/30/22	205388951003	8/25/2022	9/2/2022	25.80		
156	IMAGE DESIGNERS, INC.	EMPLOYEE	HR- CHJNLL CAN 6.1OZ LS T, S, M, L, XL,	075202 ACCT#00344	9/23/2022	9/30/2022	1,507.50		

	A	B	C	D	F	G	H	I	J
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4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
157	VIRGINIA DEPARTMENT OF STATE	OTHER OPERATING	HR- NAME SEARCH PERIOD AUG 2022	CJIS-12465	9/1/2022	9/9/2022	60.00		
158									
159									
160	GENERAL DISTRICT COURT								
161	PITNEY BOWES	LEASE/RENT	DISTRICT CT- LEASE CONTRACT FOR	3316192650	8/26/2022	9/9/2022	171.15		
162									
163									
164	COURT SERVICE UNIT								
165	DENNIS CRONIN	MILEAGE	AUGUST MILEAGE 468 MILES @.625/ MILE	AUG-22	9/1/2022	9/2/2022	292.50		
166									
167									
168	CLERK OF THE CIRCUIT COURT								
169	ABC CHECK PRINTING	CONTRACT SERVICES	CIRCUIT CT- MARBLE BLUE- CHECKS ON	28940	8/23/2022	9/2/2022	99.14		
170	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIRCUIT CT- DAWN ULTRA LIQUID	1QFX-41D6-YQVJ	9/1/2022	9/9/2022	141.19		
171	CANON SOLUTIONS AMERICA, INC.	OFFICE SUPPLIES	CIRCUIT CT.- SUPPLY COPIER PAPER- #99	147984003	8/25/2022	9/16/2022	180.00		
172	LOGAN SYSTEMS, INC.	PROFESSIONAL	CIRCUIT CT- PROF. SRVS PER CONT.	56937	9/15/2022	9/23/2022	2,541.67		
173	TRISTANA TREADWAY	MILEAGE	REIMBURSE- 112TH ANNUAL VA CT	092722	9/27/2022	9/30/2022	133.38		
174	TRISTANA TREADWAY	SUBSISTENCE &	REIMBURSE- 112TH ANNUAL VA CT	092722	9/27/2022	9/30/2022	684.04		
175	U.S. POSTAL SERVICE	POSTAL SERVICES	USPS (POSTAGE BY PHONE) METER	092122	9/21/2022	9/23/2022	405.00		
176									
177									
178	CIRCUIT COURT JUDGE								
179	BANK OF AMERICA	FURNITURE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	127.98		
180	BANK OF AMERICA	FURNITURE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	308.44		
181	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	26.95		
182	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	26.96		
183	ALLISON H ALBRECHT	COMPENSATION-	JURY DUTY 9/2/22	090222-1	9/8/2022	9/16/2022	30.00		
184	ANTHONY V SMITH	COMPENSATION-	JURY DUTY 9/2/22	090222-21	9/8/2022	9/16/2022	30.00		
185	BRADY P DODD	COMPENSATION-	JURY DUTY 9/2/22	090222-7	9/8/2022	9/16/2022	30.00		
186	BRANDY J HARRIS	COMPENSATION-	JURY DUTY 9/2/22	090222-8	9/8/2022	9/16/2022	30.00		
187	CHAD V DILLON	COMPENSATION-	JURY DUTY 9/2/22	090222-6	9/8/2022	9/16/2022	30.00		
188	DAPHNE M CHRISTMAS-HUGHES	COMPENSATION-	JURY DUTY 9/2/22	090222-4	9/8/2022	9/16/2022	30.00		
189	DARLENE B RIECKMANN	COMPENSATION-	JURY DUTY 9/2/22	090222-20	9/8/2022	9/16/2022	30.00		
190	DENNIS M BROOKMAN	COMPENSATION-	JURY DUTY 9/2/22	090222-2	9/8/2022	9/16/2022	30.00		
191	DIANE M MILLER	COMPENSATION-	JURY DUTY 9/2/22	090222-15	9/8/2022	9/16/2022	30.00		
192	FORESTICA A JASPER	COMPENSATION-	JURY DUTY 9/2/22	090222-10	9/8/2022	9/16/2022	30.00		
193	FRANK C WILSON	COMPENSATION-	JURY DUTY 9/2/22	090222-24	9/8/2022	9/16/2022	30.00		
194	JAMES F NORCROSS II	COMPENSATION-	JURY DUTY 9/2/22	090222-17	9/8/2022	9/16/2022	30.00		

	A	B	C	D	F	G	H	I	J
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4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
195	JAMES W LANDIS	COMPENSATION-	JURY DUTY 9/2/22	090222-13	9/8/2022	9/16/2022	30.00		
196	KIMBERLY P OLIVER-HYLAND	COMPENSATION-	JURY DUTY 9/2/22	090222-18	9/8/2022	9/16/2022	30.00		
197	MONIQUE K JACKSON	COMPENSATION-	JURY DUTY 9/2/22	090222-9	9/8/2022	9/16/2022	30.00		
198	NATASHA A JOHNSON	COMPENSATION-	JURY DUTY 9/2/22	090222-11	9/8/2022	9/16/2022	30.00		
199	OTIS J NICHOLAS SR	COMPENSATION-	JURY DUTY 9/2/22	090222-16	9/8/2022	9/16/2022	30.00		
200	PATRICK L CHAMNESS	COMPENSATION-	JURY DUTY 9/2/22	090222-3	9/8/2022	9/16/2022	30.00		
201	PHILIP W THORPE	COMPENSATION-	JURY DUTY 9/2/22	090222-22	9/8/2022	9/16/2022	30.00		
202	RODNEY A COOK	COMPENSATION-	JURY DUTY 9/2/22	090222-5	9/8/2022	9/16/2022	30.00		
203	SUSAN R KEENEY	COMPENSATION-	JURY DUTY 9/2/22	090222-12	9/8/2022	9/16/2022	30.00		
204	WALTER C TURNER	COMPENSATION-	JURY DUTY 9/2/22	090222-23	9/8/2022	9/16/2022	30.00		
205	WILSON C PROFFITT	COMPENSATION-	JURY DUTY 9/2/22	090222-19	9/8/2022	9/16/2022	30.00		
206	LORETTA A MATTESON	COMPENSATION-	JURY DUTY 9/2/22	090222-14	9/16/2022	9/16/2022	30.00		
207	ANDREW J REYNOLDS	COMPENSATION-	JURY DUTY 9/22/22	092322-23	9/23/2022	9/30/2022	30.00		
208	ANGEL A HANNAH	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-15	9/23/2022	9/30/2022	60.00		
209	BRIANNA S KUNZ	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-20	9/23/2022	9/30/2022	60.00		
210	CARL H. HEINS	COMPENSATION-	JURY DUTY 9/22/22	092322-16	9/23/2022	9/30/2022	30.00		
211	CARLOS J HUBBARD	COMPENSATION-	JURY DUTY 9/22/22	092322-18	9/23/2022	9/30/2022	30.00		
212	CARMEN TROLL	COMPENSATION-	JURY DUTY 9/22/22 -9/23/22	092322-28	9/23/2022	9/30/2022	60.00		
213	CHAY HARRIS	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-37	9/23/2022	9/30/2022	60.00		
214	CLIFFORD C SWANSON	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-29	9/23/2022	9/30/2022	60.00		
215	CRYSTAL L CARTER-WATKINS	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-7	9/23/2022	9/30/2022	60.00		
216	DANIEL B DICKERSON	COMPENSATION-	JURY DUTY 9/22/22	092322-11	9/23/2022	9/30/2022	30.00		
217	DAVID C ROSE SR	COMPENSATION-	JURY DUTY 9/22/22	092322-24	9/23/2022	9/30/2022	30.00		
218	DAVID L TUCK	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-31	9/23/2022	9/30/2022	60.00		
219	DENNIS R FAIRBANKS JR	COMPENSATION-	JURY DUTY 9/22/22	092322-12	9/23/2022	9/30/2022	30.00		
220	DIANA C CONRAD	COMPENSATION-	JURY DUTY- 9/22/22	092322-9	9/23/2022	9/30/2022	30.00		
221	EDNA C CARUSO	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-8	9/23/2022	9/30/2022	60.00		
222	JONATHAN G JACKOWICZ	COMPENSATION-	JURY DUTY 9/22/22	092322-19	9/23/2022	9/30/2022	30.00		
223	KIMBERLY D STAPLES	COMPENSATION-	JURY DUTY 9/22/22	092322-27	9/23/2022	9/30/2022	30.00		
224	KRISTEN M BROWNING	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-4	9/23/2022	9/30/2022	60.00		
225	LAVENTHIA M GRAVES	COMPENSATION-	JURY DUTY 9/22/22	092322-14	9/23/2022	9/30/2022	30.00		
226	LORNA H WILLIAMS	COMPENSATION-	JURY DUTY 9/22/22	092322-35	9/23/2022	9/30/2022	30.00		
227	MANDY L BRENT	COMPENSATION-	JURY DUTY 9/22/22	092322-2	9/23/2022	9/30/2022	30.00		
228	MARK J VYRROS	COMPENSATION-	JURY DUTY 9/22/22	092322-33	9/23/2022	9/30/2022	30.00		
229	MELISSA CARTER	COMPENSATION-	JURY DUTY 9/22/22	092322-6	9/23/2022	9/30/2022	30.00		
230	MICHAEL D CARPENTER	COMPENSATION-	JURY DUTY 9/22/22	092322-5	9/23/2022	9/30/2022	30.00		
231	MICHAEL L BROWN	COMPENSATION-	JURY DUTY 9/22/22	092322-3	9/23/2022	9/30/2022	30.00		
232	MICHAELA C NORTH	COMPENSATION-	JURY DUTY 9/22/22- 9/23/22	092322-22	9/23/2022	9/30/2022	60.00		

	A	B	C	D	F	G	H	I	J
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2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
233	PAUL J SECHLER	COMPENSATION-	JURY DUTY 09/22/22 -9/23/22	092322-26	9/23/2022	9/30/2022	60.00		
234	RANDAL E HILL	COMPENSATION-	JURY DUTY 9/22/22	092322-17	9/23/2022	9/30/2022	30.00		
235	REBEKAH L THOMPSON	COMPENSATION-	JURY DUTY 9/22/22	092322-30	9/23/2022	9/30/2022	30.00		
236	ROBERT H MADDEX	COMPENSATION-	JURY DUTY 9/22/22-9/23/22	092322-21	9/23/2022	9/30/2022	60.00		
237	ROBERT L SAPIN	COMPENSATION-	JURY DUTY 9/22/22	092322-25	9/23/2022	9/30/2022	30.00		
238	SHAUNA M WEDEKIND	COMPENSATION-	JURY DUTY 9/22/22	092322-34	9/23/2022	9/30/2022	30.00		
239	SHEILA W DAVIS	COMPENSATION-	JURY DUTY 9/22/22	092322-10	9/23/2022	9/30/2022	30.00		
240	STEPHANIE N BRADY	COMPENSATION-	JURY DUTY 9/22/22	092322-1	9/23/2022	9/30/2022	30.00		
241	SUSANNE L VIDANO	COMPENSATION-	JURY DUTY 9/22/22	092322-32	9/23/2022	9/30/2022	30.00		
242	TERRI L YOUNG	COMPENSATION-	JURY DUTY 9/22/22	092322-36	9/23/2022	9/30/2022	30.00		
243	VIRGINIA E GIBSON	COMPENSATION-	JURY DUTY 9/22/22	092322-13	9/23/2022	9/30/2022	30.00		
244						Total:	\$2,680.33		
245									
246	COMMONWEALTH ATTY								
247	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMM. ATTY-VACUUM FILTER, BELTS,	14WK-3V1G-39LX	8/29/2022	9/2/2022	81.97		
248	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	(\$31.58)		
249	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	23.30		
250	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	51.05		
251	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	1,220.37		
252	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	1,519.46		
253	BLUE360 MEDIA	BOOKS/PUBLICATIONS	VA CRIMINAL & TRAFFIC LAW MANUAL	IN2207163990	8/26/2022	9/16/2022	171.43		
254	JEFF HAISLIP	MILEAGE	MILEAGE FOR TIME STUDY MEETING	082522	8/25/2022	9/2/2022	66.19		
255	JEFF HAISLIP	MILEAGE	TRAVEL MILEAGE TO CRIMINAL JUSTICE	092822	9/28/2022	9/30/2022	137.50		
256	JEFF HAISLIP	MILEAGE	MILEAGE REIMBURE- CASC COUNCIL &	092622	9/26/2022	9/30/2022	154.13		
257	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE VOL 4A SUPP & CRIM LAW CASE	083122 STATEMENT	8/31/2022	9/16/2022	274.23		
258	MATTHEW BENDER & CO INC	MAINTENANCE	COMMONWEALTH ATTY- LEXIS NEXIS	3094046368	8/31/2022	9/9/2022	151.00		
259	SHERRI STADER CAREW	OFFICE SUPPLIES	WITNESS SUPPLIES (OSORIO-ALONZO	090122	9/1/2022	9/2/2022	30.60		
260	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	228.82		
261	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	40.46		
262	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	790.37		
263						Total:	\$4,909.30		
264									
265	SHERIFF								
266	AARON HURD	SUBSISTENCE &	REIMBURSE- MOTOROLA FLEX USER	092022	9/20/2022	9/30/2022	265.50		
267	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- CARQUEST STD R94010 ENGINE	7306223789134	8/25/2022	9/2/2022	3.36		
268	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- CARQUEST STD R84060 OIL FILTER	7306225680003	9/13/2022	9/16/2022	7.92		
269	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- RAINX LATITUDE 50792792 22"	7306225329526	9/10/2022	9/16/2022	20.76		
270	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- CARQUEST STD R84060 OIL FILTER	7306226480423	9/21/2022	9/30/2022	5.28		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
271	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- SYLVANIA 9005BP HEADLIGHT-	7306224352765	8/31/2022	9/30/2022	10.84		
272	ADVANCE AUTO PARTS	VEHICLE/POWER	FCSO- DIEHARD PLATINUM AGM H8AGM	7306222052343	8/8/2022	9/30/2022	150.74		
273	ALICIA HERZOG	SUBSISTENCE &	REIMBURE- CSCJTA LAW ENFORCEMENT	073122	7/31/2022	9/9/2022	206.50		
274	ALICIA HERZOG	SUBSISTENCE &	CSCJTA LAW ENFORCEMENT BASIC	073122-2	7/31/2022	9/9/2022	206.50		
275	ALICIA HERZOG	SUBSISTENCE &	CSCJTA LAW ENFORCEMENT BASIC	080522	8/5/2022	9/9/2022	206.50		
276	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822	9/18/2022	9/23/2022	88.50		
277	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822-2	9/18/2022	9/23/2022	206.50		
278	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822-3	9/18/2022	9/23/2022	206.50		
279	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822-4	9/18/2022	9/30/2022	206.50		
280	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822-5	9/18/2022	9/30/2022	206.50		
281	ALICIA HERZOG	SUBSISTENCE &	REIMBURSE- CSCJTA LAW	091822-6	9/18/2022	9/30/2022	206.50		
282	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	(\$60.00)		
283	BANK OF AMERICA	DUES OR	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	72.00		
284	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	8.37		
285	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	17.00		
286	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	26.00		
287	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	30.52		
288	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	36.75		
289	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	38.03		
290	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	46.42		
291	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	74.30		
292	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	97.12		
293	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	107.52		
294	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	267.10		
295	BANK OF AMERICA	EXTRADITION OF	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	450.18		
296	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	273.74		
297	BANK OF AMERICA	POLICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	99.99		
298	BANK OF AMERICA	POLICE SUPPLIES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	1,470.30		
299	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	52.66		
300	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	57.30		
301	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	215.90		
302	BANK OF AMERICA	VEHICLE FUEL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	46.56		
303	BANK OF AMERICA	VEHICLE/POWER	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	15.00		
304	BRIGHTSPEED	TELECOMMUNICATION	FCSO- MONTHLY STATEMENT FOR 8/16-	310191749AUG	8/16/2022	9/2/2022	1,060.10		
305	BRIGHTSPEED	TELECOMMUNICATION	FCSO- MONTHLY STATEMENT FOR	309903768SEP	9/7/2022	9/23/2022	168.50		
306	BRIGHTSPEED	TELECOMMUNICATION	FCSO- MONTHLY STATMENT FOR 9/16-	309797542SEP	9/16/2022	9/30/2022	187.43		
307	BRIGHTSPEED	TELECOMMUNICATION	FCSO-LONG DISTANCE MONTHLY	310191749SEP	9/16/2022	9/30/2022	1,059.53		
308	CAMPBELL EQUIPMENT, INC.	VEHICLES REP &	FCSO- 2 MOUNT / BALANCE, 2 DISPOSAL	FCSD097	9/13/2022	9/23/2022	50.00		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
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309	CRAIG COOK	UNIFORM/WEARING	REIMBURSEMENT (ALLOCATED FOR	092722	9/27/2022	9/30/2022	150.00		
310	DELL MARKETING, L.P.	EDP EQUIPMENT	DELL LATITUDE 5430 RUGGED	10608599121	8/20/2022	9/2/2022	15,831.90		
311	EAST COAST EMERGENCY VEHICLES	VEHICLE/POWER	FCSO- HAVIS, CRADLE FOR DELL	31413	9/12/2022	9/23/2022	2,425.50		
312	ERIC HESS	SUBSISTENCE &	REIMBURSE- VA SHERIFF'S ASSOC CONF	092722	9/27/2022	9/30/2022	871.57		
313	FIREFLY	TELECOMMUNICATION	IT AND FCSO- MONTHLY INTERNET	11068-090122	9/1/2022	9/9/2022	525.00		
314	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	FCSO- WASH BRUSH FLO THRU 10"	93671 - ACCT#218	8/24/2022	9/16/2022	24.99		
315	FOREMOST PROMOTIONS	COMMUNITY	FCSO- JUNIOR SHERIFF TATTOO, BULLY	703919	6/30/2022	9/2/2022	1,013.51		
316	GALLS, LLC.	UNIFORM/WEARING	FCSO- M101 KODRA ULTRA DUTY BELT	022020293	8/31/2022	9/16/2022	28.86		
317	GALLS, LLC.	UNIFORM/WEARING	FCSO- REEBOK MENS SUBLITE CUSHION	022021143	8/31/2022	9/16/2022	113.80		
318	GALLS, LLC.	UNIFORM/WEARING	FCSO- ROCKY PULL ON WELLINGTON	022020297	8/31/2022	9/16/2022	115.28		
319	GALLS, LLC.	UNIFORM/WEARING	FCSO- MOAB 2 6 IN MID TACTICAL	022021050	8/31/2022	9/16/2022	141.36		
320	GALLS, LLC.	UNIFORM/WEARING	FCSO- ATAC 2.0 8IN SHIELD BOOT	021866959	8/11/2022	9/16/2022	146.78		
321	GALLS, LLC.	UNIFORM/WEARING	FCSO- WOMENS TACLITE PRO PANT	022020303	8/31/2022	9/16/2022	153.12		
322	GALLS, LLC.	UNIFORM/WEARING	FCSO- ASP ROTATING SIDEBREAK	022020506	8/31/2022	9/16/2022	981.02		
323	GALLS, LLC.	UNIFORM/WEARING	FCSO- SAFARILAND 7TS ALS 7390 MID	022105591	9/12/2022	9/23/2022	114.95		
324	GALLS, LLC.	UNIFORM/WEARING	FCSO- MOAB 2 6 IN MID TACTICAL	022104023	9/12/2022	9/23/2022	133.36		
325	GALLS, LLC.	UNIFORM/WEARING	FCSO- 5.11 TAC LITE PANTS	022102502	9/12/2022	9/23/2022	145.22		
326	GALLS, LLC.	UNIFORM/WEARING	FCSO- 5.11 TAC LITE PANTS	022103962	9/12/2022	9/23/2022	149.36		
327	GALLS, LLC.	UNIFORM/WEARING	FCSO- 5 STAR GEAR RIG IN A BOX BELT &	022058782	9/6/2022	9/23/2022	149.60		
328	GALLS, LLC.	UNIFORM/WEARING	FCSO- ASP EXO CASE	022102667	9/12/2022	9/23/2022	169.95		
329	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- OIL CHANGE, TIRE ROT. AND 21	RO#648	8/17/2022	9/16/2022	40.00		
330	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- OIL CHANGE, TIRE ROT., AND 21	RO#887	8/25/2022	9/16/2022	40.00		
331	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- OIL CHANGE, TIRE ROT., 21 PT CK,	RO#949	9/2/2022	9/16/2022	97.06		
332	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- STATE INSPECTION, RF WHEEL	RO#892	8/26/2022	9/16/2022	431.98		
333	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT #27: OIL CHANGE, TIRE ROT.,	RO#1115	9/12/2022	9/23/2022	40.00		
334	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#54: OIL CHANGE, TIRE ROT.,21	RO#1151	9/13/2022	9/23/2022	60.13		
335	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#19: OIL CHANGE, TIRE ROT.,21	RO#1116	9/12/2022	9/23/2022	245.95		
336	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT #25: STATE INSPECTION,	RO#1202	9/16/2022	9/23/2022	314.95		
337	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#15: STARTER, R & I STARTER	RO#1155	9/15/2022	9/23/2022	348.43		
338	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#22: OIL CHANGE, TIRE ROT.,	RO#1194	9/15/2022	9/23/2022	665.09		
339	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT #6, STATE INSPECTION	FLU140	7/7/2022	9/30/2022	20.00		
340	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#38 OIL CHANGE, TIRE ROT., 21	RO#295	7/22/2022	9/30/2022	40.00		
341	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#45 OIL CHANGE, TIRE ROT., 21	RO#399	7/29/2022	9/30/2022	40.00		
342	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- UNIT#13 OIL CHANGE, TIRE ROT.,	RO#487	8/9/2022	9/30/2022	40.00		
343	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#36 OIL CHANGE, TIRE ROT., 21	RO#529	8/5/2022	9/30/2022	40.00		
344	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#44 STATE INSPECTION, OIL	RO#493	8/4/2022	9/30/2022	60.00		
345	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#50 OIL CHANGE, TIRE ROT., 21	RO#603	8/10/2022	9/30/2022	60.00		
346	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#17 INSTALL BATTERY, PART	RO#189	7/18/2022	9/30/2022	259.99		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
347	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#100 OIL CHANGE, TIRE ROT.,	RO#478	8/3/2022	9/30/2022	287.75		
348	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#41 OIL CHANGE, TIRE ROT., 21	RO#1306	9/26/2022	9/30/2022	618.93		
349	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#53 R&I DRIVERS &	RO#1199	9/16/2022	9/30/2022	676.14		
350	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO- UNIT#49 STATE INSPECTION,	RO#1246	9/19/2022	9/30/2022	757.60		
351	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#41 AC COMPRESSOR	RO#870	8/30/2022	9/30/2022	759.56		
352	GOODSON'S AUTO REPAIR	VEHICLES REP &	FCSO-UNIT#2 INSTALL RADIATOR,	RO#468	8/5/2022	9/30/2022	886.63		
353	HENRY SCOTT FIELDING	SUBSISTENCE &	REIMBURSE-VA HOMICIDE INVESTIGATOR	091922	9/19/2022	9/30/2022	265.50		
354	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	14,167.22		
355	JESSICA BECKER	SUBSISTENCE &	REIMBURSE- MOTOROLA FLEX USER	092022	9/20/2022	9/30/2022	265.50		
356	LEATHAM FAMILY LLC	POLICE SUPPLIES	FCSO-BADGE B-70 DD STATE SEAL,	0440301	9/2/2022	9/23/2022	753.00		
357	LESLIE KOCZAN	UNIFORM/WEARING	REIMBURSEMENT FOR LESLIE KOCZAN :	LK01-091922	9/19/2022	9/23/2022	100.00		
358	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 8/16/22- 8/31/22	SQLCD-786893	8/31/2022	9/9/2022	204.38		
359	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICES FOR 8/16/22-8/31/22	SQLCD-788793	9/15/2022	9/23/2022	289.98		
360	MOJOHNS, INC.	CONVENTION AND	FCSO/LANDFILL PORTABLE TOILET, DEL.	17730	8/24/2022	9/30/2022	182.95		
361	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL	FLASHport Series (AP8000FLASHPORT)	8281450600	8/27/2022	9/30/2022	10,481.57		
362	PAINT PERFECTIONS UNLIMITED LLC	VEHICLES REP &	FCSO- VIN*2557	8464	9/23/2022	9/30/2022	5,316.38		
363	PATRICK WOOD	UNIFORM/WEARING	REIMBURSEMENT (AMOUNT ALLOCATED	PW01	9/27/2022	9/30/2022	150.00		
364	PHYSCHOLOGICAL HEALTH PC	PROFESSIONAL	FCSO- POLICE TESTING 8/24/21 JORDAN	A-C-26297	9/26/2022	9/30/2022	90.00		
365	PHYSCHOLOGICAL HEALTH PC	PROFESSIONAL	FCSO- POLICE TESTING 4/23/21 JENNIFER	K-C-25568	9/26/2022	9/30/2022	90.00		
366	PHYSCHOLOGICAL HEALTH PC	PROFESSIONAL	FCSO- POLICE TESTING DEBORAH	M-C-25561	9/26/2022	9/30/2022	90.00		
367	PHYSCHOLOGICAL HEALTH PC	PROFESSIONAL	FCSO-POLICE TESTING 7/16/21 RAY	W-C-26000	9/26/2022	9/30/2022	90.00		
368	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	FCSO- PPT TO PBGFS 7/27/22	8000909000300215AUG	8/21/2022	9/2/2022	589.17		
369	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	FCSO- MONTHLY POSTAGE USAGE	8000909000300215SEP	9/20/2022	9/30/2022	520.99		
370	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP &	FCSO- CHRGR CAR 15 TOW CTHOUSE TO	100207S	9/13/2022	9/23/2022	85.00		
371	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	136.97		
372	TYLER FORTH	SUBSISTENCE &	REIMBURSE- CSCJTA (BASIC LAW	073122	7/31/2022	9/9/2022	221.25		
373	TYLER FORTH	SUBSISTENCE &	REIMURSE- CSCJTA (BASIC LAW	073122-2	7/31/2022	9/9/2022	221.25		
374	TYLER FORTH	SUBSISTENCE &	REIMBURSE- CSCJTA (BASIC LAW	073122-3	7/31/2022	9/9/2022	221.25		
375	TYLER FORTH	SUBSISTENCE &	REIMBURSE- CSCJTA BASIC LAW	073122-1	7/31/2022	9/16/2022	221.25		
376	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	207.37		
377	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATION	MONTHLY STATEMENT- FINAL PAYMENT	09270779	8/25/2022	9/2/2022	32.02		
378	VERIZON WIRELESS	TELECOMMUNICATION	FCSO- MONTHLY STATEMENT	9915337138	9/8/2022	9/30/2022	404.10		
379	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER	FCSO- 225/60R18 FS FIREHAWK PURSUIT	3062310	8/30/2022	9/2/2022	915.76		
380	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER	FCSO- 245/55R18 FS FIREHAWK PURSUIT	3062545	9/12/2022	9/23/2022	1,014.80		
381						Total:	\$75,716.20		
382									
383	E911								
384	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP &	E911- 6U WALL MOUNT SERVER CABINET	14GQ-D37R-1NPR	8/28/2022	9/2/2022	358.76		

	A	B	C	D	F	G	H	I	J
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2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
385	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP &	E911- CYBERPOWER SL700U STANDBY	1N4W-J67C-91FN	9/2/2022	9/16/2022	79.95		
386	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	E911- NEW GENUINE LENOVO THINKPAD	1G19-9PP6-C7GH	8/25/2022	9/2/2022	70.76		
387	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	E911- SWINGLINE STAPLER, OPTIMA 25,	11J3-6TRV-C37R	8/31/2022	9/16/2022	142.37		
388	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	E911- DIXIE TO GO DISPOSABLE HOT	1TG1-F7TF-F4KW	9/2/2022	9/23/2022	27.53		
389	AMAZON CAPITAL SERVICES	UNIFORM/WEARING	E911- TRU-SPEC ADULT 24-7 SERIES	13LD-CMK3-9KCY	8/26/2022	9/2/2022	86.74		
390	AT&T MOBILITY	TELECOMMUNICATION	E911- NET MOTION FCSO 434-242-3954	287284406274X0826202	8/18/2022	9/2/2022	2.19		
391	BANK OF AMERICA	IT SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	24.00		
392	BANK OF AMERICA	IT SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	88.53		
393	BANK OF AMERICA	IT SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	528.65		
394	BANK OF AMERICA	MAINTENANCE	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	15.00		
395	BANK OF AMERICA	MAINTENANCE	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	28.00		
396	BANK OF AMERICA	MAINTENANCE	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	187.50		
397	BANK OF AMERICA	MAINTENANCE	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	216.00		
398	BANK OF AMERICA	PROFESSIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	58.14		
399	BANK OF AMERICA	PROFESSIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	65.13		
400	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	234.84		
401	BRIAN DEANE	MILEAGE	REIMBURSE-SERSUN MOTOROLA FLEX	093022	9/30/2022	9/30/2022	241.25		
402	BRIAN DEANE	SUBSISTENCE &	REIMBURSE-SERSUN MOTOROLA FLEX	093022	9/30/2022	9/30/2022	324.50		
403	BRIGHTSPEED	TELECOMMUNICATION	E911- MONTHLY STATEMENT FOR 8/19-	310214091AUG	8/19/2022	9/2/2022	144.21		
404	BRIGHTSPEED	TELECOMMUNICATION	E911- MONTHLY STATEMENT FOR	310042302SEP	9/10/2022	9/23/2022	2,283.00		
405	BRIGHTSPEED	TELECOMMUNICATION	E911- MONTHLY STATEMENT FOR SRVC	310214091SEP	9/19/2022	9/30/2022	144.21		
406	CLEAR COMMUNICATIONS AND	PROFESSIONAL	E911- UNIT NUMBER 13- TURN RADIO ON	126194	9/13/2022	9/23/2022	404.76		
407	CLEAR COMMUNICATIONS AND	PROFESSIONAL	E911- SATIONARY TANK MONITOR WITH	126263	9/22/2022	9/30/2022	1,337.50		
408	COMCAST CORPORATION	TELECOMMUNICATION	E911- MONTHLY STATEMENT FOR 9/8-	8299600930046933SEP	9/3/2022	9/23/2022	108.29		
409	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP &	FCSO- DRILL TOGGLE 6X2 SCR CD2	93794 ACCT#218	9/1/2022	9/16/2022	13.06		
410	MICHAEL GRANDSTAFF	MILEAGE	REIMBURSE- SERSUN-MOTOROLA FLEX	093022	9/30/2022	9/30/2022	241.25		
411	MICHAEL GRANDSTAFF	SUBSISTENCE &	REIMBURSE- SERSUN-MOTOROLA FLEX	093022	9/30/2022	9/30/2022	324.50		
412	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL	Motorola order info APX7000	8281451622	8/29/2022	9/30/2022	6,338.18		
413	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL	MOTOROLA SOLUTIONS QUOTE 1837891	1187084384	9/21/2022	9/30/2022	22,138.59		
414	NWG SOLUTIONS, LLC.	IT SERVICES	E911- MANAGED SVC VITALSIGNS: NWG	59994	8/31/2022	9/16/2022	1,487.00		
415	NWG SOLUTIONS, LLC.	MAINTENANCE	E911- DATTO CLOUD SVC/SUP: MONTHLY	60003	8/31/2022	9/16/2022	1,168.70		
416	ROGER GATEWOOD	MILEAGE	REMIBURSE- GENERAL INSTRUCTOR 8/15-	083122	8/31/2022	9/9/2022	168.76		
417	ROGER GATEWOOD	SUBSISTENCE &	REMIBURSE- GENERAL INSTRUCTOR 8/15-	083122	8/31/2022	9/9/2022	56.00		
418	SPRINT	TELECOMMUNICATION	E911- MOBILE AND DATA USAGE	313771602-052	8/26/2022	9/2/2022	193.00		
419	SPRINT	TELECOMMUNICATION	E911- DATA AND MOBILE HOTSPOT	313771602-053	9/26/2022	9/30/2022	193.00		
420	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	207.37		
421						Total:	\$39,731.22		
422									

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
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423	FIRE AND RESCUE SQUAD								
424	FLUVANNA COUNTY RESCUE SQUAD	FIRE & RESCUE ASSN	RESCUE SQUAD QUARTERLY	FR2-23	9/27/2022	9/30/2022	29,150.00		
425	FLUVANNA COUNTY VOLUNTEER FIRE	FIRE & RESCUE ASSN	FCFD (QUARTERLY)	FF2-23	9/27/2022	9/30/2022	50,429.50		
426	LAKE MONTICELLO FIRE & RESCUE	CONVENTION AND	SHERYL CAPP, DAREN CARPENTER EMS	092022	9/20/2022	9/23/2022	2,390.00		
427	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE ASSN	LM FIRE (QUARTERLY), PUMPER 51	LM2-23	9/27/2022	9/30/2022	87,885.00		
428	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE	LM FIRE (QUARTERLY), PUMPER 51	LM2-23	9/27/2022	9/30/2022	55,000.00		
429	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	560.14		
430	VERIZON WIRELESS	TELECOMMUNICATION	EMERG- MONTHLY WIRELESS	9914489048	8/27/2022	9/9/2022	28.41		
431	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	560.14		
432	VFIS	GENERAL LIABILITY	POLICY PREMIUM FOR 7/1/22-7/31/23 VOL.	256768126	6/29/2022	9/20/2022	6,301.00		
433						Total:	\$232,304.19		
434									
435	CORRECTION AND DETENTION								
436	CENTRAL VIRGINIA REGIONAL JAIL	CVRJ COST OF	OPERATIONAL COSTS, FY23, 2ND	100123F	9/27/2022	9/30/2022	280,172.25		
437	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT -	JULY DET FAC- FOR JUVENILE	FY2023-000000119	9/1/2022	9/16/2022	12,873.92		
438						Total:	\$293,046.17		
439									
440	BUILDING INSPECTIONS								
441	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BLDG INSPEC- KAPRO 985-41X96 APOLLO	1NQV-DDQQ-JFF6	9/18/2022	9/23/2022	161.83		
442	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BLDG INSPEC-AMAZON BASICS NARROW	1GC7-VHPH-3QQT	9/25/2022	9/30/2022	37.81		
443	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	613.64		
444	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	MULTIPLE DEPT POSTAGE METER USE	8000909001515654SEP	9/18/2022	9/23/2022	1.14		
445	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	241.43		
446	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	241.17		
447						Total:	\$1,297.02		
448									
449	EMERGENCY MANAGEMENT								
450	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	14.38		
451	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	315.00		
452	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	AUGUST 2022 EMS STAFFING, BLS DISC.	20220830	8/31/2022	9/2/2022	52,090.83		
453	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	204.56		
454	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	45.46		
455	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	45.38		
456						Total:	\$52,715.61		
457									
458	PUBLIC ANIMAL SHELTER								
459	FLUVANNA SPCA	CONTRACT SERVICES	ANIMAL SHELTERING SERVICES: FY23	100122	9/27/2022	9/30/2022	85,541.00		
460						Total:	\$85,541.00		

	A	B	C	D	F	G	H	I	J
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2									
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461									
462	FACILITIES								
463	ALLIED PORTABLE TOILET	BLDGS EQUIP REP &	FCPW-CARYSBROOK BASEBALL FIELD 9/6-	A-200206	9/6/2022	9/9/2022	176.00		
464	ALLIED PORTABLE TOILET	BLDGS EQUIP REP &	FCPW- PG DOG PARK 9/6-10/3/22	A-200393	9/6/2022	9/9/2022	176.00		
465	ALLIED PORTABLE TOILET	BLDGS EQUIP REP &	FCPW- PG BALLFIELD 9/6-10/3/22	A-200394	9/6/2022	9/9/2022	176.00		
466	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP &	FCPW- ITHONIA LIGHTING 2GTL2 A12 120	1KL1-RYD4-K333	9/16/2022	9/23/2022	95.50		
467	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP &	FCPW-LITHONIA LIGHTING 2GTL2 A12 120	169N-FJH1-9FXC	9/19/2022	9/30/2022	236.43		
468	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW- ADENNA DLG678 DARK LIGHT 9MIL	1HDVD-Q6G9-9N4V	9/6/2022	9/16/2022	52.36		
469	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW- PRO-LIFT C-9100 BLACK 40"	1YTK-D1G7-LK6L	9/5/2022	9/16/2022	76.99		
470	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW-LITHONIA LIGHTING 2GTL2 A12 120	1J3Y-CVVL-XRTP	9/11/2022	9/16/2022	143.25		
471	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW- NU-CALGON COIL GUN SPRAYER-	17C4-1TW3-DFWX	9/6/2022	9/16/2022	207.26		
472	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW- AH MILITARY GRADE NYLON CELL	1CXF-KPP6-9PK9	9/17/2022	9/23/2022	27.51		
473	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW-OAUTOO 12SETS T30 ENGINE	17LN-7WRH-TFVC	9/16/2022	9/23/2022	33.08		
474	AMAZON CAPITAL SERVICES	GENERAL MATERIALS	FCPW- BEST WAY TOOLS SPANNER	1D97-PKV4-4YKD	9/23/2022	9/30/2022	18.35		
475	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW- RUBBERMAID COMMERCIAL	14PP-6PQJ-L1TD	9/5/2022	9/16/2022	81.94		
476	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW- RUBBERMAID COMMERCIAL	1VK9-KY9G-NR4X	9/4/2022	9/16/2022	195.94		
477	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW- PRO TEAM PROFORCE URIGHT	1G3V-7JW7-J3VD	8/30/2022	9/16/2022	541.82		
478	AMAZON CAPITAL SERVICES	MACHINERY AND	FCPW- KARGO MASTER 40400 GREY	1FLL-LR7H-FF1G	9/10/2022	9/16/2022	418.89		
479	AMAZON CAPITAL SERVICES	MACHINERY AND	FCPW- VICORT TECHNOLOGIES 0384-0948	1PH1- Q4F1-TVJX	9/11/2022	9/16/2022	465.89		
480	AMAZON CAPITAL SERVICES	VEHICLE/POWER	FCPW- STENS NEW AIR FILTER 605-815	137H-RXXV-39F4	8/29/2022	9/2/2022	150.00		
481	AMAZON CAPITAL SERVICES	VEHICLE/POWER	FCPW- STIHL 4002-710-2108 AUTOCUT	1YHD-6MQL-GND6	9/2/2022	9/16/2022	86.00		
482	AMAZON CAPITAL SERVICES	VEHICLE/POWER	FCPW-BRIGGS & STRATTON 808656 FUEL	19KM-W64H-7164	9/22/2022	9/30/2022	33.58		
483	AMAZON CAPITAL SERVICES	VEHICLES REP &	FCPW-COVERCRAFT SEATSAVER FRONT	1LP6-MKNF-4GMW	8/23/2022	9/2/2022	182.96		
484	AMELIA OVERHEAD DOOR	BLDGS EQUIP REP &	FCPW- DIFFERENCE UNPAID FROM	080922 STATEMENT	8/9/2022	9/9/2022	263.77		
485	ASHCRAFT TERMITE AND PEST	BLDGS EQUIP REP &	FCPW- PLEASANT GROVE TREATED THE	25389	8/13/2022	9/9/2022	170.00		
486	ASHCRAFT TERMITE AND PEST	BLDGS EQUIP REP &	FCPW-CARYSBROOK TREATED AROUND	25388	8/25/2022	9/9/2022	525.00		
487	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	120.00		
488	BANK OF AMERICA	GENERAL MATERIALS	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	685.07		
489	BANK OF AMERICA	GENERAL MATERIALS	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	1,901.44		
490	BFPE INTERNATIONAL	BLDGS EQUIP REP &	FCPW- F.C. CT BLDG 8/29/22 GROUND	2801148	8/31/2022	9/16/2022	380.00		
491	BFPE INTERNATIONAL	BLDGS EQUIP REP &	FCPW- PALMYRA FIRE CO. 8/19/22 KIDD	2801153	8/31/2022	9/16/2022	790.00		
492	BFPE INTERNATIONAL	BLDGS EQUIP REP &	FCPW-FLUV CO FIRE STATION2 9/7/22 NO	2804088	9/13/2022	9/23/2022	475.00		
493	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- CLNR DISINF CLX CLEAN UP 35417	7759395	8/25/2022	9/2/2022	458.93		
494	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- CLNR DISINF CLX CLEAN UP 35417	7761891	9/1/2022	9/16/2022	288.65		
495	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- CLINER RCM-4347X 43X 47 1.5 3	7760953	9/1/2022	9/16/2022	319.70		
496	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- 0970552 TT FEATHER SOFT 5022	7764742	9/15/2022	9/23/2022	2,440.72		
497	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- 7922464, ITW26832CT SPRAY NINE	7767750	9/12/2022	9/30/2022	98.28		
498	BUDGET ELECTRICAL & MECHANICAL,	BLDGS EQUIP REP &	FCPW- T & M #2423 SHOOTING RANGE	2913	9/9/2022	9/23/2022	3,341.41		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
499	COSNER BROS BODY SHOP INC	VEHICLES REP &	FCPW- 2014 SILVERADO VIN*0744	090822	9/8/2022	9/16/2022	3,338.59		
500	FLUVANNA ACE HARDWARE	GENERAL MATERIALS	FCPW- INV 93579,93735,93766: SUPPLIES	083122-ACCT#127	8/31/2022	9/9/2022	135.25		
501	J&A PAINTING	CONTRACT SERVICES	FCPW- COMPLETED HANDRAILS	22-244	9/7/2022	9/9/2022	1,200.00		
502	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	4,057.97		
503	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS	FCPW- CAR PARTS ANS SUPPLIES	083122	8/31/2022	9/23/2022	51.76		
504	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER	FCPW- CAR PARTS ANS SUPPLIES	083122	8/31/2022	9/23/2022	347.58		
505	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP &	FCPW- CAR PARTS ANS SUPPLIES	083122	8/31/2022	9/23/2022	824.73		
506	KOREN DIVERSIFIED HOLDINGS LLC	VEHICLE/POWER	FCPW- FREIGHT SHIPPING	163283	9/1/2022	9/16/2022	19.72		
507	LOWE'S	GENERAL MATERIALS	FCPW- MONTHLY STATEMENT	99000330383-082522	8/25/2022	9/9/2022	798.79		
508	LOWE'S	JANITORIAL SUPPLIES	FCPW- MONTHLY STATEMENT	99000330383-082522	8/25/2022	9/9/2022	32.23		
509	LOWE'S	UNIFORM/WEARING	FCPW- MONTHLY STATEMENT	99000330383-082522	8/25/2022	9/9/2022	158.51		
510	LOWE'S	VEHICLE/POWER	FCPW- MONTHLY STATEMENT	99000330383-082522	8/25/2022	9/9/2022	276.80		
511	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- 18-8 STAINLESS STEEL BUTTON	83820970	8/26/2022	9/2/2022	67.00		
512	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- WALL-MOUNT THREAD-IT	83698857	8/24/2022	9/2/2022	79.78		
513	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- VIBRATION-DAMPING LOOP	83832410	8/26/2022	9/16/2022	19.33		
514	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- TAMPER-RESISTANT ROUNDED	84545461	9/9/2022	9/16/2022	38.26		
515	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- STEEL PAN HEAD PHILLIPS	83994611	8/30/2022	9/16/2022	96.35		
516	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS	FCPW- 18-8 STAINLESS STEEL NAILS FOR	84612294	9/12/2022	9/23/2022	23.67		
517	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS	FCPW- 460520 SKT SCREW (25), 460545	100221529	8/22/2022	9/2/2022	32.25		
518	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS	FCPW- 261738 CLAMP	100251513	8/31/2022	9/16/2022	24.60		
519	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS	FCPW- CAR BOLT, SCREW, RETAINER,	100257786	9/1/2022	9/16/2022	546.55		
520	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS	FCPW-10362 RETAINER	100288379	9/13/2022	9/23/2022	11.50		
521	MULTI SERVICE TECHNOLOGY	UNIFORM/WEARING	FCPW- TRACTION TRED -GREG SAWYER	20220910079792	9/10/2022	9/16/2022	150.00		
522	NOLAND	BLDGS EQUIP REP &	FCPW- CWH58-50H 5/8 X50' BLK HOT	587270 02	9/14/2022	9/23/2022	87.74		
523	NOLAND	BLDGS EQUIP REP &	FCPW- 6/60 26GA GALV PIPE,6X25' R4.2	587778 01	9/14/2022	9/23/2022	661.63		
524	NOLAND	BLDGS EQUIP REP &	FCPW- CWH58-50H 5/8 X50' BLK HOT	578270 01	9/13/2022	9/23/2022	863.31		
525	NOLAND	GENERAL MATERIALS	FCPW- 3043.001.020 WHT EL COMP BOWL	577329 01	8/30/2022	9/23/2022	275.22		
526	NOLAND	MACHINERY AND	FCPW- 102-041-016 18 X 24 X 1 MLTPLT	57617801	8/16/2022	9/16/2022	67.56		
527	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	FCPW- ELECTRICAL SERVICES COMM.	9786	8/31/2022	9/16/2022	350.00		
528	RONALD BRAGG	CONTRACT SERVICES	FCPW- FREMOVED DEAD LIMBS FROM LG	082522	8/25/2022	9/2/2022	1,250.00		
529	RONALD BRAGG	CONTRACT SERVICES	FCPW- LIMBING AT OLD STONE JAIL 9/7/22	090822	9/8/2022	9/9/2022	350.00		
530	SCOTTSVILLE POWER EQUIPMENT	VEHICLE/POWER	FCPW- AIR FILTER, SPOOL INSERTS,	091422	9/14/2022	9/23/2022	162.87		
531	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP &	FCPW- 2007 TRAILER 33237L STATE	002609	8/23/2022	9/2/2022	20.00		
532	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP &	FCPW- HYUNDAI 212-81L MAC TWO JIM	002608	8/23/2022	9/2/2022	125.00		
533	SOUTHERN AIR, INC.	BLDGS EQUIP REP &	FCPW-FC WOMENS CORREC. CTR 8/5/22	836615	9/6/2022	9/23/2022	289.66		
534	SOUTHERN AIR, INC.	BLDGS EQUIP REP &	FCPW- FC ADMIN BLDG 8/5/22 INSTALLED	836709	9/6/2022	9/23/2022	531.83		
535	SOUTHERN AIR, INC.	CONTRACT SERVICES	FCPW- LIBRARY INSTALL NEW HOUSING	830934	8/31/2022	9/16/2022	920.80		
536	SOUTHERN AIR, INC.	CONTRACT SERVICES	PW-LIBRARY REPLACE EVAPORATOR	8293859	8/29/2022	9/16/2022	5,301.01		


	A	B	C	D	F	G	H	I	J
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2									
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537	SOUTHERN AIR, INC.	CONTRACT SERVICES	FCPW-KENTS STORE FIRE STAT. 8/10/22:	837120	9/8/2022	9/23/2022	335.00		
538	SOUTHERN AIR, INC.	CONTRACT SERVICES	FCPW- LIBRARY HEAT PUMP#6 BLEW OUT	838086	9/15/2022	9/30/2022	242.19		
539	SOUTHERN AIR, INC.	CONTRACT SERVICES	FCPW-F.U. FIRE STATION,CLEARED THE	839918	9/20/2022	9/30/2022	394.00		
540	TIRE SOLUTIONS LLC	VEHICLES REP &	FCPW- LT 245/75/16 (2), MOLD & BALANCE	6003	8/26/2022	9/2/2022	328.00		
541	UNIFIRST CORP	LAUNDRY AND DRY	FCPW- UNIFORMS: FUSD, MAINT,	083122 STATEMENT	8/31/2022	9/16/2022	753.77		
542	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	485.52		
543	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	484.56		
544	VSI SUPPLY	GENERAL MATERIALS	FCPW- KEY- ANTHONY TANNER	18999	8/16/2022	9/2/2022	3.40		
545	VSI SUPPLY	GENERAL MATERIALS	FCPW-SUPPLIES- MIKE SHARPE	18972	8/16/2022	9/2/2022	60.81		
546	W & H RESOURCES, INC	BLDGS EQUIP REP &	FCPW- PG TRANSPORTATION MUSEUM -	41457	8/26/2022	9/9/2022	1,657.50		
547	W & H RESOURCES, INC	CONTRACT SERVICES	FCPW- FC SS/ART CTR LABOR, REPAIR,	41429	8/25/2022	9/23/2022	3,352.00		
548	W.W. GRAINGER INC	GENERAL MATERIALS	FCPW- BATTERY ALKALINE AA PREMIUM,	9431844027	9/1/2022	9/16/2022	100.07		
549	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS	FCPW- ACETYLENE- SMALL, 156CF	869905	8/31/2022	9/9/2022	59.52		
550	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS	FCPW- ACETYLENE SMALL, 156CF	869086	7/31/2022	9/16/2022	59.52		
551						Total:	\$47,737.43		
552									
553	GENERAL SERVICES								
554	AMERICAN PEST MANAGEMENT	MAINTENANCE	FCPW- PEST CONTROL MONTHLY	7357855	9/12/2022	9/23/2022	604.90		
555	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE- 213 MAIN STREET	0007970740556855SEP2	9/8/2022	9/16/2022	18.31		
556	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE-197 MAIN STREET	0007929310552932SEP2	9/8/2022	9/16/2022	22.21		
557	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE-	0015301850550900SEP2	9/8/2022	9/16/2022	23.77		
558	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN- HCH & 2 BLDGS	0007929300552931SEP2	9/8/2022	9/16/2022	28.45		
559	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE- 132 MAIN	0007800100540828SEP2	9/8/2022	9/16/2022	101.94		
560	ASHCRAFT TERMITE AND PEST	MAINTENANCE	FCPW- ONE TIME SERVICE TREATED 911	25391	8/25/2022	9/9/2022	340.00		
561	BFPE INTERNATIONAL	MAINTENANCE	FCPW-FC CTHOUSE FIRE ALARM	2803271	9/12/2022	9/23/2022	390.00		
562	BFPE INTERNATIONAL	MAINTENANCE	FCPW- FLUV PERFORMING ARTS FIRE	2803272	9/12/2022	9/23/2022	390.00		
563	BFPE INTERNATIONAL	MAINTENANCE	FCPW-FC PERFORMING ART CTR ANNUAL	2803221	8/31/2022	9/23/2022	424.36		
564	BFPE INTERNATIONAL	MAINTENANCE	FCPW- FC CT BLDG ANNUAL INSPEC, WET	2803220	8/31/2022	9/23/2022	1,378.56		
565	BRIGHTSPEED	TELECOMMUNICATION	FINANCE MONTHLY STATEMENT FOR 9/16-	309762613SEPT	9/16/2022	9/23/2022	0.85		
566	BRIGHTSPEED	TELECOMMUNICATION	FINANCE MONTHLY STATEMENT FOR 9/16-	309762613SEPT	9/16/2022	9/23/2022	50.64		
567	BRIGHTSPEED	TELECOMMUNICATION	FACILITIES- PW EMERG LINE	309428096SEP	9/16/2022	9/30/2022	56.99		
568	BRIGHTSPEED	TELECOMMUNICATION	FACILITIES- CIRCUIT COURT- PANIC	310338742SEP	9/16/2022	9/30/2022	68.73		
569	BRIGHTSPEED	TELECOMMUNICATION	FACILITIES- 72 MAIN ST. ALARM SYSTEM	309697981SEP	9/16/2022	9/30/2022	74.05		
570	BRIGHTSPEED	TELECOMMUNICATION	FACILITIES- PERFORMING ARTS- MAIN &	309898636SEP	9/16/2022	9/30/2022	148.75		
571	BRIGHTSPEED	TELECOMMUNICATION	PALMYRA RESUCE SQUAD	310110229SEP	9/16/2022	9/30/2022	230.75		
572	BRIGHTSPEED	TELECOMMUNICATION	FACILITIES- 13 LINES- ELEVATORS &	3093633296SEP	9/16/2022	9/30/2022	773.18		
573	CENTRAL VA ELECTRIC COOP	ELECTRICAL	FLUVANNA COUNTY FIRE DEPT	275907-002AUG	9/6/2022	9/9/2022	650.63		
574	CENTRAL VA ELECTRIC COOP	ELECTRICAL	FLUVANNA COUNTY LIBRARY- 214	275906-001AUG	8/31/2022	9/9/2022	1,652.64		


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
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575	CENTRAL VA ELECTRIC COOP	ELECTRICAL	COUNTY OF FLUVANNA- 160 COMMONS	85473-002AUG	8/31/2022	9/9/2022	1,844.44		
576	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- 200A- FOR USE BY	105221-002AUG	8/17/2022	9/23/2022	30.40		
577	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- ELEC SERVICE	105221-006AUG	8/17/2022	9/23/2022	30.40		
578	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- ELEC SERVICE- 271	105221-007AUG	8/17/2022	9/23/2022	30.40		
579	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- ELEC SERVICE- SIGN	105221-009AUG	8/17/2022	9/23/2022	30.40		
580	CENTRAL VA ELECTRIC COOP	ELECTRICAL	HERITAGE FARM MUSEUM- 271 PLEASANT	275904-011AUG	8/17/2022	9/23/2022	31.21		
581	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- ELEC SERVICE- 271	105221-008AUG	8/17/2022	9/23/2022	31.56		
582	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- 400A- FOR USE FOR	105221-003AUG	8/17/2022	9/23/2022	32.24		
583	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- SOCCER FIELD-	105221-004AUG	8/17/2022	9/23/2022	38.72		
584	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- POLE BARN- 271	275904-006AUG	8/17/2022	9/23/2022	40.56		
585	CENTRAL VA ELECTRIC COOP	ELECTRICAL	DOG KENNEL- W. RIVER RD	275904-008AUG	8/17/2022	9/23/2022	41.86		
586	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PUBLIC SAFETY- OUTLETS BEHIND	085473-003AUG	8/17/2022	9/23/2022	41.95		
587	CENTRAL VA ELECTRIC COOP	ELECTRICAL	CONVENIENCE CENTER- LANDFILL- 11206	275904-002AUG	8/17/2022	9/23/2022	189.69		
588	CENTRAL VA ELECTRIC COOP	ELECTRICAL	REGISTRAR OFFICE SUITE 115	85473-008AUG	8/17/2022	9/23/2022	203.06		
589	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- VFW HALL- 2977 RIVER	275904-010AUG	8/19/2022	9/23/2022	210.38		
590	CENTRAL VA ELECTRIC COOP	ELECTRICAL	REGISTRAR OFFICE SUITE 116	85743-009AUG	8/17/2022	9/23/2022	221.09		
591	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- LANDFILL- 11206 W. RIVER	085473-005AUG	8/17/2022	9/23/2022	281.38		
592	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- COLUMBIA SCHOOL- 563	085473-006AUG	8/17/2022	9/23/2022	282.79		
593	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE HOUSE- 271 PLEASANT	275904-004AUG	8/17/2022	9/23/2022	420.03		
594	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- PUBLIC SAFETY BLDG-	275904-009AUG	8/17/2022	9/23/2022	469.26		
595	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- 200A- FOR USE BY	105221-002SEP	9/21/2022	9/30/2022	30.40		
596	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-ELEC SERVICE- SIGN	105221-009SEP	9/21/2022	9/30/2022	30.40		
597	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- ELEC SERVICE-271	105221-008SEP	9/21/2022	9/30/2022	31.79		
598	CENTRAL VA ELECTRIC COOP	ELECTRICAL	HERITAGE FARM MUSEUM- 271 PLEASANT	275904-011SEP	9/21/2022	9/30/2022	36.87		
599	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- SOCCER FIELD-	105221-004SEP	9/21/2022	9/30/2022	42.76		
600	CENTRAL VA ELECTRIC COOP	ELECTRICAL	DOG KENNEL- W RIVER RD	275904-008SEP	9/21/2022	9/30/2022	43.36		
601	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-ELEC SERVICE	105221-006SEP	9/21/2022	9/30/2022	45.07		
602	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PUBLIC SAFETY- OUTLETS BEHIND	085473-003SEP	9/21/2022	9/30/2022	50.73		
603	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-POLE BARN - 271	275904-006SEP	9/21/2022	9/30/2022	61.36		
604	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-ELEC SERVICE- 271	105221-007SEP	9/21/2022	9/30/2022	159.89		
605	CENTRAL VA ELECTRIC COOP	ELECTRICAL	CONVENIENCE CENTER- LANDFILL- 11206	275904-002SEP	9/21/2022	9/30/2022	179.99		
606	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-400A - FOR USE BY	105221-003SEP	9/21/2022	9/30/2022	198.37		
607	CENTRAL VA ELECTRIC COOP	ELECTRICAL	REGISTRAR OFFICE- SUITE 116	85473-009SEP	9/21/2022	9/30/2022	215.59		
608	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- VFW HALL- 2977 RIVER	275904-010SEP	9/21/2022	9/30/2022	229.44		
609	CENTRAL VA ELECTRIC COOP	ELECTRICAL	REGISTRAR OFFICE- SUITE 115	85473-008SEP	9/21/2022	9/30/2022	237.60		
610	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- COLUMBIA SCHOOL- 563	085473-006SEP	9/21/2022	9/30/2022	264.89		
611	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- LANDFILL- 11206 W RIVER	085473-005SEP	9/21/2022	9/30/2022	303.28		
612	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE HOUSE- 271 PLEASANT	275904-004SEP	9/21/2022	9/30/2022	409.70		


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
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613	CENTRAL VA ELECTRIC COOP	ELECTRICAL	E911 TOWER- PUBLIC SAFETY BLDG-	275904-009SEP	9/21/2022	9/30/2022	506.92		
614	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY- STREET LIGHTS NEAR	085473-001AUG	8/17/2022	9/23/2022	70.38		
615	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY- STREET LIGHTS NEAR	085473-001SEP	9/21/2022	9/30/2022	75.22		
616	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE	FCPW- AUGUST 2022 VUPS LOCATING	080122	8/1/2022	9/30/2022	130.00		
617	DOMINION VIRGINIA POWER	ELECTRICAL	LARGE BALLFIELD- LIGHTS	3023889169AUG	8/22/2022	9/2/2022	11.50		
618	DOMINION VIRGINIA POWER	ELECTRICAL	IT DEPARTMENT OFFICE- 51 COURT	1114097502AUG	8/25/2022	9/2/2022	20.61		
619	DOMINION VIRGINIA POWER	ELECTRICAL	WEAVER BUILDING (NEE CSA OFFICE)-	1124090000AUG	8/26/2022	9/2/2022	23.54		
620	DOMINION VIRGINIA POWER	ELECTRICAL	CELL TOWER @ FIRE STATION- 14591	5699060132AUG	8/25/2022	9/2/2022	33.16		
621	DOMINION VIRGINIA POWER	ELECTRICAL	8880 JMH	7048771633AUG	8/25/2022	9/2/2022	45.37		
622	DOMINION VIRGINIA POWER	ELECTRICAL	HOUSING OFFICE (2 STORY BUILDING)-	1134080009AUG	8/26/2022	9/2/2022	51.15		
623	DOMINION VIRGINIA POWER	ELECTRICAL	211 MAIN STREET	1284152509AUG	8/25/2022	9/2/2022	63.60		
624	DOMINION VIRGINIA POWER	ELECTRICAL	OLD STONE JAIL	1424085007AUG	8/23/2022	9/2/2022	119.77		
625	DOMINION VIRGINIA POWER	ELECTRICAL	LARGE BALLFIELD- CONCESSIONS	692200942AUG	8/25/2022	9/2/2022	131.50		
626	DOMINION VIRGINIA POWER	ELECTRICAL	PUBLIC WORKS OFFICE- 197 MAIN	1304130006AUG	8/25/2022	9/2/2022	143.89		
627	DOMINION VIRGINIA POWER	ELECTRICAL	SMALL BALLFIELD- CONCESSIONS &	274195007AUG	8/26/2022	9/2/2022	153.03		
628	DOMINION VIRGINIA POWER	ELECTRICAL	CELL TOWER @ 1038 BREMO RD	6260822157AUG	8/25/2022	9/2/2022	178.41		
629	DOMINION VIRGINIA POWER	ELECTRICAL	HISTORIC COURTHOUSE	1144090006AUG	8/22/2022	9/2/2022	240.10		
630	DOMINION VIRGINIA POWER	ELECTRICAL	COMMONWEALTH'S ATTORNEY- 181 MAIN	6274752663AUG	8/25/2022	9/2/2022	277.44		
631	DOMINION VIRGINIA POWER	ELECTRICAL	RESUCE SQUAD- PALMYRA- 90 RESCUE	4894115007AUG	8/22/2022	9/2/2022	334.99		
632	DOMINION VIRGINIA POWER	ELECTRICAL	PERFORMING ARTS CENTER	4144237502AUG	8/23/2022	9/2/2022	359.23		
633	DOMINION VIRGINIA POWER	ELECTRICAL	CARYSBROOK GYMNASIUM (INCLUDES	84297506AUG	8/22/2022	9/2/2022	364.98		
634	DOMINION VIRGINIA POWER	ELECTRICAL	TREASURER'S OFFICE	1024205005AUG	8/22/2022	9/2/2022	465.82		
635	DOMINION VIRGINIA POWER	ELECTRICAL	FIRE STATION- PALMYRA	1005898992AUG	8/22/2022	9/2/2022	613.93		
636	DOMINION VIRGINIA POWER	ELECTRICAL	FIRE STATION- FORK UNION- 5753 JAMES	4834680458AUG	8/23/2022	9/2/2022	648.98		
637	DOMINION VIRGINIA POWER	ELECTRICAL	COMMUNITY CENTER & EXTENSION	433188158AUG	8/23/2022	9/2/2022	783.37		
638	DOMINION VIRGINIA POWER	ELECTRICAL	PUBLIC WORKS MAINTENANCE SHOP	25554330007AUG	8/25/2022	9/2/2022	828.21		
639	DOMINION VIRGINIA POWER	ELECTRICAL	SOCIAL SERVICES BUILDING	74032509AUG	8/22/2022	9/2/2022	1,106.81		
640	DOMINION VIRGINIA POWER	ELECTRICAL	ADMINISTRATION BUILDING	1404067504AUG	8/22/2022	9/2/2022	1,216.53		
641	DOMINION VIRGINIA POWER	ELECTRICAL	COURTS BUILDING	8895892548AUG	8/22/2022	9/2/2022	4,352.24		
642	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS- NORTH-	7080078962AUG	8/25/2022	9/2/2022	71.64		
643	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS- NORTH-	9609027314AUG	8/25/2022	9/2/2022	75.64		
644	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349AUG	8/25/2022	9/2/2022	229.16		
645	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE- STREET LIGHTING	3595578927AUG	8/25/2022	9/2/2022	523.25		
646	FORK UNION SANITARY DISTRICT	SEWER SERVICES	REGISTRAR 211 MAIN STREET	201300-577SEPT	9/15/2022	9/23/2022	10.00		
647	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA PUBLIC WORKS 197 MAIN	201100-575SEPT	9/15/2022	9/23/2022	15.36		
648	FORK UNION SANITARY DISTRICT	SEWER SERVICES	COMMONWEALTH ATTORNEY 181 MAIN	201000-574SEPT	9/15/2022	9/23/2022	16.12		
649	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA ADMIN BLDG 132 MAIN	200300-567SEPT	9/15/2022	9/23/2022	26.07		
650	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PUBLIC SAFETY BLDG 160 COMMONS	206000-592SEPT	9/15/2022	9/23/2022	26.83		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
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4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
651	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUCO LIBRARY 214 COMMONS BLVD	206100-593SEPT	9/15/2022	9/23/2022	32.95		
652	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA COURTS BUILDING 72 MAIN	200200-565SEPT	9/15/2022	9/23/2022	36.01		
653	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PLEASANT GROVE HOUSE 1730 THOMAS	206800-18318SEPT	9/15/2022	9/23/2022	36.48		
654	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BASEBALL FIELD (GYM)	11259-3956SEPT	9/15/2022	9/23/2022	21.00		
655	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA GYM 8878 JAMES MADISON	11260-143SEPT	9/15/2022	9/23/2022	21.00		
656	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK SOFTBALL FIELD 8880	11266-3955SEPT	9/15/2022	9/23/2022	21.00		
657	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY- FOR UNION 5725	11120-134SEPT	9/15/2022	9/23/2022	51.80		
658	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY- FIRE HOUSE 5753	11121-139SEPT	9/15/2022	9/23/2022	69.40		
659	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BUILDING 8880 JAMES	11265-131SEPT	9/15/2022	9/23/2022	571.00		
660	GFL ENVIRONMENTAL HOLDINGS (US),	MAINTENANCE	FCPW- FLUV CO. RESCUE SQUAD RESI	KC0000148406	9/15/2022	9/23/2022	23.75		
661	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	SEPTEMBER FLUVANNA COUNTY RENT	090122	9/1/2022	9/2/2022	3,704.31		
662	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	SEPT- JEFF.CTR SELF STORAGE #56, AUG-	090122-56/082222-56	9/20/2022	9/23/2022	198.71		
663	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	OCTOBER FLUV.CO. RENT/ OCT-	100122/ 100122-56	9/27/2022	9/30/2022	3,854.31		
664	REPUBLIC SERVICES #410	MAINTENANCE	FCPW- WASTE CONTAINER SRVS: FC	0410-000750650	8/31/2022	9/23/2022	694.95		
665	SHRED-IT USA LLC	LEASE/RENT	REGULAR SERVICE FOR	8002321662	9/3/2022	9/16/2022	297.76		
666	SOUTHERN AIR, INC.	MAINTENANCE	FCPW- FLUV CO ADMIN BLDG: CLEARED	834662	8/18/2022	9/2/2022	353.82		
667	SOUTHERN AIR, INC.	MAINTENANCE	FCPW- FORK UNION FIRE STAT,	832886	8/18/2022	9/2/2022	400.00		
668	SOUTHERN AIR, INC.	MAINTENANCE	FCPW- FORK UNION FIRE ST.: CONTROL	832885	8/18/2022	9/2/2022	485.00		
669	SOUTHERN AIR, INC.	MAINTENANCE	FCPW- FC CONV. CTR 8/12/22 LEG	837386	9/13/2022	9/23/2022	285.00		
670	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FUEL TANK: REGISTRAR OFFICE TANK	21360423	9/1/2022	9/16/2022	21.00		
671	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FC COMMUNITY CTR FUEL TANK RENTAL	21362784	9/1/2022	9/16/2022	21.00		
672	THE SUPPLY ROOM	LEASE/RENT	FCPW- H2O WATER ORDERS AND EQ	5911930-083122	8/31/2022	9/16/2022	229.77		
673	THE SUPPLY ROOM	WATER SERVICES	FCPW- H2O WATER ORDERS AND EQ	5911930-083122	8/31/2022	9/16/2022	362.34		
674	TIGER FUEL COMPANY	HEATING SERVICES	FCPW- NEW CT HOUSE, HEATING OIL	217434	9/8/2022	9/16/2022	1,866.54		
675	VIRGINIA UTILITY PROTECTION	MAINTENANCE	FCPW- FLUV. CO. TRANSMISSIONS 13-	08220168	8/31/2022	9/16/2022	13.65		
676						Total:	\$42,520.32		
677									
678	PUBLIC WORKS								
679	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW- X-ACTO KNIFE BLADES NO. 11	1MJG-Q4RJ-NXRV	9/14/2022	9/23/2022	52.66		
680	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-LIFETIME COMMERCIAL GRADE	1LDM-Y6W6-LNHQ	9/9/2022	9/23/2022	140.39		
681	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW- BEST WAY TOOLS SPANNER	1D97-PKV4-4YKD	9/23/2022	9/30/2022	19.99		
682	AMERICAN WATER WORKS	CONVENTION AND	FCPW- MEMBERSHIP RENEWAL TERM	ORDER #7002034762	8/30/2022	9/2/2022	372.00		
683	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	505.00		
684	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY STATEMENT FOR CONT. EQ	29102588	8/24/2022	9/16/2022	273.00		
685	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	129.23		
686	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	121.38		
687	VERIZON WIRELESS	TELECOMMUNICATION	MULITPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	121.14		
688						Total:	\$1,734.79		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
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689									
690	CONVENIENCE CENTER								
691	BFI - FLUVANNA TRANSFER STATION	BLDGS EQUIP REP &	FCPW- MSW & RECYCLABLES 8/1-8/31/22	4347-000006770	8/31/2022	9/16/2022	8,316.56		
692	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP &	CUST #967806 LANDFILL-SERVICED	1605997	8/17/2022	9/2/2022	976.00		
693	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP &	FCPW- MAINTENANCE AGREEMENT, FUEL	1608450	9/2/2022	9/23/2022	1,010.00		
694	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	142.74		
695	REPUBLIC SERVICES #410	CONTRACT SERVICES	FCPW-WASTE COMPACTOR, CONTAINER,	0410-000750205	8/31/2022	9/23/2022	8,960.00		
696	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	113.34		
697	TREASURER OF VIRGINIA	PERMITS AND FEES	FCPW- FLUVANN CO SLF (PC)	906441	9/1/2022	9/16/2022	1,225.00		
698	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	31.53		
699	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	44.54		
700						Total:	\$20,819.71		
701									
702	PUBLIC UTILITIES								
703	BANK OF AMERICA	DUES OR	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	350.00		
704	BANK OF AMERICA	OUTSIDE ANALYTICAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	264.90		
705	BRIGHTSPEED	TELECOMMUNICATION	PALMYRA- PUMP STATION ALARM CALL-	310089744SEP	9/19/2022	9/30/2022	62.25		
706	BRIGHTSPEED	TELECOMMUNICATION	PALMYRA WASTEWATER TREATMENT	309433290SEP	9/19/2022	9/30/2022	82.67		
707	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE-DOG PARK WELL- T. J.	203061-001AUG	8/17/2022	9/23/2022	30.87		
708	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- COMPETITION PARK	105221-001AUG	8/17/2022	9/23/2022	94.51		
709	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- DOG PARK WELL- T.J.	203061-001SEP	9/21/2022	9/30/2022	30.98		
710	CENTRAL VA ELECTRIC COOP	ELECTRICAL	PLEASANT GROVE- COMPETITION PARK	105221-001SEP	9/21/2022	9/30/2022	148.92		
711	DOMINION VIRGINIA POWER	ELECTRICAL	PUMP HOUSE- COURTS BUILDING WELL	4501632147AUG	8/22/2022	9/2/2022	63.34		
712	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	OMOHUNDRO WWTP WASTEWATER	76171	9/8/2022	9/23/2022	18.70		
713	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	MORRIS WTP WASTEWATER	76172	9/8/2022	9/23/2022	18.70		
714	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CARYSBROOK WASTEWATER	76168	9/8/2022	9/23/2022	491.70		
715	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CENTRAL WWTP WASTEWATER	76169	9/8/2022	9/23/2022	656.70		
716	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	823.75		
717	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP &	FCPW- CAR PARTS AND SUPPLIES	083122	8/31/2022	9/23/2022	164.34		
718	LOWE'S	GENERAL MATERIALS	FCPW- MONTHLY STATEMENT	99000330383-082522	8/25/2022	9/9/2022	340.94		
719	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	MULTIPLE DEPT POSTAGE METER USE	8000909001515654SEP	9/18/2022	9/23/2022	357.82		
720	TREASURER OF VIRGINIA	PERMITS AND FEES	PU- VPDES MUNICIPAL MINOR/ 10,001	719047	9/1/2022	9/16/2022	2,388.00		
721	TREASURER OF VIRGINIA	PERMITS AND FEES	PU- VPDES MUNICIPAL MINOR/ 10,001	719069	9/1/2022	9/16/2022	2,388.00		
722	TREASURER OF VIRGINIA	PERMITS AND FEES	PU- VPDES MUNICIPAL MINOR/ GREATER	719106	9/1/2022	9/16/2022	2,985.00		
723	UNIFIRST CORP	LAUNDRY AND DRY	FCPW- UNIFORMS: FUSD, MAINT,	083122 STATEMENT	8/31/2022	9/16/2022	143.40		
724	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATION	MONTHLY STATEMENT- FINAL PAYMENT	09270779	8/25/2022	9/2/2022	32.02		
725	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	287.84		
726	VERIZON WIRELESS	TELECOMMUNICATION	FCPW- MONTHLY STATEMENT FOR M2M	9914489047	8/27/2022	9/16/2022	153.38		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
727	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	337.40		
728	VIRGINIA UTILITY PROTECTION	DUES OR	FUSD- TRANSMISSIONS 65 PBFLU1	08220223	8/31/2022	9/16/2022	68.25		
729	VSI SUPPLY	GENERAL MATERIALS	FCPU- SJE PLASTIC FLOAT WEIGHT (QTY	SALES RECEIPT #19312	8/22/2022	9/16/2022	33.87		
730						Total:	\$12,818.25		
731									
732	JAMES RIVER WATER AUTHORITY								
733	JAMES RIVER WATER AUTHORITY	JRWA DEBT PAYMENT	FY23 BUDGET BOND CASE -PRINCIPAL,	JRWAF100121/2022	8/27/2022	9/23/2022	159,407.87		
734	JAMES RIVER WATER AUTHORITY	JRWA OPERATIONS	FY22 BUDGET- TRUE UP OPERATIONS	JRWAF063022	6/30/2022	9/30/2022	18,213.48		
735						Total:	\$177,621.35		
736									
737	AMERICAN RESCUE PLAN ACT								
738	DEWBERRY ENGINEERS INC.	INFRASTRUCTURE	PROJ: FLUV. A/E SRVS RFP 2019-01	2164034	8/26/2022	9/16/2022	61.06		
739	DEWBERRY ENGINEERS INC.	INFRASTRUCTURE	PROJ: FLUV. A/E SRVS RFP 2019-01	2164035	8/26/2022	9/16/2022	117.50		
740						Total:	\$178.56		
741									
742	HEALTH								
743	BLUE RIDGE HEALTH DISTRICT	CONTRACT SERVICES	FY23 2ND QUARTER ALLOCATION-	100122	9/27/2022	9/30/2022	71,555.25		
744	BRIGHTSPEED	TELECOMMUNICATION	FINANCE MONTHLY STATEMENT FOR 9/16-	309762613SEPT	9/16/2022	9/23/2022	8.89		
745						Total:	\$71,564.14		
746									
747	CSA								
748	BANK OF AMERICA	SUBSISTENCE &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	7.63		
749	BRYAN MOELLER	FOOD SUPPLIES	REIMBURSE- FOOD FOR 8/23/22 CPMT	090722	9/7/2022	9/9/2022	34.71		
750	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	MULTIPLE DEPT POSTAGE METER USE	8000909001515654SEP	9/18/2022	9/23/2022	15.45		
751	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	244.38		
752	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	30.46		
753	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	30.38		
754						Total:	\$363.01		
755									
756	CSA PURCHASE OF SERVICES								
757	AW	COMM SVCS		P08925238631	8/31/2022	9/9/2022	460.00		
758	AK	COMM SVCS		P07925244383	7/31/2022	9/23/2022	715.00		
759	AK	COMM SVCS		P07925243584	7/31/2022	9/23/2022	770.00		
760	AK	COMM SVCS		P07925243685	7/31/2022	9/23/2022	1,100.00		
761	AK	COMM SVCS		P07925243386	7/31/2022	9/23/2022	1,375.00		
762	AK	COMM SVCS		P08925243479	8/31/2022	9/23/2022	1,375.00		
763	AM	POS MANDATED FFOP		P07925237372	7/31/2022	9/16/2022	735.00		
764	AM	POS MANDATED FFOP		P08925237371	8/31/2022	9/16/2022	735.00		


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						 e-tyler corp. solutions
2									
4	Vendor Name	Charge To	Description		Invoice Number	Invoice	Check Date		Check Amount
765	C.M. MENTORING SERVICES LLC	COMM SVCS			P07925240237	7/31/2022	9/9/2022		900.00
766	C.M. MENTORING SERVICES LLC	COMM SVCS			P07925239936	7/31/2022	9/9/2022		1,200.00
767	C.M. MENTORING SERVICES LLC	COMM SVCS			P07925239835	7/26/2022	9/9/2022		2,550.00
768	C.M. MENTORING SERVICES LLC	COMM SVCS			P08925239980	8/31/2022	9/23/2022		180.00
769	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P07925240151	7/31/2022	9/9/2022		1,200.00
770	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P07925240008	7/31/2022	9/23/2022		1,200.00
771	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P07925245807	7/31/2022	9/23/2022		1,200.00
772	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P08925245801	8/31/2022	9/23/2022		1,200.00
773	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P08925246002	8/31/2022	9/23/2022		1,200.00
774	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P08925246103	8/31/2022	9/23/2022		1,800.00
775	DEPAUL COMMUNITY RESOURCES	COMM SVCS			P07925240587	7/31/2022	9/23/2022		6,324.00
776	DEPAUL COMMUNITY RESOURCES	COMM SVCS			P08925240581	8/31/2022	9/23/2022		6,324.00
777	INTERCEPT HEALTH	FF4E-COMM SVCS			P06925233478	6/30/2022	9/23/2022		6,167.70
778	INTERCEPT HEALTH	FF4E-COMM SVCS			P07925245693	7/31/2022	9/23/2022		6,883.24
779	INTERCEPT HEALTH	FF4E-COMM SVCS			P08925245692	8/31/2022	9/23/2022		6,883.24
780	KT	POS MANDATED FFOP			P07925239646	7/25/2022	9/9/2022		305.15
781	LIVE OAK MENTORING LLC	COMM SVCS			P08925243054	8/31/2022	9/16/2022		600.00
782	LIVE OAK MENTORING LLC	COMM SVCS			P08925242155	8/31/2022	9/16/2022		1,200.00
783	LIVE OAK MENTORING LLC	COMM SVCS			P08925242356	8/31/2022	9/16/2022		1,500.00
784	LIVE OAK MENTORING LLC	COMM SVCS			P07925242988	7/31/2022	9/23/2022		660.00
785	LIVE OAK MENTORING LLC	COMM SVCS			P07925241689	7/31/2022	9/23/2022		1,200.00
786	LIVE OAK MENTORING LLC	COMM SVCS			P07925242090	7/31/2022	9/23/2022		1,200.00
787	LIVE OAK MENTORING LLC	COMM SVCS			P07925242391	7/31/2022	9/23/2022		1,800.00
788	LIVE OAK MENTORING LLC	POS MANDATED WSS			P07925241252	7/31/2022	9/9/2022		1,200.00
789	LIVE OAK MENTORING LLC	POS MANDATED WSS			P08925241347	8/31/2022	9/9/2022		1,200.00
790	LIVE OAK MENTORING LLC	POS MANDATED WSS			P07925242253	7/31/2022	9/9/2022		1,800.00
791	LIVE OAK MENTORING LLC	POS MANDATED WSS			P08925242248	8/31/2022	9/9/2022		1,800.00
792	LIVE OAK MENTORING LLC	POS MANDATED WSS			P08925241573	8/31/2022	9/16/2022		1,080.00
793	LIVE OAK MENTORING LLC	POS MANDATED WSS			P08925242674	8/31/2022	9/16/2022		1,200.00
794	LIVE OAK MENTORING LLC	POS MANDATED WSS			P07925241809	7/31/2022	9/23/2022		600.00
795	LIVE OAK MENTORING LLC	POS MANDATED WSS			P08925241804	8/31/2022	9/23/2022		900.00
796	LIVE OAK MENTORING LLC	POS MANDATED WSS			P07925241410	7/31/2022	9/23/2022		1,200.00
797	LIVE OAK MENTORING LLC	POS MANDATED WSS			P07925242611	7/31/2022	9/23/2022		1,500.00
798	PARACLETE THERAPEUTICS LLC	FF4E-COMM SVCS			P07925245494	7/28/2022	9/23/2022		660.00
799	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P07925245113	7/31/2022	9/23/2022		1,500.00
800	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P08925245105	8/31/2022	9/23/2022		1,500.00
801	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P07925245312	7/31/2022	9/23/2022		1,800.00
802	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P08925245306	8/31/2022	9/23/2022		1,800.00


	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
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803	PEOPLE PLACES, INC.	POS MAND THER FC			P07925244800	7/31/2022	9/23/2022		3,720.00
804	PEOPLE PLACES, INC.	POS MAND THER FC			P08925244899	8/31/2022	9/23/2022		3,720.00
805	PEOPLE PLACES, INC.	POS MANDATED WSS			P07925244677	7/31/2022	9/16/2022		649.25
806	PEOPLE PLACES, INC.	POS MANDATED WSS			P08925244675	8/31/2022	9/16/2022		1,166.00
807	PEOPLE PLACES, INC.	TFC LIC. RES CONG			P07925245097	7/31/2022	9/23/2022		1,193.00
808	PEOPLE PLACES, INC.	TFC LIC. RES CONG			P08925245095	8/31/2022	9/23/2022		1,193.00
809	PEOPLE PLACES, INC.	TFC LIC. RES CONG			P07925244998	7/31/2022	9/23/2022		3,720.00
810	PEOPLE PLACES, INC.	TFC LIC. RES CONG			P08925244996	8/31/2022	9/23/2022		3,720.00
811	THE LAFAYETTE SCHOOL	POS MANDATED SPED-			P07925239727	7/13/2022	9/9/2022		1,224.00
812	THE LAFAYETTE SCHOOL	POS MANDATED SPED-			P07925239526	7/31/2022	9/9/2022		4,896.00
813	TH	POS MANDATED FFOP			P08925237542	8/31/2022	9/9/2022		2,340.00
814	TH	POS MANDATED FFOP			P08925237441	8/31/2022	9/9/2022		2,564.00
815	VM	POS MANDATED FFOP			P08925237643	8/31/2022	9/9/2022		772.00
816	VM	POS MANDATED FFOP			P08925237744	8/31/2022	9/9/2022		1,892.00
817	VM	POS MANDATED FFOP			P08925237845	8/31/2022	9/9/2022		2,016.00
818	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P07925239130	7/31/2022	9/9/2022		7,922.08
819	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P07925239029	7/31/2022	9/9/2022		11,212.10
820	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P07925238928	7/31/2022	9/9/2022		11,309.10
821	XTRA MILE, LLC	COMM SVCS			P08925235933	8/31/2022	9/9/2022		1,100.00
822	XTRA MILE, LLC	COMM SVCS			P08925236034	8/31/2022	9/9/2022		1,100.00
823	XTRA MILE, LLC	COMM SVCS			P08925235632	8/31/2022	9/9/2022		1,375.00
824	XTRA MILE, LLC	COMM SVCS			P08925235257	8/31/2022	9/16/2022		330.00
825	XTRA MILE, LLC	COMM SVCS			P08925235858	8/31/2022	9/16/2022		728.75
826	XTRA MILE, LLC	COMM SVCS			P08925240959	8/31/2022	9/16/2022		880.00
827	XTRA MILE, LLC	COMM SVCS			P07925240868	7/31/2022	9/16/2022		990.00
828	XTRA MILE, LLC	COMM SVCS			P08925234562	8/31/2022	9/16/2022		1,375.00
829	XTRA MILE, LLC	COMM SVCS			P08925234660	8/31/2022	9/16/2022		1,375.00
830	XTRA MILE, LLC	COMM SVCS			P08925234761	8/31/2022	9/16/2022		1,375.00
831	XTRA MILE, LLC	COMM SVCS			P08925235763	8/31/2022	9/16/2022		1,375.00
832	XTRA MILE, LLC	COMM SVCS			P08925236564	8/31/2022	9/16/2022		1,375.00
833	XTRA MILE, LLC	COMM SVCS			P08925242465	8/31/2022	9/16/2022		1,375.00
834	XTRA MILE, LLC	COMM SVCS			P08925235166	8/31/2022	9/16/2022		1,650.00
835	XTRA MILE, LLC	COMM SVCS			P08925238767	8/31/2022	9/16/2022		1,650.00
836	XTRA MILE, LLC	COMM SVCS			P08925242582	8/31/2022	9/23/2022		550.00
837	XTRA MILE, LLC	FF4E-COMM SVCS			P08925240339	8/31/2022	9/9/2022		302.50
838	XTRA MILE, LLC	FF4E-COMM SVCS			P07925240340	7/31/2022	9/9/2022		935.00
839	XTRA MILE, LLC	FF4E-COMM SVCS			P08925235338	8/31/2022	9/9/2022		1,650.00
840	XTRA MILE, LLC	FF4E-COMM SVCS			P08925236969	8/31/2022	9/16/2022		137.50


	A	B	C	D	F	G	H	I	J
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2									
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841	XTRA MILE, LLC	FF4E-COMM SVCS		P08925236870	8/31/2022	9/16/2022	660.00		
842	XTRA MILE, LLC	POS MANDATED WSS		P08925235449	8/31/2022	9/9/2022	742.50		
843	XTRA MILE, LLC	POS MANDATED WSS		P08925235550	8/31/2022	9/9/2022	1,045.00		
844	XTRA MILE, LLC	POS MANDATED WSS		P08925241076	8/31/2022	9/16/2022	1,100.00		
845	XTRA MILE, LLC	POS MANDATED WSS		P07925235014	7/31/2022	9/23/2022	1,100.00		
846						Total:	\$172,187.11		
847									
848	PARKS & RECREATION								
849	AMAZON CAPITAL SERVICES	RECREATIONAL	FCPR- STEELGRIP TA5105 PICK UP TOOL,	1417-GPMG-J6HW	9/9/2022	9/23/2022	101.76		
850	AMAZON CAPITAL SERVICES	RECREATIONAL	FCPR- CHAMPRO DOUBLE FIRST BASE, IN-	17TQ-DM69-1DND	9/12/2022	9/23/2022	661.86		
851	ASHLEIGH MORRIS	PROFESSIONAL	FCPR- DOG CLASS SESSION 1, 9/12-	INV#7	9/22/2022	9/30/2022	528.00		
852	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR- CONT. ID 4538 FOR 7/31-8/30/22	101602	8/30/2022	9/9/2022	28.89		
853	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR- CONTRACT ID 5120 FOR 7/30-	101603	8/30/2022	9/9/2022	129.00		
854	BANK OF AMERICA	BLDGS EQUIP REP &	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	65.18		
855	BANK OF AMERICA	GENERAL MATERIALS	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	61.80		
856	BANK OF AMERICA	POSTAL SERVICES	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	21.36		
857	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	25.00		
858	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	75.00		
859	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	84.89		
860	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	124.00		
861	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	153.28		
862	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	164.37		
863	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	168.29		
864	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	297.82		
865	BANK OF AMERICA	RECREATIONAL	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	343.97		
866	BONNIE SNODDY	PROFESSIONAL	FCPR- KARATE SESSION 1 9/7-9/12/22	INV# 8	9/22/2022	9/30/2022	284.20		
867	BRIGHTSPEED	TELECOMMUNICATION	FCPR- MONTHLY STATEMENT FOR 8/16-	309373282AUG	8/16/2022	9/2/2022	97.18		
868	BRIGHTSPEED	TELECOMMUNICATION	FCPR- MONTHLY STATEMENT FOR	309373828SEP	9/16/2022	9/30/2022	62.31		
869	CINTAS	CONTRACT SERVICES	FCPR-PLEASANT GROVE: SKIN TONE	5126156455	9/27/2022	9/30/2022	56.40		
870	CINTAS	CONTRACT SERVICES	FCPR- FRONT OFFICE HYDROGEN	5126156437	9/27/2022	9/30/2022	66.52		
871	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP &	FCPR-8/5,8/8,8/9,8/11,8/29- INVOICES FOR	083122-ACCT#341	8/31/2022	9/9/2022	40.15		
872	FLUVANNA ACE HARDWARE	GENERAL MATERIALS	FCPR-8/5,8/8,8/9,8/11,8/29- INVOICES FOR	083122-ACCT#341	8/31/2022	9/9/2022	45.16		
873	FLUVANNA ACE HARDWARE	RECREATIONAL	FCPR-8/5,8/8,8/9,8/11,8/29- INVOICES FOR	083122-ACCT#341	8/31/2022	9/9/2022	66.05		
874	FLUVANNA COUNTY SHERIFF'S OFFICE	CONTRACT SERVICES	FCPR- 8/18,8/19,8/20/22- DEPUTIES FOR	FCPR16	8/29/2022	9/9/2022	1,575.00		
875	FLUVANNA REVIEW	ADVERTISING	FCPR- FR 1/4- 13X, COLOR- COUNTY FAIR	2022F32-10	8/11/2022	9/2/2022	145.00		
876	FLUVANNA REVIEW	ADVERTISING	FCPR- FR 1/4 X13X COLOR, COUNTY FAIR	2022F33-9	8/18/2022	9/2/2022	145.00		
877	FLUVANNA REVIEW	ADVERTISING	FCPR- FR 1/2 PG AD, COLR, THANK YOU	2022F36-11	9/8/2022	9/16/2022	270.00		
878	FUN EXPRESS LLC	RECREATIONAL	FCPR- GLOW NECKLACE ASSORTMENT	719112536-01	9/14/2022	9/30/2022	376.18		

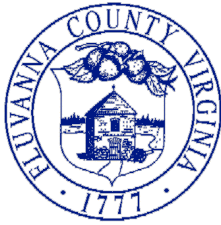
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879	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	1,781.49		
880	MJC DESIGNS, LLC.	SITE IMPROVEMENTS	FCPR- 3.5"X6", SINGLE-SIDED BLACK	2947	8/23/2022	9/2/2022	345.40		
881	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- EQUESTRIAN FIELD PORTABLE	16920	8/1/2022	9/9/2022	82.50		
882	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- PG BALL FIELDS PORTABLE TOILET	16921	8/1/2022	9/9/2022	82.50		
883	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- POLE BARN AT PG PORTABLE	16924	8/1/2022	9/9/2022	82.50		
884	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- EQUESTRIAN FIELD PORTABLE	17904	9/2/2022	9/9/2022	82.50		
885	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- PG BALL FIELDS PORTABLE	17905	9/2/2022	9/9/2022	82.50		
886	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- POLE BARN PG PORTABLE TOILET	17908	9/2/2022	9/9/2022	82.50		
887	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-CARYSBROOK HANDICAP UNIT 7/1-	16923	8/1/2022	9/9/2022	150.00		
888	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- CARYSBROOK HANDICAP UNIT 8/1-	17907	9/2/2022	9/9/2022	150.00		
889	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-SOCCER FIELD AT PG PORTABLE	16922	8/1/2022	9/9/2022	162.50		
890	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- SOCCER FIELD AT PG PORTABLE	17906	9/2/2022	9/9/2022	162.50		
891	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- PG COUNTY FAIR 8/16-8/22	16847	7/22/2022	9/9/2022	2,110.00		
892	SAM'S CLUB	RECREATIONAL	WALMART -CANDY AND SNACKS	083122	8/31/2022	9/9/2022	249.95		
893	SAM'S CLUB	RECREATIONAL	FCPR- SENIOR LUNCHEON FOOD	091722	9/17/2022	9/23/2022	38.02		
894	SCOTTSTOWN POWER EQUIPMENT	BLDGS EQUIP REP &	FCPR- REPAIR KUBOTA	67076	9/12/2022	9/16/2022	510.96		
895	SCOTTSTOWN POWER EQUIPMENT	BLDGS EQUIP REP &	FCPR-KABOTA ZERO TURN OIL FILTER,	67109	9/14/2022	9/23/2022	88.48		
896	SHENANDOAH PUBLICATIONS, INC.	PRINTING AND	FCPR- FALL PROG GUIDE, 16 PG BOOK	57688	8/10/2022	9/2/2022	1,613.01		
897	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	8067384170	8/27/2022	9/2/2022	26.62		
898	SUNBELT RENTALS, INC.	CONTRACT SERVICES	FCPR-4000W NARROW VERTICAL LIGHT	129447385-0001	8/23/2022	9/9/2022	2,676.84		
899	SUNBELT RENTALS, INC.	CONTRACT SERVICES	FCPR- 4000W NARROW VERTICAL MAST	129447385-0002	8/31/2022	9/9/2022	4,495.96		
900	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATION	MONTHLY STATEMENT- FINAL PAYMENT	09270779	8/25/2022	9/2/2022	32.01		
901	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	252.29		
902	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	201.90		
903	VIRGINIA RECREATION & PARK	CONVENTION AND	FCPR- MALINDA P. REGISTRATION FEES	2612	8/30/2022	9/9/2022	450.00		
904	VIRGINIA RECREATION & PARK	CONVENTION AND	FCPR- FAITH S. REGISTRATION FEES	2614	8/30/2022	9/9/2022	450.00		
905	VIRGINIA RECREATION & PARK	CONVENTION AND	FCPR- AARON S. REGISTRATION FEES	2618	8/31/2022	9/9/2022	480.00		
906	VIRGINIA RECREATION & PARK	RECREATIONAL	KINGS DOMINION TICKETS SOLD IN JULY	39881-1	3/14/2022	9/9/2022	228.00		
907	VIRGINIA RECREATION & PARK	RECREATIONAL	KINGS DOMINION TICKETS SOLD IN JULY	39881-1	3/14/2022	9/9/2022	342.00		
908	VIRGINIA RECREATION & PARK	RECREATIONAL	KINGS DOMINION TICKETS SOLD IN 7/22 &	40408	7/11/2022	9/9/2022	608.00		
909	VIRGINIA RECREATION & PARK	RECREATIONAL	KINGS DOMINION TICKETS SOLD IN 7/22 &	40408	7/11/2022	9/9/2022	1,064.00		
910						Total:	\$25,428.55		
911									
912	LIBRARY								
913	AMAZON.COM	BOOKS/PUBLICATIONS	LIBRARY- MONTHLY STATEMENT FOR	6045787810121901AUG3	8/10/2022	9/2/2022	8,166.55		
914	AMAZON.COM	BOOKS/PUBLICATIONS	LIBRARY- BOOKS AND SUPPLIES	6045787810121901SEP	9/10/2022	9/23/2022	12,443.72		
915	AMAZON.COM	EDP EQUIPMENT	LIBRARY- BOOKS AND SUPPLIES	6045787810121901SEP	9/10/2022	9/23/2022	98.55		
916	AMAZON.COM	OFFICE SUPPLIES	LIBRARY- MONTHLY STATEMENT FOR	6045787810121901AUG3	8/10/2022	9/2/2022	223.41		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
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917	AMAZON.COM	OFFICE SUPPLIES	LIBRARY- BOOKS AND SUPPLIES	6045787810121901SEP	9/10/2022	9/23/2022	291.31		
918	BANK OF AMERICA	BOOKS/PUBLICATIONS	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	31.58		
919	DEMCO INC	OFFICE SUPPLIES	CTN DURAFOLD 14" H 28" JACKET LENGTH	7168846	8/15/2022	9/2/2022	49.13		
920	EBSCO INFORMATION SERVICES	MAINTENANCE	LIBRARY- ROSETTA STONE LIBRARY	1000190566-1	8/31/2022	9/9/2022	7,409.00		
921	FIREFLY	TELECOMMUNICATION	LIBRARY- INTERNET MONTHLY	15623-090122	9/1/2022	9/9/2022	550.00		
922	GALE	BOOKS/PUBLICATIONS	LIBRARY- BOOK	78718434	8/30/2022	9/9/2022	32.29		
923	GALE	BOOKS/PUBLICATIONS	LIBRARY- BOOKS	78989731	9/7/2022	9/16/2022	125.76		
924	GALE	BOOKS/PUBLICATIONS	LIBRARY- BOOKS (1): THE WARMTH OF	79053248	9/9/2022	9/23/2022	27.19		
925	GALE	BOOKS/PUBLICATIONS	LIBRARY- BOOKS (4): ILL BE SEEING YOU,	79028023	9/8/2022	9/23/2022	121.51		
926	K-SUN CORP.	OFFICE SUPPLIES	LIBRARY- 224BWPX 24MM 1" X30" BLK ON	SINV0040046	8/26/2022	9/16/2022	232.60		
927	MICROMARKETING LLC	BOOKS/PUBLICATIONS	LIBRARY- ANIMALS WOULD NOT SLEEP!,	900157	9/20/2022	9/30/2022	197.57		
928	RICHMOND TIMES DISPATCH	BOOKS/PUBLICATIONS	LIBRARY- 52 WKS EVERY DAY	760-000011995293-AUG	8/10/2022	9/2/2022	883.79		
929						Total:	\$30,883.96		
930									
931	COUNTY PLANNER								
932	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR AUGUST PC	083122 STATEMENT	8/31/2022	9/23/2022	250.00		
933	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COSTS OF FUEL FOR VARIOUS DEPTS &	090122	9/1/2022	9/16/2022	301.51		
934	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	80.92		
935	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	80.76		
936						Total:	\$713.19		
937									
938	ECONOMIC DEVELOPMENT								
939	DIANE B. WILKIN	MARKETING	ECON. DEV.- ARTIST/ARTISAN STUDIO	082922	8/29/2022	9/2/2022	350.00		
940	FLUVANNA REVIEW	MARKETING	ECON. DEV.-FR 3/8 PAGE AD-26 RATE PG,	2022F37-9	9/15/2022	9/23/2022	135.00		
941	LAKE MONTICELLO COMMUNITY	MARKETING	DONTATION FOR ADVERTISEMENT ON	090822	9/8/2022	9/16/2022	250.00		
942	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	9913862239	8/19/2022	9/2/2022	40.46		
943	VERIZON WIRELESS	TELECOMMUNICATION	MULTIPLE DEPTS MONTHLY WIRELESS	092322	9/23/2022	9/30/2022	40.38		
944						Total:	\$815.84		
945									
946	VA COOPERATIVE EXTENSION								
947	EXTENSION RESEARCH SUPPORT	DUES OR	TERSSA MEMBERSHIP : BRITTNEY	091522	9/15/2022	9/16/2022	15.00		
948	RICK HERNANDEZ	AGRICULTURAL	COMMUNITY GARDEN PLANTS- 150	09013221	9/13/2022	9/16/2022	76.00		
949	TERESA C ANDERSON	AGRICULTURAL	PLANTS FOR COMMUNITY/ SENIOR	060722	6/7/2022	9/16/2022	50.66		
950						Total:	\$141.66		
951									
952	NON PROFITS								
953	CHILD HEALTH PARTNERSHIP, INC.	CHILD HEALTH	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	13,530.25		
954	JAUNT, INC.	JAUNT	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	18,123.50		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
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955	JEFFERSON AREA BOARD FOR AGING	JEFFERSON AREA	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	21,250.00		
956	MONTICELLO AREA COMMUNITY	MACAA	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	13,750.00		
957	REGION TEN	REGION TEN	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	32,948.50		
958	THOMAS JEFFERSON PLANNING	T J PLANNING DIST.	FY23 2ND QTR ALLOCATION	100122	9/27/2022	9/30/2022	10,065.50		
959						Total:	\$109,667.75		
960									
961									
				100 GENERAL FUND		Fund Total:	\$1,656,281.98		
962	Fund # - 302 CAPITAL IMPROVEMENT								
963	PUBLIC SAFETY CAPITAL PROJ								
964	EAST COAST EMERGENCY VEHICLES	VEHICLE	FCSO- 2021 CHRGR V6 AWD PATROL (5	31312	8/30/2022	9/16/2022	8,897.06		
965	SHEEHY AUTO STORES	VEHICLE	FCSO- INSTALL HARD FOLDING TONNEAU	LNOHB795297	7/5/2022	9/30/2022	998.75		
966	SHEEHY AUTO STORES	VEHICLE	FCSO- VIN*3059 INSTALL EMERG	NOHB795247	7/5/2022	9/30/2022	998.75		
967	SHEEHY AUTO STORES	VEHICLE	FCSO-VIN*3065, INSTALL HARD FORLDING	NOHB795273	7/5/2022	9/30/2022	998.75		
968	SHEEHY AUTO STORES	VEHICLE	FCSO-VIN*3066 INSTALL HARD FOLDING	NOHB795286	7/5/2022	9/30/2022	998.75		
969						Total:	\$12,892.06		
970									
971	FACILITIES CAP PROJ								
972	BEVERAGE TRACTOR & EQUIPMENT,	MACHINERY AND	TACTOR FOR PUBLIC WORKS	031822	3/18/2022	9/2/2022	41,671.30		
973	MTFA ARCHITECTURE PLLC	CONTRACT SERVICES	FCPW- FLUV CO HISTORIC CTHOUSE HSR	21044-06	9/20/2022	9/23/2022	3,568.53		
974	NOLAND	CONTRACT SERVICES	FCPW- AHE48D AIR HANDLER	573190 01	7/21/2022	9/9/2022	3,120.39		
975	SOUTHERN AIR, INC.	CONTRACT SERVICES	FCPW- FORK UNION COMM CTR 8/9/22	8359079	8/31/2022	9/16/2022	4,880.00		
976						Total:	\$53,240.22		
977									
978	PUBLIC WORKS CAPITAL PROJECT								
979	DEWBERRY ENGINEERS INC.	PROFESSIONAL	FLUVANNA A/E SRVS RFP 2019-01	2143888	6/24/2022	9/30/2022	1,650.00		
980	DEWBERRY ENGINEERS INC.	PROFESSIONAL	FLUVANNA A/E SRVS RFP 2019-01	2143887	6/24/2022	9/30/2022	12,655.00		
981						Total:	\$14,305.00		
982									
983	SCHOOL TRANSPORT CAP PROJ								
984	SATURN OF RICHMOND, INC.	VEHICLE	FY2023 CIP- FLEET VEHICLE FCPS 2018	DEAL NO. 126324	8/29/2022	9/9/2022	27,929.00		
985	WAGNER'S WRECKER SERVICE	VEHICLE	FY23 CIP- FLEET VEHICLE	BO 1337	9/20/2022	9/30/2022	4,900.00		
986						Total:	\$32,829.00		
987									
988						302 CAPITAL IMPROVEMENT	Fund Total:	\$113,266.28	
989	Fund # - 401 DEBT SERVICE								
990	DEBT SERVICE - COUNTY								
991	U.S. BANK OPERATIONS CENTER	2014 FIRE TRUCK -	PRINCIPAL AND INTEREST: SERIES 2014C-	092722-1	8/10/2022	9/27/2022	4,228.13		
992	U.S. BANK OPERATIONS CENTER	2014 FIRE TRUCK -	PRINCIPAL AND INTEREST: SERIES 2014C-	092722-1	8/10/2022	9/27/2022	50,000.00		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
993	U.S. BANK OPERATIONS CENTER	2014C - COURTHOUSE	PRINCIPAL AND INTEREST: SERIES 2014C-	092722-1	8/10/2022	9/27/2022	17,168.75		
994	U.S. BANK OPERATIONS CENTER	2014C - COURTHOUSE	PRINCIPAL AND INTEREST: SERIES 2014C-	092722-1	8/10/2022	9/27/2022	155,000.00		
995						Total:	\$226,396.88		
996									
997									
998	Fund # - 502 SEWER								
999	PALMYRA SEWER OPER EXPENSES								
1000	DOMINION VIRGINIA POWER	ELECTRICAL	PALMYRA SEWAGE PUMP STATION	7712348080AUG	8/25/2022	9/2/2022	104.48		
1001	DOMINION VIRGINIA POWER	ELECTRICAL	PALMYRA AREA WWTP	7129524547AUG	8/22/2022	9/2/2022	1,028.09		
1002	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	PALMYRA WWTP WASTEWATER	76170	9/8/2022	9/23/2022	491.70		
1003	VSI SUPPLY	BLDGS EQUIP REP &	CHAMPION 2 HP GRINDER PUMP	CC07202725	9/14/2022	9/30/2022	2,488.49		
1004						Total:	\$4,112.76		
1005									
1006						502 SEWER	Fund Total:	\$4,112.76	
1007	Fund # - 505 FORK UNION SANITARY DISTRICT								
1008	FORK UNION SANITARY DISTRICT								
1009	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	092522	9/25/2022	9/25/2022	4,101.29		
1010						Total:	\$4,101.29		
1011									
1012	FUSD OPERATIONAL EXPENSES								
1013	DOMINION VIRGINIA POWER	ELECTRICAL	BREMO WELL- RT 666	8434345008AUG	8/23/2022	9/2/2022	98.18		
1014	DOMINION VIRGINIA POWER	ELECTRICAL	FUSD OFFICE- 15704 W RIVER RD	8866300000AUG	8/25/2022	9/2/2022	486.12		
1015	DOMINION VIRGINIA POWER	ELECTRICAL	OMUHUNDRO WELL- WTP- TANK- 14349	9346182505AUG	8/23/2022	9/2/2022	715.62		
1016	DOMINION VIRGINIA POWER	ELECTRICAL	MORRIS WELL/ WTP- 41 EMERALD ROAD	9594215007AUG	8/23/2022	9/2/2022	736.19		
1017	E.W. OWEN	LEASE/RENT	FCPW-WELL RENT	09012022	9/1/2022	9/2/2022	150.00		
1018	MOJOHNS, INC.	PURCHASE OF	FCPW- FLUV CO WASTE WATER	17808	9/1/2022	9/16/2022	85.00		
1019	REPUBLIC SERVICES #410	BLDGS EQUIP REP &	FUSD 11206 RIVER RD, 1 WASTE	0410-000749980	8/31/2022	9/16/2022	235.51		
1020	USDA RURAL DEVELOPMENT	REDEMPTION OF	FUSD DEBT SERVICE	092522	9/25/2022	9/25/2022	858.71		
1021	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATION	MONTHLY STATEMENT	T451068	9/2/2022	9/9/2022	83.73		
1022						Total:	\$3,449.06		
1023									
1024						505 FORK UNION SANITARY	Fund Total:	\$7,550.35	
1025	Fund # - 510 ZION XR WATER & SEWER								
1026	ZION XR W&S EXPENSES								
1027	CB & I LLC (SPS DIVISION)	CONSTRUCTION	ZION CROSSROADS ELEVATED STORAGE	212351-16F	9/22/2022	9/30/2022	3,000.00		
1028	CENTRAL VA ELECTRIC COOP	ELECTRICAL	WATER TANK- JAMES MADISON HWY	275904-013AUG22	8/31/2022	9/16/2022	280.91		
1029	CENTRAL VA ELECTRIC COOP	ELECTRICAL	WWPS- RICHMOND (PRISON BOOSTER	275904-017SAUG22	8/31/2022	9/16/2022	360.37		
1030	CENTRAL VA ELECTRIC COOP	ELECTRICAL	WWPS- JAMES MADISON HWY (ZXCR)	275904-015AUG22	8/31/2022	9/16/2022	395.00		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 9/1/2022 To Date: 9/30/2022						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice	Check Date	Check Amount		
1031	DEWBERRY ENGINEERS INC.	PROFESSIONAL	FLUV. A/E SRVS RFP 2019-01 WORK	2131656	6/24/2022	9/30/2022	1,815.00		
1032	DEWBERRY ENGINEERS INC.	PROFESSIONAL	FLUV. A/E SRVS RFP 2019-01 WORK	2131660	6/24/2022	9/30/2022	2,240.00		
1033	DEWBERRY ENGINEERS INC.	PROFESSIONAL	FLUV. A/E SRVS RFP 2019-01	2131658	6/24/2022	9/30/2022	4,920.00		
1034	HOOVER PENROD PLC	COUNTY ATTY LEGAL-	ACCT NO:2022163-000M CREDITOR REP:	STATEMENT NO: 7	8/29/2022	9/2/2022	9,117.50		
1035	THE CINCINNATI INSURANCE	CONSTRUCTION	AG DILLARD CLAIM #3859851	3859851	9/23/2022	9/23/2022	33,508.49		
1036	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	PROFESSIONAL SERVICES FOR MULTIPLE	155318	9/6/2022	9/9/2022	2,255.00		
1037	U.S. BANK OPERATIONS CENTER	CONSTRUCTION	ZXR CONTRACT SETTELMENT	092222	9/22/2022	9/22/2022	33,508.48		
1038	U.S. BANK OPERATIONS CENTER	REDEMPTION OF	PRINICPAL AND INTEREST: SERIES 2017B-	092722-2	8/10/2022	9/27/2022	138,037.51		
1039	U.S. BANK OPERATIONS CENTER	REDEMPTION OF	PRINCIPAL AND INTEREST: SERIES 2020B	092722-3	8/10/2022	9/27/2022	43,753.13		
1040	U.S. BANK OPERATIONS CENTER	REDEMPTION OF	PRINICPAL AND INTEREST: SERIES 2017B-	092722-2	8/10/2022	9/27/2022	290,000.00		
1041	U.S. BANK OPERATIONS CENTER	REDEMPTION OF	PRINCIPAL AND INTEREST: SERIES 2020B	092722-3	8/10/2022	9/27/2022	80,000.00		
1042						Total:	\$643,191.39		
1043									
1044					510 ZION XR WATER & SEWER	Fund Total:	\$643,191.39		
1045						Total Expenditures by Fund:	\$2,650,799.64		



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2022-12-07 p.477/706
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

TAB

MEMORANDUM

Date: November 29, 2022
From: Finance Department
To: Board of Supervisors
Subject: **Accounts Payable Report for October 2022**


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

CATEGORY	AMOUNT
General	\$488,507.49
Capital Improvements	\$77,448.64
Debt Service	\$0.00
Sewer	\$4,183.78
Fork Union Sanitary District	\$9,742.98
Zion Crossroads Water & Sewer	\$9,477.91
TOTAL AP EXPENDITURES	\$589,360.80
Payroll	\$1,094,495.60
TOTAL	\$1,683,856.40

MOTION

I move the Accounts Payable and Payroll be ratified for October 2022 in the amount of \$1,683,856.40.

Encl:
AP Report

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
5	Fund # - 100 GENERAL FUND							
6	GENERAL FUND							
7	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 093022	98890	9/30/2022	10/3/2022	5.14	
8	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 091622	98499	9/16/2022	10/3/2022	354.05	
9	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 090222	98248	9/2/2022	10/3/2022	354.00	
10	TAXING AUTHORITY CONSULTING	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 091622	98501	9/16/2022	10/3/2022	138.53	
11	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SEPT '22 SHERIFF FEES	78596	10/3/2022	10/30/2022	563.41	
12	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	UNCLAIMED PROPERTY FOR 2021	78597	10/5/2022	10/30/2022	4,114.12	
13	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 091622	98500	9/16/2022	10/3/2022	780.78	
14	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 090222	98249	9/2/2022	10/3/2022	741.84	
15						Total:	\$7,051.87	
16								
17	REAL ESTATE TAXES							
18	CLARKE, STEPHEN P & KARY K	R E 2022 - 1ST	EXP#000041	98980	9/29/2022	10/6/2022	335.31	
19	HANEY, JAMES E & ALICE M	R E 2021 - 2ND	EXP#000040	98979	9/29/2022	10/6/2022	607.90	
20	HANEY, JAMES E & ALICE M	R E 2022 - 1ST	EXP#000042	98981	9/29/2022	10/6/2022	896.97	
21						Total:	\$1,840.18	
22								
23	PERSONAL PROPERTY TAXES							
24	GILLET, LESLIE ROXANA	P P 2022 - 1ST	EXP#000044	98983	9/29/2022	10/6/2022	26.50	
25						Total:	\$26.50	
26								
27	OTHER LOCAL TAXES							
28	GILLET, LESLIE ROXANA	ADMIN FEE VEHICLE LICENSE	EXP#000044	98983	9/29/2022	10/6/2022	33.00	
29	TOWN OF SCOTTSVILLE	SALES TAX-	TOWN OF SCOTTSVILLE SALES TAX	78599	10/18/2022	10/30/2022	168.89	
30						Total:	\$201.89	
31								
32	BOARD OF SUPERVISORS							
33	FLUVANNA REVIEW	ADVERTISING	BOS- FR 1/2- 13X- AD, PUBLIC HEARING	2022F38-11	9/22/2022	10/7/2022	262.50	
34	FLUVANNA REVIEW	ADVERTISING	BOS- FR1/2- 13X -10/5 PUBLIC HEARING CH	2022F39-8	9/29/2022	10/14/2022	262.50	
35						Total:	\$525.00	
36								
37	COUNTY ADMINISTRATOR							
38	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	234.40	
39	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	750.51	
40	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULTIPLE	T451657	9/30/2022	10/7/2022	37.29	
41						Total:	\$1,022.20	
42								

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
43	COUNTY ATTORNEY							
44	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	10,000.00	
45	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	3,250.50	
46	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	9,844.00	
47	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL- REAL	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	545.50	
48	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	1,103.50	
49						Total:	\$24,743.50	
50								
51	COMMISSIONER OF THE REVENUE							
52	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	299.51	
53						Total:	\$299.51	
54								
55	REASSESSMENT							
56	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	F.C. 2023 GENERAL RESASSESSMENT,	INVOICE #6:	10/7/2022	10/14/2022	13,632.50	
57						Total:	\$13,632.50	
58								
59	TREASURER							
60	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREASURER- TOPS THE LEGAL PAD	17YH-191M-	9/29/2022	10/7/2022	189.37	
61	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREASURER- SMEAD COLORED	1WVK-FQDH-	10/8/2022	10/14/2022	59.33	
62	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREASURER- AVERY CLEAR EASY PEEL	1MHT-YJN4-	10/10/2022	10/14/2022	122.07	
63	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	132.96	
64	MECHUMS RIVER SECURITY	LEASE/RENT	TREASURER- QTRLY MONITORING	36787	10/1/2022	10/7/2022	75.00	
65	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	ACCT # 546001282025	101322	10/13/2022	10/14/2022	5,825.00	
66						Total:	\$6,403.73	
67								
68	INFORMATION TECHNOLOGY							
69	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	50.95	
70	FIREFLY	TELECOMMUNICATIONS	MONTHLY STATEMENT FOR INTERNET	11068	10/1/2022	10/7/2022	1,527.27	
71	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULTIPLE	T451657	9/30/2022	10/7/2022	82.67	
72						Total:	\$1,660.89	
73								
74	FINANCE							
75	BINGHAM ARBITRAGE REBATE	PROFESSIONAL SERVICES	ARBITRAGE REBATE CALCULATIONS,	14547	9/23/2022	10/7/2022	425.00	
76	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	180.48	
77						Total:	\$605.48	
78								
79	REGISTRAR/ELECTORAL BOARD							
80	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	CONT ID #5220 MONTHLY BILLING PERIOD	102071	9/29/2022	10/7/2022	155.00	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
81	ELECTION SERVICES ONLINE	CONTRACT SERVICES	REGISTRAR- HARDWARE WARRANTY FOR	2537	9/14/2022	10/14/2022	5,660.00	
82	ELECTION SERVICES ONLINE	CONTRACT SERVICES	REGISTRAR- CODING FEE FOR 2022	2520	10/12/2022	10/14/2022	8,172.68	
83	ELECTION SERVICES ONLINE	CONTRACT SERVICES	REGISTRAR- FREEDOM VOTE SCAN	2533	10/13/2022	10/14/2022	14,200.00	
84	MJC DESIGNS, LLC.	CONTRACT SERVICES	REGISTRAR- 18-IN X 24-IN FULL COLOR	3033	10/3/2022	10/7/2022	118.00	
85	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULTIPLE	T451657	9/30/2022	10/7/2022	206.70	
86						Total:	\$28,512.38	
87								
88	HUMAN RESOURCES							
89	AMAZON CAPITAL SERVICES	EMPLOYEE RECOGNITION	HR-SALTINE CRACKERS BY ZESTA .2 OZ	11P3-MNPF-	10/6/2022	10/7/2022	244.92	
90	ANTHEM EAP	OTHER OPERATING	EAP FEES	205386956217	9/26/2022	10/7/2022	25.80	
91	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	18.05	
92	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	52.26	
93	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	143.35	
94	VIRGINIA DEPARTMENT OF STATE	OTHER OPERATING	HR- CCRE-SOR NAME SEARCH - (6)	CJIS-14079	10/1/2022	10/7/2022	120.00	
95						Total:	\$604.38	
96								
97	GENERAL DISTRICT COURT							
98	AMAZON CAPITAL SERVICES	CONVENTION AND	GEN.DIST. CT-PARENTAL	1F71-X4KW-	9/28/2022	10/14/2022	80.94	
99	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	138.19	
100	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	36.29	
101						Total:	\$255.42	
102								
103	COURT SERVICE UNIT							
104	VIRGINIA CORRECTIONAL	OFFICE SUPPLIES	COURT SRVS- OFFICE SUPPLIES ROLLING	9626897B	8/30/2022	10/14/2022	68.00	
105						Total:	\$68.00	
106								
107	CLERK OF THE CIRCUIT COURT							
108	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CLERKS- KIND BAR MINIS, VARIETY PACK,	1K1H-73CR-	10/10/2022	10/14/2022	131.30	
109	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	96.33	
110	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CHRG FOR CLERKS OFF- IMAGE RUNNER	29181572	9/11/2022	10/7/2022	289.00	
111	PITNEY BOWES	LEASE/RENT	LEASE INVOICE-CLERKS OFFICE PERIOD:	3316439323	10/2/2022	10/7/2022	155.79	
112						Total:	\$672.42	
113								
114	CIRCUIT COURT JUDGE							
115	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CLERKS- KIND BAR MINIS, VARIETY PACK,	1K1H-73CR-	10/10/2022	10/14/2022	21.99	
116						Total:	\$21.99	
117								
118	COMMONWEALTH ATTY							

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
119	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	203.54	
120	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE 2022 RV7	33357250	9/30/2022	10/14/2022	104.85	
121	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA LAW OF EVIDENCE	33429723	10/4/2022	10/14/2022	267.10	
122	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	COMMONWEALTH ATTY: LEXISNEXIS	3094104382	9/30/2022	10/7/2022	151.00	
123	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	369.65	
124						Total:	\$1,096.14	
125								
126	SHERIFF							
127	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSO- CARQUEST STD R84502 OIL FILTER	7306227080718	9/27/2022	10/7/2022	2.64	
128	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSO- CARQUEST STD R94010 ENGINE OIL	7306227180803	9/28/2022	10/7/2022	3.36	
129	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	76.41	
130	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	441.00	
131	FIREFLY	TELECOMMUNICATIONS	MONTHLY STATEMENT FOR INTERNET	11068	10/1/2022	10/7/2022	525.00	
132	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- ROCKY PULL ON WELLINGTON	022234821	9/27/2022	10/7/2022	115.28	
133	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO-B891 BADGE	022168883	9/19/2022	10/7/2022	253.47	
134	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- ATAC 2.0 8IN SHIELD BOOT, GALLS	022172507	9/20/2022	10/7/2022	757.85	
135	GALLS, LLC.	VEHICLE/POWER EQUIP	FCSO- MI01 KODRA ULTRA DUTY BELT	022146239	9/16/2022	10/7/2022	28.87	
136	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO-UNIT#10, OIL CHANGE, TIRE ROT., 21	RO#1455	9/30/2022	10/7/2022	60.13	
137	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO- UNIT #47, OIL CHANGE, TIRE ROT.,	RO#1551	10/6/2022	10/14/2022	40.00	
138	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	13,114.67	
139	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL COST INVOICE PERIOD: 9/16/22-	SQLCD-792744	9/30/2022	10/7/2022	247.02	
140	MEDEXPRESS URGENT CARE	PROFESSIONAL SERVICES	FCSO- HERNDON, D. STD EMPLOYMENT	23534433C390	10/3/2022	10/14/2022	144.00	
141	PITNEY BOWES	LEASE/RENT	LEASE INVOICE-FCSO PERIOD: 7/30/22-	3316385441	9/25/2022	10/7/2022	220.59	
142	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FCSO- CHEVY TAHOE 0680, TYV9696,	1002076/	9/29/2022	10/7/2022	20.00	
143	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	310.22	
144	THE SUPPLY ROOM	FURNITURE & FIXTURES	FCSO-BASYX MULTIFNCTN MIDBK MESH	4616122-0	5/16/2022	10/7/2022	809.88	
145	TOWN GUN SHOP, INC.	POLICE SUPPLIES	FCSO- POINT BLANK GUARDIAN GEN 3,	R84825	9/29/2022	10/7/2022	459.20	
146	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULITPLE	T451657	9/30/2022	10/7/2022	207.37	
147						Total:	\$17,836.96	
148								
149	E911							
150	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	E911- CAT 8 ETHERNET CABLE 25FT, HIGH	19WL-FGVH-	10/2/2022	10/7/2022	318.06	
151	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	E911- TELEPHONE CORD, PHONE CORD,	1D77-N6NG-	10/2/2022	10/7/2022	355.50	
152	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	E911- TP-LINK LITEWAVE 5 PORT GIGABIT	194P-MFYQ-	10/5/2022	10/14/2022	28.50	
153	AT&T MOBILITY	TELECOMMUNICATIONS	E911- WIRELESS MONTHLY BILL	284284406274	9/18/2022	10/7/2022	2.19	
154	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	76.42	
155	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	FCSO- CORNER BRACE 2 X 5/8" BRS	94184/	9/30/2022	10/7/2022	5.99	
156	MEDICAL PRIORITY CONSULTANTS,	MAINTENANCE CONTRACTS	E911- PRIORITY DISPATCH SYS ESP (P)M,	SIN292903	9/1/2022	10/7/2022	7,500.00	


	A	B	C	D	F	G	H	J
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2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
157	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	E911- SEATGATE IRONWOLF 12TB NAS	1304107790	10/4/2022	10/14/2022	649.64	
158	NWG SOLUTIONS, LLC.	IT SERVICES	E911- MANAGED SRVS, VITALSIGNS: NWG	60475	9/30/2022	10/7/2022	1,487.00	
159	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	E911- DATTO CLOUD SERV/SUPPORT:	60485	9/30/2022	10/7/2022	1,168.70	
160	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	70.17	
161	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULTIPLE	T451657	9/30/2022	10/7/2022	207.37	
162						Total:	\$11,869.54	
163								
164	FIRE AND RESCUE SQUAD							
165	ACTIVE911, INC.	CONTRACT SERVICES	ACTIVEALERT: ADDITIONAL LICENSES TO	444296	9/30/2022	10/7/2022	136.80	
166	LAKE MONTICELLO FIRE & RESCUE	CONVENTION AND	CHRISTOPHER MAROTTA EMS CLASS	101122	10/11/2022	10/14/2022	1,000.00	
167	VERIZON WIRELESS	TELECOMMUNICATIONS	EMERG- MONTHLY WIRELESS M2M	9916846412	9/27/2022	10/7/2022	28.48	
168						Total:	\$1,165.28	
169								
170	CORRECTION AND DETENTION							
171	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	FCSO- BILLING FOR JUVENILE DETENTION	FY2023-	10/1/2022	10/7/2022	12,873.92	
172						Total:	\$12,873.92	
173								
174	BUILDING INSPECTIONS							
175	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	494.86	
176						Total:	\$494.86	
177								
178	EMERGENCY MANAGEMENT							
179	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	35.87	
180	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	EMERG-SEPT 2022 EMS STAFFING, BLS	20220930	9/30/2022	10/7/2022	51,790.83	
181	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	239.17	
182						Total:	\$52,065.87	
183								
184	FACILITIES							
185	ALLIED PORTABLE TOILET	CONTRACT SERVICES	FCPW-CARYSBROOK BASEBALL FIELD-	A-201263	10/4/2022	10/14/2022	176.00	
186	ALLIED PORTABLE TOILET	CONTRACT SERVICES	FCPW-PLEASANT GROVE DOG PARK-	A-201434	10/4/2022	10/14/2022	176.00	
187	ALLIED PORTABLE TOILET	CONTRACT SERVICES	FCPW- PLEASANT GROVE BALLFIELD-	A-201435	10/4/2022	10/14/2022	176.00	
188	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW- FILTERBUY 24X24X1 AIR FILTER	1DRL-73D1-	9/27/2022	10/14/2022	373.45	
189	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- SIMPLY BY MERVFILTERS 14X20X1	1XQG-WC3G-	10/8/2022	10/14/2022	29.97	
190	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- TPMIYAKE PORTABLE BATTERY-	1JH1-4QXD-	9/29/2022	10/14/2022	38.42	
191	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- IWISS ANGLE PEX CRIMPER FOR	13X90-634G-	10/2/2022	10/14/2022	73.50	
192	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- TITAN TOOLS- 18 STRAP WRENCH	1C6F-41CF-	9/27/2022	10/14/2022	81.83	
193	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- SOLAR FLAG POLE LIGHT 5 SUPER-	19MW-71NM-	10/3/2022	10/14/2022	143.67	
194	BUDGET ELECTRICAL & MECHANICAL,	CONTRACT SERVICES	FCPW- T&M FEEDER WIRE SPLICE	2909	8/30/2022	10/7/2022	310.49	


	A	B	C	D	F	G	H	J
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4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
195	BUDGET ELECTRICAL & MECHANICAL,	SITE IMPROVEMENTS	FCPW- T&M #2933 PHASE I SHOOTING	2910	8/30/2022	10/7/2022	4,368.75	
196	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCPW- 22" WIPER BLADE (2)	093022	9/30/2022	10/14/2022	29.98	
197	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCPW114 205/75/15 (1)	092222	9/22/2022	10/14/2022	94.99	
198	CPP CONTRACTING, LLC	CONTRACT SERVICES	WALL PREP CARYSBROOK GYMNASIUM	20221004-1	10/4/2022	10/14/2022	1,880.00	
199	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	INV:93860,94078,94080,94088,94115,94141,9	093022 / ACCT:	9/30/2022	10/14/2022	278.52	
200	FLUVANNA REVIEW	ADVERTISING	FCPW-FR 1/4- 13X HELP WANTED,	2022F36-10	9/8/2022	10/14/2022	115.00	
201	FLUVANNA REVIEW	ADVERTISING	FCPW- FR 1/4-13X, GROUNDS	2022F37-10	9/15/2022	10/14/2022	115.00	
202	GENSERV LLC	BLDGS EQUIP REP & MAINT	FCPW 8/31/22 PALMYRA FIRE STATION M#	4622	10/1/2022	10/14/2022	175.00	
203	GENSERV LLC	BLDGS EQUIP REP & MAINT	FCPW-9/13/22 MORRIS WELL M#QAS78JDS	4623	10/1/2022	10/14/2022	244.10	
204	GENSERV LLC	BLDGS EQUIP REP & MAINT	FCPW- 9/20/22 OMOHUNDRO WELL	4624	10/1/2022	10/14/2022	244.10	
205	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCPW- 08 CHEVY COLORADO LT, RIGHT	RO#1358	10/6/2022	10/14/2022	611.28	
206	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	2,504.57	
207	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	FCPW- PARTS AND SUPPLIES MONTHLY	093022	9/30/2022	10/14/2022	678.90	
208	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	FCPW- PARTS AND SUPPLIES MONTHLY	093022	9/30/2022	10/14/2022	359.04	
209	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	FCPW- PARTS AND SUPPLIES MONTHLY	093022	9/30/2022	10/14/2022	373.23	
210	LOWE'S	GENERAL MATERIALS AND	FCPW-MONTHLY STATEMENT FOR ACCT	092522	9/25/2022	10/14/2022	1,735.76	
211	LOWE'S	VEHICLE/POWER EQUIP	FCPW-MONTHLY STATEMENT FOR ACCT	092522	9/25/2022	10/14/2022	297.60	
212	NOLAND	GENERAL MATERIALS AND	FCPW-SSWF7POP 6.5OZ STAY SILV WHITE	578818 01	9/22/2022	10/14/2022	12.98	
213	RAINGUARD ROOFING LLC	CONTRACT SERVICES	FCPW- ROOF PERFORMING ARTS	3970	9/16/2022	10/14/2022	2,600.00	
214	RONALD BRAGG	CONTRACT SERVICES	FCPW- INSTALLED COPPER OVER THE LG	100622	10/6/2022	10/14/2022	100.00	
215	SCOTTSVILLE POWER EQUIPMENT	GENERAL MATERIALS AND	FCPW- KOHLER OIL CAPS, BRIGGS OIL	66171	9/30/2022	10/14/2022	83.14	
216	SCOTTSVILLE POWER EQUIPMENT	GENERAL MATERIALS AND	FCPW- STHIL LEAF BLOWER MODEL	12124	9/30/2022	10/14/2022	289.99	
217	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FCPW- TRAILER 2015 CAM8951, STATE	002610	9/28/2022	10/14/2022	20.00	
218	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FCPW- F150 GRAY,TOW FROM PLEASANT	002611	10/4/2022	10/14/2022	85.00	
219	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	321.44	
220	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FCPW- SEWAGE PUMP STATION OFFROAD	238636	9/29/2022	10/14/2022	281.55	
221	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FCPW- COURTHOUSE WEL GEN,	238627	9/29/2022	10/14/2022	352.30	
222	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FCPW- SEWAGE PLANT GEN, OFF ROAD	238645	9/29/2022	10/14/2022	1,106.66	
223	TIRE SOLUTIONS LLC	VEHICLES REP & MAINT	FCPW- CHEV VA LIC#144-852L: 235/75/15	6109	10/7/2022	10/14/2022	260.00	
224	TIRE SOLUTIONS LLC	VEHICLES REP & MAINT	FCPW- CHEVY VAN-VA LIC#205-443L:	6109 -2	10/3/2022	10/14/2022	656.00	
225	UNIFIRST CORP	LAUNDRY AND DRY	FCPW- UNIFORMS MONTHLY STATEMENT	093022/	9/30/2022	10/14/2022	1,120.00	
226	W.W. GRAINGER INC	GENERAL MATERIALS AND	FCPW- VACUUM BREAKER REPAIR KIT,	9419184727	8/22/2022	10/14/2022	29.12	
227	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS AND	FCPW- ACETYLENE-SM, 156 ARGON , 20#	870684	9/30/2022	10/14/2022	57.60	
228						Total:	\$23,060.93	
229								
230	GENERAL SERVICES							
231	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRAR'S OFFICE-213 MAIN ST	0007970740556	10/11/2022	10/14/2022	18.58	
232	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE- 197 MAIN STREET	0007929310552	10/11/2022	10/14/2022	24.88	

	A	B	C	D	F	G	H	J
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2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
233	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE- 181	0015301850550	10/11/2022	10/14/2022	24.91	
234	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN-HCH & 2 BLDGS	0007929300552	10/11/2022	10/14/2022	31.28	
235	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE- 132 MAIN	0007800100540	10/11/2022	10/14/2022	105.86	
236	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW- LIBRARY ANNUAL INSPEC, SYS	2815483	9/30/2022	10/14/2022	360.70	
237	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW- PUBLIC SAFETY BLDG ANNUAL	2815484	9/30/2022	10/14/2022	360.70	
238	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW- PERFORMING ARTS CTR ANNUAL	2815482	9/30/2022	10/14/2022	360.71	
239	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FIRE STATION- KENTS STORE (51 KENTS	275907-	10/5/2022	10/14/2022	456.78	
240	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY- 214 COMMONS BLVD	275906-	9/30/2022	10/14/2022	1,701.28	
241	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COUNTY OF FLUVANNA - 160 COMMONS	85743-002SEP	9/30/2022	10/14/2022	1,838.55	
242	CINTAS	MAINTENANCE CONTRACTS	FCPW-ADMIN- HARD SURFACE DISINFEC	8405902129	9/30/2022	10/14/2022	58.40	
243	CINTAS	MAINTENANCE CONTRACTS	FCPW- TRAILER: HARD SURFACE	5126156452	9/27/2022	10/14/2022	96.87	
244	CINTAS	MAINTENANCE CONTRACTS	FCPW- EYE WASH STATION SRVC,	5128144143	10/11/2022	10/14/2022	163.69	
245	CINTAS	MAINTENANCE CONTRACTS	FCPW-MULTIPLE LOCATIONS SUPPLIES	5126156419	9/27/2022	10/14/2022	450.42	
246	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	FCPW- SEPT 2022 VUPS LOCATING SRVCS-	093022	9/30/2022	10/14/2022	50.00	
247	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	IT DEPARTMENT OFFICE- 51 COURT	1114097502OC	9/26/2022	10/14/2022	21.46	
248	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING (NEE CSA OFFICE) -196	1124090000OC	9/27/2022	10/14/2022	24.26	
249	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER@ FIRE STATION- 14591	5699060132OC	9/26/2022	10/14/2022	35.94	
250	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	7048771633OC	9/26/2022	10/14/2022	39.29	
251	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE (2 STORY BUILDING)-	1134080009OC	9/27/2022	10/14/2022	52.73	
252	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509OC	9/26/2022	10/14/2022	57.15	
253	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- CONCESSIONS	692200942OCT	9/26/2022	10/14/2022	122.09	
254	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE- 197 MAIN ST	1304130006OC	9/26/2022	10/14/2022	127.09	
255	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	142085007OCT	9/21/2022	10/14/2022	152.44	
256	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO RD	6260822157OC	9/26/2022	10/14/2022	179.24	
257	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD- CONCESSIONS &	274195007OCT	9/26/2022	10/14/2022	182.40	
258	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006OC	9/21/2022	10/14/2022	188.54	
259	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- LIGHTS	3023889169OC	9/22/2022	10/14/2022	261.27	
260	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	4144237502OC	9/21/2022	10/14/2022	261.27	
261	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH'S ATTORNEY- 181 MAIN	6274752663OC	9/26/2022	10/14/2022	288.26	
262	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYMNASIUM (INCLUDING	84297506OCT	9/21/2022	10/14/2022	295.81	
263	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD- PALMYRA- 90 RESCUE	4894115007OC	9/21/2022	10/14/2022	314.92	
264	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	1024205005OC	9/21/2022	10/14/2022	512.88	
265	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION- PALMYRA	1005898992OC	9/21/2022	10/14/2022	545.35	
266	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION- FORK UNION- 5753 JAMES	4834680458OC	9/22/2022	10/14/2022	552.51	
267	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER & EXTENSION	4331888158OC	9/22/2022	10/14/2022	635.40	
268	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	2554330007OC	9/26/2022	10/14/2022	806.77	
269	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	74032509OCT	9/21/2022	10/14/2022	1,136.74	
270	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BUILDING	1404067504OC	9/21/2022	10/14/2022	1,202.29	


	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
271	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	8895892548OC	9/21/2022	10/14/2022	4,088.62	
272	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS- NORTH-	7080078962OC	9/26/2022	10/14/2022	79.27	
273	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS-NORTH-	9609027314OC	9/26/2022	10/14/2022	83.47	
274	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349OC	9/26/2022	10/14/2022	229.16	
275	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE- STREET LIGHTING	3595578927OC	9/26/2022	10/14/2022	523.25	
276	GENSERV LLC	MAINTENANCE CONTRACTS	FCPW-8/31-9/19/22 PERFORM PREV MAIN.	4621	10/1/2022	10/14/2022	4,850.00	
277	SHRED-IT USA LLC	LEASE/RENT	DOCUMENT SHRED FOR MULTIPLE	8002522227	10/3/2022	10/7/2022	182.17	
278	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FCPW- PALMYRA FIRE HOUSE- RENTAL	21666120	10/3/2022	10/14/2022	21.00	
279	THE SUPPLY ROOM	LEASE/RENT	FCPW- DEPT 12 AND H2O- WATER	5911930-	9/30/2022	10/14/2022	229.77	
280	THE SUPPLY ROOM	WATER SERVICES	FCPW- DEPT 12 AND H2O- WATER	5911930-	9/30/2022	10/14/2022	411.75	
281	TIGER FUEL COMPANY	HEATING SERVICES	FCPW- CARYBRKMTNSH HEATING OIL	249397	10/10/2022	10/14/2022	602.89	
282	VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	FCPW- TRANSMISSIONS (5) FLU591	09220164	9/30/2022	10/14/2022	5.25	
283	W & H RESOURCES, INC	MAINTENANCE CONTRACTS	FCPW- ACCT 271 PLEASANT GR. , ACCT 72	42255	10/1/2022	10/14/2022	1,725.00	
284						Total:	\$27,131.31	
285								
286	PUBLIC WORKS							
287	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	128.34	
288	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	234.40	
289	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	114.51	
290						Total:	\$477.25	
291								
292	CONVENIENCE CENTER							
293	CAROLINA SOFTWARE	BLDGS EQUIP REP & MAINT	FCPW- WASTEWORX SOFTWARE	84572	10/1/2022	10/14/2022	250.00	
294	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	PROJ: 503228.0000.0000 F.C. LF ENV	98256	9/29/2022	10/14/2022	10,175.50	
295	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	102.36	
296	LOWE'S	OFFICE SUPPLIES	FCPW-MONTHLY STATEMENT FOR ACCT	092522	9/25/2022	10/14/2022	122.78	
297						Total:	\$10,650.64	
298								
299	PUBLIC UTILITIES							
300	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE- COURTS BUILDING WELL	4501632147OC	9/21/2022	10/14/2022	75.18	
301	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW- PALMYRA WWTP- WASTEWATER	76318	9/26/2022	10/14/2022	18.70	
302	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-OMOHUNDRO WWTP-	76319	9/26/2022	10/14/2022	18.70	
303	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-CARYSBROOK WASTEWATER	76298	9/23/2022	10/14/2022	491.70	
304	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-CENTRAL WWTP- WASTEWATER	76300	9/23/2022	10/14/2022	623.70	
305	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	996.51	
306	LOWE'S	GENERAL MATERIALS AND	FCPW-MONTHLY STATEMENT FOR ACCT	092522	9/25/2022	10/14/2022	348.48	
307	O.A.S.I.S.	CONTRACT SERVICES	FCPW-SUPERVISION OF PALMYRA WWTP,	239020	9/30/2022	10/14/2022	1,200.00	
308	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	278.88	


	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
309	UNIFIRST CORP	LAUNDRY AND DRY	FCPW- UNIFORMS MONTHLY STATEMENT	093022/	9/30/2022	10/14/2022	590.09	
310	UNIVAR USA, INC.	CHEMICAL SUPPLIES	FUSD- SOD HYPO 12.5% LIQUICHLOR	50621326	10/7/2022	10/14/2022	1,909.26	
311	UNIVAR USA, INC.	CHEMICAL SUPPLIES	FUSD- SOD HYPO 12.5% LIQUICHLOR	50621327	10/7/2022	10/14/2022	2,167.72	
312	VERIZON WIRELESS	TELECOMMUNICATIONS	FCPW- MONTHLY STATEMENT M2M	9916846411	9/27/2022	10/14/2022	153.38	
313	VIRGINIA UTILITY PROTECTION	DUES OR ASSOCIATION	FUSD- TRANSMISSIONS (38) PBFLU1	09220217	9/30/2022	10/14/2022	39.90	
314						Total:	\$8,912.20	
315								
316	CSA							
317	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	50.94	
318						Total:	\$50.94	
319								
320	CSA PURCHASE OF SERVICES							
321	AW	COMM SVCS		P09925238660	9/30/2022	10/14/2022	460.00	
322	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P08925248315	8/31/2022	10/7/2022	65.00	
323	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P09925248418	9/30/2022	10/7/2022	130.00	
324	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P09925248319	9/30/2022	10/7/2022	520.00	
325	AM	POS MANDATED FFOP		P09925237372	9/30/2022	10/14/2022	735.00	
326	AM	POS MANDATED FFOP		P07925251694	7/31/2022	10/25/2022	37.00	
327	AM	POS MANDATED FFOP		P08925251692	8/31/2022	10/25/2022	37.00	
328	AM	POS MANDATED FFOP		P09925251695	9/30/2022	10/25/2022	37.00	
329	C.M. MENTORING SERVICES LLC	COMM SVCS		P08925246254	8/31/2022	10/14/2022	900.00	
330	C.M. MENTORING SERVICES LLC	COMM SVCS		P09925246259	9/30/2022	10/14/2022	900.00	
331	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P09925245978	9/30/2022	10/14/2022	1,200.00	
332	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P09925246080	9/30/2022	10/14/2022	1,200.00	
333	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P09925246179	9/30/2022	10/14/2022	1,200.00	
334	CHILD CONNECTION DEVELOPMENT	COMM SVCS		P07925252812	7/31/2022	10/31/2022	1,160.00	
335	CHILD CONNECTION DEVELOPMENT	COMM SVCS		P09925252814	9/30/2022	10/31/2022	1,160.00	
336	CHILD CONNECTION DEVELOPMENT	COMM SVCS		P08925252811	8/31/2022	10/31/2022	1,450.00	
337	CHILD CONNECTION DEVELOPMENT	FF4E-COMM SVCS		P09925252717	9/30/2022	10/31/2022	960.00	
338	CHILD CONNECTION DEVELOPMENT	FF4E-COMM SVCS		P07925252716	7/31/2022	10/31/2022	1,120.00	
339	CHILD CONNECTION DEVELOPMENT	FF4E-COMM SVCS		P08925252715	8/20/2022	10/31/2022	1,320.00	
340	DEPAUL COMMUNITY RESOURCES	COMM SVCS		P07925240721	7/31/2022	10/7/2022	5,828.00	
341	DEPAUL COMMUNITY RESOURCES	COMM SVCS		P08925240720	8/31/2022	10/7/2022	5,828.00	
342	DEPAUL COMMUNITY RESOURCES	POS MANDATED FFOP		P07925240693	7/31/2022	10/25/2022	735.00	
343	DEPAUL COMMUNITY RESOURCES	POS MANDATED FFOP		P08925240691	8/31/2022	10/25/2022	735.00	
344	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07925252657	7/26/2022	10/14/2022	522.00	
345	FLUVANNA DEPARTMENT OF SOCIAL	FF4E-COMM SVCS		P07925252189	7/1/2022	10/25/2022	1,000.00	
346	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P07925247617	7/31/2022	10/7/2022	3,300.00	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
347	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P08925247516	8/31/2022	10/7/2022	3,600.00	
348	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P09925247683	9/30/2022	10/25/2022	6,000.00	
349	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P09925247784	9/30/2022	10/25/2022	6,280.00	
350	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P08925247605	8/31/2022	10/31/2022	3,600.00	
351	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P08925247706	8/31/2022	10/31/2022	3,810.00	
352	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P09925247509	9/30/2022	10/31/2022	5,100.00	
353	INTERCEPT HEALTH	FF4E-COMM SVCS		P07925247329	7/30/2022	10/7/2022	4,440.80	
354	LIVE OAK MENTORING LLC	COMM SVCS		P09925242122	9/30/2022	10/7/2022	480.00	
355	LIVE OAK MENTORING LLC	COMM SVCS		P09925243023	9/30/2022	10/7/2022	1,200.00	
356	LIVE OAK MENTORING LLC	COMM SVCS		P09925241786	9/30/2022	10/25/2022	720.00	
357	LIVE OAK MENTORING LLC	COMM SVCS		P09925252487	9/30/2022	10/25/2022	1,500.00	
358	LIVE OAK MENTORING LLC	COMM SVCS		P10925243013	10/31/2022	10/31/2022	840.00	
359	LIVE OAK MENTORING LLC	NON-MAND COMM BASED		P07925246336	7/31/2022	10/7/2022	1,200.00	
360	LIVE OAK MENTORING LLC	NON-MAND COMM BASED		P08925246335	8/31/2022	10/7/2022	1,200.00	
361	LIVE OAK MENTORING LLC	NON-MAND COMM BASED		P09925246337	9/30/2022	10/7/2022	1,200.00	
362	LIVE OAK MENTORING LLC	POS MANDATED WSS		P08925246538	8/31/2022	10/7/2022	960.00	
363	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925246641	9/30/2022	10/7/2022	1,020.00	
364	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925246742	9/30/2022	10/7/2022	1,020.00	
365	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925241344	9/30/2022	10/7/2022	1,200.00	
366	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925241943	9/30/2022	10/7/2022	1,200.00	
367	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925242645	9/30/2022	10/7/2022	1,380.00	
368	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925241501	9/30/2022	10/25/2022	300.00	
369	LIVE OAK MENTORING LLC	POS MANDATED WSS		P08925252298	8/31/2022	10/25/2022	1,020.00	
370	LIVE OAK MENTORING LLC	POS MANDATED WSS		P10925241519	10/31/2022	10/31/2022	360.00	
371	LIVE OAK MENTORING LLC	POS MANDATED WSS		P10925241920	10/31/2022	10/31/2022	840.00	
372	LIVE OAK MENTORING LLC	POS MANDATED WSS		P10925241321	10/31/2022	10/31/2022	1,200.00	
373	LIVE OAK MENTORING LLC	POS MANDATED WSS		P09925252322	9/30/2022	10/31/2022	1,500.00	
374	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P07925248199	7/31/2022	10/25/2022	900.00	
375	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P09925245202	9/30/2022	10/25/2022	1,380.00	
376	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P07925247900	7/31/2022	10/25/2022	1,500.00	
377	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P09925245303	9/30/2022	10/25/2022	1,920.00	
378	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P09925244897	9/30/2022	10/25/2022	3,600.00	
379	PEOPLE PLACES, INC.	POS MANDATED WSS		P09925244704	9/30/2022	10/25/2022	940.75	
380	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P09925245096	9/30/2022	10/25/2022	521.00	
381	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P09925244918	9/30/2022	10/31/2022	3,600.00	
382	RIVERBEND INTEGRATIVE TRAUMA	COMM SVCS		P07925249158	7/31/2022	10/14/2022	75.00	
383	RIVERBEND INTEGRATIVE TRAUMA	POS MANDATED WSS		P07925248940	7/31/2022	10/7/2022	450.00	
384	RIVERBEND INTEGRATIVE TRAUMA	POS MANDATED WSS		P08925248939	8/31/2022	10/7/2022	600.00	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
385	RIVERBEND INTEGRATIVE TRAUMA	POS MANDATED WSS		P09925249046	9/30/2022	10/7/2022	600.00	
386	THE FAISON CENTER, INC	POS MANDATED SPED-		P07925251908	7/31/2022	10/31/2022	3,926.00	
387	THE FAISON CENTER, INC	POS MANDATED SPED-		P08925251907	8/31/2022	10/31/2022	5,436.00	
388	THE FAISON CENTER, INC	POS MANDATED SPED-		P09925251910	9/30/2022	10/31/2022	6,342.00	
389	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P09925251885	9/2/2022	10/25/2022	612.00	
390	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P07925251782	7/26/2022	10/25/2022	2,754.00	
391	TH	POS MANDATED FFOP		P09925237530	9/30/2022	10/7/2022	2,340.00	
392	TH	POS MANDATED FFOP		P09925237431	9/30/2022	10/7/2022	2,564.00	
393	VM	POS MANDATED FFOP		P09925237632	9/30/2022	10/7/2022	772.00	
394	VM	POS MANDATED FFOP		P09925237733	9/30/2022	10/7/2022	1,892.00	
395	VM	POS MANDATED FFOP		P09925237834	9/30/2022	10/7/2022	2,016.00	
396	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P09925252551	9/30/2022	10/14/2022	97.00	
397	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P08925239448	8/31/2022	10/14/2022	8,417.21	
398	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P09925239252	9/30/2022	10/14/2022	8,940.58	
399	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P08925239349	8/31/2022	10/14/2022	8,989.08	
400	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P08925239250	8/31/2022	10/14/2022	9,726.71	
401	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P09925239453	9/30/2022	10/14/2022	10,397.73	
402	XTRA MILE, LLC	COMM SVCS		P09925234624	9/30/2022	10/7/2022	1,100.00	
403	XTRA MILE, LLC	COMM SVCS		P09925234725	9/30/2022	10/7/2022	1,100.00	
404	XTRA MILE, LLC	COMM SVCS		P09925235726	9/30/2022	10/7/2022	1,265.00	
405	XTRA MILE, LLC	COMM SVCS		P09925234527	9/30/2022	10/7/2022	1,375.00	
406	XTRA MILE, LLC	COMM SVCS		P09925235628	9/30/2022	10/7/2022	1,375.00	
407	XTRA MILE, LLC	COMM SVCS		P08925250155	8/31/2022	10/14/2022	660.00	
408	XTRA MILE, LLC	COMM SVCS		P09925249661	9/30/2022	10/14/2022	660.00	
409	XTRA MILE, LLC	COMM SVCS		P09925249962	9/30/2022	10/14/2022	1,045.00	
410	XTRA MILE, LLC	COMM SVCS		P08925250256	8/31/2022	10/14/2022	1,100.00	
411	XTRA MILE, LLC	COMM SVCS		P09925249863	9/30/2022	10/14/2022	1,100.00	
412	XTRA MILE, LLC	COMM SVCS		P09925250064	9/30/2022	10/14/2022	1,100.00	
413	XTRA MILE, LLC	COMM SVCS		P09925250365	9/30/2022	10/14/2022	1,100.00	
414	XTRA MILE, LLC	COMM SVCS		P09925250466	9/30/2022	10/14/2022	1,100.00	
415	XTRA MILE, LLC	COMM SVCS		P09925250567	9/30/2022	10/14/2022	1,375.00	
416	XTRA MILE, LLC	COMM SVCS		P09925238770	9/30/2022	10/14/2022	1,650.00	
417	XTRA MILE, LLC	COMM SVCS		P09925240968	9/30/2022	10/14/2022	1,650.00	
418	XTRA MILE, LLC	COMM SVCS		P09925249769	9/30/2022	10/14/2022	1,650.00	
419	XTRA MILE, LLC	COMM SVCS		P09925249571	9/30/2022	10/14/2022	1,925.00	
420	XTRA MILE, LLC	COMM SVCS		P09925242488	9/30/2022	10/25/2022	1,375.00	
421	XTRA MILE, LLC	FF4E-COMM SVCS		P09925235390	9/30/2022	10/25/2022	1,375.00	
422	XTRA MILE, LLC	NON-MAND COMM BASED		P08925249273	8/31/2022	10/14/2022	990.00	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
423	XTRA MILE, LLC	NON-MAND COMM BASED		P09925249274	9/30/2022	10/14/2022	990.00	
424	XTRA MILE, LLC	POS MANDATED WSS		P09925241047	9/30/2022	10/7/2022	935.00	
425	XTRA MILE, LLC	POS MANDATED WSS		P07925249377	7/31/2022	10/14/2022	935.00	
426	XTRA MILE, LLC	POS MANDATED WSS		P08925249475	8/31/2022	10/14/2022	1,100.00	
427	XTRA MILE, LLC	POS MANDATED WSS		P09925249481	9/30/2022	10/14/2022	1,100.00	
428	XTRA MILE, LLC	POS MANDATED WSS		P08925249376	8/31/2022	10/14/2022	1,210.00	
429						Total:	\$209,358.86	
430								
431	PARKS & RECREATION							
432	AMAZON CAPITAL SERVICES	RECREATIONAL SUPPLIES	FCPR- 12 INDUSTRIAL GRADE GLOW	1JM6-4NKF-	10/6/2022	10/14/2022	83.93	
433	AMAZON CAPITAL SERVICES	RECREATIONAL SUPPLIES	FCPR-WILSON EVOLUTION GAME	19FK-V3YY-	10/11/2022	10/14/2022	557.06	
434	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR-CONT ID#4538 MONTHLY BILLING	101916	9/29/2022	10/7/2022	30.03	
435	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR-CONT ID#5120 MONTHLY BILLING	101917	9/29/2022	10/7/2022	129.00	
436	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	96.34	
437	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	197.48	
438	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	FCPR- INVOICE: 94019	093022/ ACCT:	9/30/2022	10/14/2022	25.00	
439	FLUVANNA ACE HARDWARE	RECREATIONAL SUPPLIES	FCPR- INVOICE: 94019	093022/ ACCT:	9/30/2022	10/14/2022	16.31	
440	FUN EXPRESS LLC	RECREATIONAL SUPPLIES	FCPR-VALUE DUCKS SERIES 3, VALUE	719635827-01	10/5/2022	10/14/2022	536.23	
441	GARDNER SHOES CHARLOTTESVILLE	UNIFORM/WEARING APPAREL	FCPR- MATT STANCIL, LENWOOD	2022101007979	10/10/2022	10/14/2022	268.89	
442	HEATHER ANTONACCI	PROFESSIONAL SERVICES	FCPR-HORSEBACK RIDING SESSION	INV#9	10/3/2022	10/7/2022	882.00	
443	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	1,228.93	
444	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-EQUESTRIAN FIELD PORTABLE	18644	10/3/2022	10/14/2022	82.50	
445	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-PG BALL FIELDS PORTABLE TOILET	18645	10/3/2022	10/14/2022	82.50	
446	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- POLE BARN PG PORTABLE TOILET	18648	10/3/2022	10/14/2022	82.50	
447	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- SOCCER FIELD AT PG PORTABLE	18646	10/3/2022	10/14/2022	162.00	
448	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- CARYSBROOK HANDICAP UNIT 9/1-	18647	10/3/2022	10/14/2022	162.50	
449	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	167.13	
450	U.S. POSTAL SERVICE	CONTRACT SERVICES	FCPR- POST OFFICE BOX RENEWAL	100722	10/7/2022	10/14/2022	140.00	
451						Total:	\$4,930.33	
452								
453	LIBRARY							
454	DELL MARKETING, L.P.	EDP EQUIPMENT	LIBRARY-OPTIPLEX 5000 MICRO BTX,	10619467951	10/4/2022	10/14/2022	3,282.99	
455	FIREFLY	TELECOMMUNICATIONS	MONTHLY STATEMENT FOR INTERNET,	15623	10/1/2022	10/7/2022	550.00	
456	MICROMARKETING LLC	BOOKS/PUBLICATIONS	LIBRARY- ALPHA 1 CD CASE, BMP 3- 8 CD	902067	10/6/2022	10/14/2022	245.62	
457	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY- EBOOKS (24)	03100CO22367	10/5/2022	10/14/2022	370.74	
458	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-E BOOK (66) AND AUDIOBOOKS	03100CO22366	10/5/2022	10/14/2022	2,388.68	
459	SHOWCASES	OFFICE SUPPLIES	LIBRARY- POLY 24 CD ALBUM- HEAVY	324643	10/3/2022	10/14/2022	142.67	
460						Total:	\$6,980.70	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
461								
462	COUNTY PLANNER							
463	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	234.40	
464	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	252.45	
465	FLUVANNA REVIEW	ADVERTISING	PLANNING: FR-1/4 PAGE AD- OCT. 11	2022F39-10	9/29/2022	10/14/2022	143.75	
466	FLUVANNA REVIEW	ADVERTISING	PLAN COMM.- R 1/4 -13X OCT 11 HEARING,	2022F40-15	10/6/2022	10/14/2022	143.75	
467	JAMES RIVER SOLUTIONS	VEHICLE FUEL	SEPTEMBER 2022 COST OF FUEL VARIOUS	100322	10/3/2022	10/7/2022	129.04	
468	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS MONTHLY PURCHASE	8067783190	10/1/2022	10/7/2022	66.15	
469						Total:	\$969.54	
470								
471	ECONOMIC DEVELOPMENT							
472	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS- COPIER USAGE	29181571	9/11/2022	10/7/2022	50.94	
473	PLATINUM PR	PROFESSIONAL SERVICES	ECON DEV- STRATEGIC PLANNING	2077	9/30/2022	10/7/2022	10,000.00	
474						Total:	\$10,050.94	
475								
476	VA COOPERATIVE EXTENSION							
477	RICK HERNANDEZ	AGRICULTURAL SUPPLIES	VA COOP EXT- SENIOR GARDEN PLANTS	101122	10/11/2022	10/14/2022	48.44	
478	VESA	DUES OR ASSOCIATION	KIM MAYO VESA/VAE4 DUES, RICK NEW	101122	10/11/2022	10/14/2022	335.00	
479						Total:	\$383.44	
480								
481						100 GENERAL FUND	Fund Total:	\$488,507.49
482	Fund # - 302 CAPITAL IMPROVEMENT							
483	FACILITIES CAP PROJ							
484	DAVIDSON DRILLING, INC.	CONTRACT SERVICES	FCPW- MOBILIZATION AIR RIG, 6" AIR	3360	8/31/2022	10/14/2022	4,515.00	
485						Total:	\$4,515.00	
486								
487	SCHOOL OPS & MAINT CAP PROJ							
488	TENNIS COURTS, INC	CONTRACT SERVICES	FY23 CRM- FCHS TENNIS COURTS	5312	9/29/2022	10/7/2022	63,066.64	
489	TRANE U.S., INC.	CONTRACT SERVICES	FY23 CRM- CENTRAL SENSOR, CABLING &	312953124	9/10/2022	10/7/2022	3,241.00	
490	TRANE U.S., INC.	CONTRACT SERVICES	FY23 CRM-FMS CHILLER, SENSOR &	312925067	8/31/2022	10/7/2022	6,626.00	
491						Total:	\$72,933.64	
492								
493						302 CAPITAL IMPROVEMENT	Fund Total:	\$77,448.64
494	Fund # - 502 SEWER							
495	PALMYRA SEWER OPER EXPENSES							
496	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA SEWAGE PUMP STATION	7712348080OC	9/26/2022	10/14/2022	45.14	
497	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP	7129524547OC	9/21/2022	10/14/2022	1,321.94	
498	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	PALMYRA WWTP-WASTEWATER	76299	9/23/2022	10/14/2022	491.70	

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 10/1/2022 To Date: 10/31/2022					
2								
4	Vendor Name	Charge To	Description	Invoice	Invoice Date	Check Date	Check Amount	
499	O.A.S.I.S.	CONTRACT SERVICES	FCPW-SUPERVISION OF PALMYRA WWTP,	239020	9/30/2022	10/14/2022	2,325.00	
500						Total:	\$4,183.78	
501								
502						502 SEWER	Fund Total:	\$4,183.78
503	Fund # - 505 FORK UNION SANITARY DISTRICT							
504	FORK UNION SANITARY DISTRICT							
505	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	102522	10/25/2022	10/25/2022	4,116.67	
506						Total:	\$4,116.67	
507								
508	FUSD OPERATIONAL EXPENSES							
509	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL- RT 666	8434345008OC	9/22/2022	10/14/2022	111.86	
510	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE- 15704 W RIVER RD	8866300000OC	9/26/2022	10/14/2022	440.06	
511	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMUHUNDRO WELL- WTP- TANK- 14349 W.	9346182505OC	9/22/2022	10/14/2022	751.02	
512	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL/ WTP- 41 EMERALD RD	9501772108OC	9/22/2022	10/14/2022	1,581.43	
513	E.W. OWEN	LEASE/RENT	FCPW- WELL RENT	10012022	10/1/2022	10/14/2022	150.00	
514	PAYNE & HODOUS, LLC.	PROFESSIONAL SERVICES	MATTER: 93-687 - GENERAL	155862	10/2/2022	10/14/2022	46.00	
515	PAYNE & HODOUS, LLC.	PROFESSIONAL SERVICES	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	1,501.50	
516	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	102522	10/25/2022	10/25/2022	843.33	
517	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	INTERNET AND PHONES FOR MULTIPLE	T451657	9/30/2022	10/7/2022	201.11	
518						Total:	\$5,626.31	
519								
520						505 FORK UNION SANITARY	Fund Total:	\$9,742.98
521	Fund # - 510 ZION XR WATER & SEWER							
522	ZION XR W&S EXPENSES							
523	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WATER TANK- JAMES MADISON HWY	275904-	9/30/2022	10/14/2022	316.31	
524	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS- RICHMOND (PRISON BOOSTER	275904-	9/30/2022	10/14/2022	319.60	
525	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS- JAMES MADISON HWY (ZXCR)	275904-	9/30/2022	10/14/2022	395.00	
526	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUV. A/E SRVS RFP 2019-01 WORK	2173222	9/30/2022	10/7/2022	480.00	
527	HOOVER PENROD PLC	COUNTY ATTY LEGAL-	A.G. DILLARD CH11 BANKRUPTCY 2022163-	STATEMENT	10/6/2022	10/14/2022	7,104.50	
528	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL- REAL	MATTER: 13-7046- ARCHITECT/ENGINEER	156260	10/4/2022	10/14/2022	862.50	
529						Total:	\$9,477.91	
530								
531						510 ZION XR WATER & SEWER	Fund Total:	\$9,477.91
532						Total Expenditures by Fund:	\$589,360.80	

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

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	FY23 Voluntary Contributions				
MOTION(s):	I move the Board of Supervisors approve the following supplemental appropriations for FY23 Voluntary Contributions Program: 1. \$80.00 – Transfer to the Parks & Recreation FY23 Budget 2. \$13,600 – Transfer to the Sheriff's FY23 Budget				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Director of Finance				
PRESENTER(S):	Tori Melton, Director of Finance				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Effective November 30, 2022				
DISCUSSION:	<p>The Board of Supervisors approved the "Fluvanna County Voluntary Contributions Program Policy" on August 7th, 2013, with the program to become effective September 1st, 2013.</p> <p>The Voluntary Contributions Program has 100% of your contribution going to the department/agency selected – The money donated goes to directly support the area selected after it is appropriated by the Board of Supervisors.</p> <p>Contributions can be designated for any one of the six department/agencies noted below.</p> <p>(1) County Government General Fund (2) Fluvanna County Public Schools (FCPS) (3) Parks and Recreation Department (4) Social Services Special Welfare Fund (5) Sheriff's Department (6) County Library</p>				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the revenue to the specific donation general ledger account and expenditures as indicated above.				
POLICY IMPACT:	N/A				

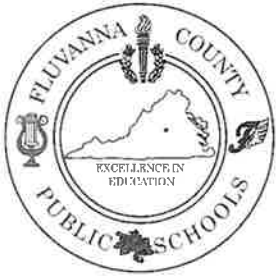
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022																																		
AGENDA TITLE:	FY23 FCPS Grants Supplemental Appropriation																																		
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$337,829.21 to the Fluvanna County Public Schools FY23 budget for funds received from Federal sources.																																		
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(s):																																
		X																																	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																														
				X																															
STAFF CONTACT(S):	Tori Melton, Director of Finance Brenda Gilliam, Executive Director for Instruction and Finance																																		
PRESENTER(S):	Brenda Gilliam, Executive Director for Instruction and Finance																																		
RECOMMENDATION:	I recommend approval of the motion as stated above.																																		
TIMING:	Routine																																		
DISCUSSION:	<p>Fluvanna County Public Schools has received \$337,829.21 in new FY23 grant funding from Federal revenue sources that were not included in the FY23 budget. The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY23 FCPS budget:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th style="text-align: left;">Revenue Category</th> <th style="text-align: right;">FY23 Adopted</th> <th style="text-align: right;">FY23 Revised</th> <th style="text-align: right;">FY23 Request</th> <th style="text-align: right;">FY23 Revised (NEW Total)</th> </tr> </thead> <tbody> <tr> <td>Local - County</td> <td style="text-align: right;">19,727,761</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">19,727,761</td> </tr> <tr> <td>Other Local</td> <td style="text-align: right;">450,000</td> <td style="text-align: right;">109,898.24</td> <td style="text-align: center;">-</td> <td style="text-align: right;">559,898.24</td> </tr> <tr> <td>State</td> <td style="text-align: right;">27,615,351</td> <td style="text-align: right;">881,534.32</td> <td style="text-align: center;">-</td> <td style="text-align: right;">28,496,885.32</td> </tr> <tr> <td>Federal</td> <td style="text-align: right;">4,301,966</td> <td style="text-align: center;">-</td> <td style="text-align: right;">337,829.21</td> <td style="text-align: right;">4,639,795.21</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">52,095,078</td> <td style="text-align: right;">991,432.56</td> <td style="text-align: right;">337,829.21</td> <td style="text-align: right;">53,424,339.77</td> </tr> </tbody> </table>					Revenue Category	FY23 Adopted	FY23 Revised	FY23 Request	FY23 Revised (NEW Total)	Local - County	19,727,761	-	-	19,727,761	Other Local	450,000	109,898.24	-	559,898.24	State	27,615,351	881,534.32	-	28,496,885.32	Federal	4,301,966	-	337,829.21	4,639,795.21	TOTAL	52,095,078	991,432.56	337,829.21	53,424,339.77
Revenue Category	FY23 Adopted	FY23 Revised	FY23 Request	FY23 Revised (NEW Total)																															
Local - County	19,727,761	-	-	19,727,761																															
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Federal	4,301,966	-	337,829.21	4,639,795.21																															
TOTAL	52,095,078	991,432.56	337,829.21	53,424,339.77																															
FISCAL IMPACT:	Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$337,829.21 as outlined in the above table.																																		

	There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until December 2022.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	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, County Administrator, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Dr. Peter Gretz, Superintendent Fluvanna County Public Schools
Tori Melton, Fluvanna County Finance Director

DATE: October 21, 2022

RE: Supplemental Appropriations- Federal Grant Funding Changes

Fluvanna County Public Schools has federal grant funds that were not included in the FY2023 budget. It is requested the funds be appropriated to the Schools as an increase in funds as outlined below:

Grant	Budgeted	Revised Amount	Difference
Title III	\$5,870.00	\$6,149.78	\$279.78
Title III C1	\$0.00	\$1,079.14	\$1,079.14
Title I	\$380,000.00	\$429,090.84	\$49,090.84
Title I C1	\$0.00	\$37,172.95	\$37,172.95
Flow Thru	\$850,000.00	\$808,267.00	(\$41,733.00)
Carl Perkins	\$50,000.00	\$47,892.14	(\$2,107.86)
ECSE	\$21,500.00	\$21,814.00	\$314.00
Title II	\$87,500.00	\$82,567.86	(\$4,932.14)
Title II C1	\$0.00	\$3,765.87	\$3,765.87
Title IVA	\$27,500.00	\$29,625.17	\$2,125.17
Title IVA C1	\$0.00	\$4,577.57	\$4,577.57
Flow Thru C1	\$0.00	\$304,294.09	\$304,294.09
Flow Thru C2	\$0.00	\$17,483.58	\$17,483.58
ARP	\$193,000.00	\$171,207.05	(\$21,792.95)
ARP ECSE	\$14,000.00	\$7,927.69	(\$6,072.31)
ESSERIII UL	\$250,000.00	\$250,013.46	\$13.46
CACLE	\$0.00	\$100.88	\$100.88
CARES Act	\$0.00	\$227.25	\$227.25
CARES Sped	\$0.00	\$396.24	\$396.24
ESSERII UL	\$30,740.00	\$16,978.99	(\$13,761.01)
ESSER III	\$952,000.00	\$981,090.00	\$29,090.00
ESSER II	\$651,000.00	\$629,201.85	(\$21,798.15)
Homeless	\$18,941.75	\$18,957.56	\$15.81
TOTAL=			\$337,829.21

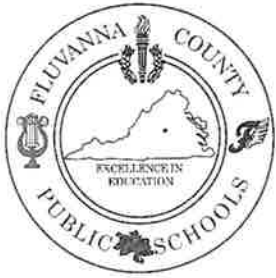
The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails 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 for Human Resources, Operations, and Student Services, 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 P

MEETING DATE:	December 7, 2022																																		
AGENDA TITLE:	FY23 FCPS Grants Supplemental Appropriation																																		
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$55,114.76 to the Fluvanna County Public Schools FY23 budget for funds received from State and Federal sources.																																		
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(s):																																
		X																																	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																														
				X																															
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RECOMMENDATION:	I recommend approval of the motion as stated above.																																		
TIMING:	Routine																																		
DISCUSSION:	<p>Fluvanna County Public Schools has received \$55,114.76 in new FY23 grant funding from State and Federal revenue sources that were not included in the FY23 budget. The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY23 FCPS budget:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th style="text-align: left;">Revenue Category</th> <th style="text-align: right;">FY23 Adopted</th> <th style="text-align: right;">FY23 Revised</th> <th style="text-align: right;">FY23 Request</th> <th style="text-align: right;">FY23 Revised (NEW Total)</th> </tr> </thead> <tbody> <tr> <td>Local - County</td> <td style="text-align: right;">19,727,761</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">19,727,761</td> </tr> <tr> <td>Other Local</td> <td style="text-align: right;">450,000</td> <td style="text-align: right;">109,898.24</td> <td style="text-align: center;">-</td> <td style="text-align: right;">559,898.24</td> </tr> <tr> <td>State</td> <td style="text-align: right;">27,615,351</td> <td style="text-align: right;">881,534.32</td> <td style="text-align: right;">18,670.00</td> <td style="text-align: right;">28,515,555.32</td> </tr> <tr> <td>Federal</td> <td style="text-align: right;">4,301,966</td> <td style="text-align: center;">-</td> <td style="text-align: right;">36,444.76</td> <td style="text-align: right;">4,338,410.76</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">52,095,078</td> <td style="text-align: right;">991,432.56</td> <td style="text-align: right;">55,114.76</td> <td style="text-align: right;">53,141,625.32</td> </tr> </tbody> </table>					Revenue Category	FY23 Adopted	FY23 Revised	FY23 Request	FY23 Revised (NEW Total)	Local - County	19,727,761	-	-	19,727,761	Other Local	450,000	109,898.24	-	559,898.24	State	27,615,351	881,534.32	18,670.00	28,515,555.32	Federal	4,301,966	-	36,444.76	4,338,410.76	TOTAL	52,095,078	991,432.56	55,114.76	53,141,625.32
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FISCAL IMPACT:	Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$55,114.76 as outlined in the above table.																																		

	There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until December 2022.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	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, County Administrator, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Dr. Peter Gretz, Superintendent Fluvanna County Public Schools
Tori Melton, Fluvanna County Finance Director

DATE: November 17, 2022

RE: Supplemental Appropriations- Federal Grant Funding Changes

Fluvanna County Public Schools has state grant funds that were not included in the FY2023 budget.

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

State- \$18,670.00
Federal- \$
Other Local- \$0.00
Total= \$18,670.00

Funding Source	Year	Type	Category	Amount	Expiration
Security Grant	2023	State	Operations	\$18,670.00	2023
Total				\$18,670.00	

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails 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 for Human Resources, Operations, and Student Services, 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 PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

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

TO: Eric Dahl, County Administrator, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Dr. Peter Gretz, Superintendent Fluvanna County Public Schools
Tori Melton, Fluvanna County Finance Director

DATE: November 21, 2022

RE: Supplemental Appropriations- Federal Grant Funding Changes

Fluvanna County Public Schools has state grant funds that were not included in the FY2023 budget.

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

State- \$0.00
Federal- \$36,444.76
Other Local- \$0.00
Total= \$36,444.76

Funding Source	Year	Type	Category	Amount	Expiration
Title I Carryover Allocation	2022	Federal	Instruction	\$36,444.76	2023
Total				\$36,444.76	

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails 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 for Human Resources, Operations, and Student Services, 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.



Capital Reserve Maintenance Fund Request

TAB

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$8,524.00** for the purpose(s) of:
replacing the Centrifugal pump for the hot water system at FCHS.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 11/28/2022
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY23
Reserve Fund Purpose Category: Unexpected facility repairs or replacements		

Description of Project/Repair	Qty	Unit Price	Total Price
Replace Centrifugal pump at FCHS	1	\$8,524.00	\$8,524.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$8,524.00**

Description and justification for proposed use.

One of the three boiler pumps is leaking and spraying water in the boiler room. For the complete system to run efficiently, we need each of the boiler pumps to be operable.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 11/28/2022
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Tori Melton <small>Digitally signed by Tori Melton Date: 2022.11.29 14:49:59 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.11.30 08:47:43 -05'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

TAB

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$36,380.00** for the purpose(s) of: repairing Chiller #1 at FCHS.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 11/28/2022
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY23

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
Repair Chiller #1	1	\$36,380.00	\$36,380.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$36,380.00**

Description and justification for proposed use.

There is a leak in chiller #1 at FCHS. Daikin will recover existing refrigerant, repair leak, replace O-ring and drier, and then charge with refrigerant.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 11/28/2022
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Tori Melton <small>Digitally signed by Tori Melton Date: 2022.11.29 14:51:38 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.11.30 08:48:13 -05'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

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

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Dewberry Project Agreement #16 for Zions Crossroads Water & Sewer Punch List Bid				
MOTION(s):	I move the Board of Supervisors approve Project Agreement #16 between Fluvanna County and Dewberry Engineers Inc. for Professional Engineering Services for the Zions Crossroads Water and Sewer Punchlist Bid with a total not-to-exceed limit of \$70,790 and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Director of Finance Donna Allen, Purchasing Officer				
PRESENTER(S):	Donna Allen, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	<p>Fluvanna County staff has requested that Dewberry prepare a set of bidding documents to address outstanding construction items of the Zion Crossroads Water and Sewer project completed under a separate contract. Outstanding items have been identified with County staff and Dewberry during several walkthrough inspections in early 2022. It is anticipated that the proposed work under this proposal will require survey, design services, and bidding services. This proposal does not include construction administration or construction inspection services.</p> <p>Project Agreement #16 with Dewberry Engineers Inc. is required to complete the work and service described in the "Scope of Services."</p> <ul style="list-style-type: none"> • 1. Surveying • 2. Subsurface Utility Designation • 3. Storm water Management Pond and Embankment Evaluation • 4. Final Design • 5. Bidding 				
FISCAL IMPACT:	Existing funds remaining in the ZXR project budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Dewberry Engineers, Inc. Project Agreement #16 • Exhibit 1 to Purchase Agreement 16 				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		

PROJECT AGREEMENT # 16
TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR
PROFESSIONAL SERVICES

Zion Crossroads Water and Sewer Punchlist Bid Documents

This Project Agreement #16 (the "Project Agreement") made this ____ day of _____, 202__, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 31st day of October, 2018 (including all exhibits, and as modified by any amendments or addendums thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

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

Whereas, the Consultant submitted a proposal letter dated October 26, 2022 "RE: Proposal for Professional Engineering Services Revised, Zion Crossroads Water and Sewer Punchlist Bid Documents" (the "Proposal") and made a material part hereof;

Whereas, the County desires that the Consultant complete the work and services set forth in the Proposal, including, without limitation, the services described in the "Scope of Services" section are generally described therein as:

- 1. Surveying
- 2. Subsurface Utility Designation
- 3. Stormwater Management Pond and Embankment Evaluation
- 4. Final Design
- 5. Bidding

Whereas, the Consultant desires to perform the work described in the Proposal and this Project Agreement and agrees to complete all work and services necessary and related thereto (together referred to as the "Services" or the "Task Order").

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

ARTICLE I: THE AGREEMENT

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

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

ARTICLE II: TASK ORDER

Consultant shall provide all work and services as needed and necessary or desired to complete Services on the Task Order consistent with all provisions of this Project Agreement, the Proposal and the Agreement.

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

Mr. Eric Dahl
County Administrator/Director of Finance
132 Main Street
Palmyra, VA 22963
Phone: (434) 591-1912
E-mail: edahl@fluvannacounty.org

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

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

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

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

In addition, this Task Order is related to the Zion Crossroads Water and Sewer Line System and the work provided by Consultant under that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the 12th day of November, 2015 between the County and Consultant (the "RFP 2015-03 Contract"). The terms, requirements and provisions of that RFP 2015-03 Contract are incorporated herein by reference as a material part of this Project Agreement and the work on the Task Order shall in all respects consistent with the terms, requirements, and provisions of the RFP 2015-03 Contract, except that the pricing as set forth in the Agreement shall control.

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 (iv) above, and (ii) shall control over (iii) and (iv) and so forth. For purposes of a conflict, RFP 2015-03 Contract shall be item "(v)" and shall be treated as one of the "Agreement Documents".

ARTICLE IV: FEES

The Consultant shall receive up to a not to exceed total of SEVENTY THOUSAND SEVEN HUNDRED NINETY AND NO/100 (\$70,790.00) based on actual time worked; and which shall be payable by the County MONTHLY based on actual time worked upon proper

invoice by the Consultant as described herein.

The flat fee is a not-to exceed amounts. The hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the Consultant as described herein. The Consultant shall submit invoices to the County monthly for services actually rendered on each subtask and upon final completion. The invoice shall describe the services rendered to date with specificity. The Consultant will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County. No invoice may be provided by the Consultant 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 invoiced or due under this Project Agreement exceed \$70,790.00 total. In no event shall the final payments be made until the Project and Task Order are fully completed to the sole satisfaction of the County.

Notwithstanding anything to the contrary contained in the Proposal, the Consultant shall be paid the lower of the hourly rate for the title/type of person actually performing the work set forth the Proposal hereto or the hourly rate set forth in Exhibit 3 to the Agreement (being that Term Contract between County and Architect/Engineer for Professional Services dated October 31, 2018); up to the not-to-exceed fees for the Task Order Services set forth in this Project Agreement. For clarification, the rate charged for a "Technical Advisor" shown on Exhibit 1 as \$205 would only apply if that person was at minimum an "Engineer VIII"; the rate charged for a "Project Manager" would only apply if that person was at minimum an "Engineer VI"; and so forth consistent with or less than the rates as set forth in the Agreement. The County shall be billed for increments of an hour based on Consultant's standard procedure except as otherwise required by the Agreement.

The fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion in strict conformance with the Schedule set forth in the Proposal; except that the notice to proceed may be issued no later than December 9, 2022. In any event such Services and work on this Task Order must be completed to the sole satisfaction of the County no later than June 12, 2023. Time being of the essence.

ARTICLE VI: MISCELLANEOUS

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

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

County:

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

Consultant:

Dewberry Engineers Inc.
ATTN: Richard Kincheloe
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060
Telephone: (804) 290-7957
Facsimile: (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 (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

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

Consultant:

Dewberry Engineers Inc.

County:

Fluvanna County

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	
Approved as to form: _____			

By: _____

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



Dewberry Engineers Inc.
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060

804.290.7957
804.290.7928 fax
www.dewberry.com

October 26, 2022

Mr. Eric Dahl
County Administrator
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Proposal for Professional Engineering Services Revised
Zion Crossroads Water and Sewer Punchlist Bid Documents**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional services for the Zion Crossroads Water and Sewer Punchlist plan set. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on phone and email correspondence. The Work will be performed in accordance with the Term Agreement for Professional Engineering Services, executed October 8, 2018.

PROJECT UNDERSTANDING

Fluvanna County (County) has requested that Dewberry prepare a set of bidding documents to address outstanding construction items of the Zion Crossroads Water and Sewer project completed under separate contract. Outstanding items have been identified with County representatives and Dewberry during several walkthrough inspections in early 2022. It is anticipated that the proposed work under this proposal will require survey, design services, and bidding services. This proposal does not include construction administration or construction inspection services.

A list of the outstanding construction items that will be addressed in the punchlist bid documents is attached to this proposal dated March 3, 2022. As discussed, the following areas will have a topographic survey completed to address grading issues:

- Approximately 50-foot-wide area measured from the edge of Route 250 pavement between the corner of Memory Lane and Route 250 to the eastern property line of the Department of Corrections (DOC) property, for approximately 3,100 linear feet.
- Area along the western DOC entrance for approximately 100 linear feet.
- Area at the rear of the DOC to include the new gravity sewer manholes and metering manhole for approximately 200 linear feet.
- Stormwater management pond at PIN 5-24-2.

It is our intent that any current grading deficiencies will be rectified by using the existing conditions shown on the original Zion Crossroads Water and Sewer System construction plans as preconstruction conditions with the intent to return all disturbed areas to preconstruction conditions, elevations, drainage patterns, etc. This proposal does not include any new grading design. The topographic survey contained in this proposal will be used to show the difference between current and preconstruction conditions.

The remainder of the items of the March 3, 2022 list will be addressed utilizing the original Zion Crossroads Water and Sewer plan sheets and base files with the addition of notes and photos as appropriate to highlight deficiencies and describe the required corrective action.

Of note for PIN 4-A-111 (Woodson), the scope of this proposal does not include any design for this property, such as the replacement of the existing fence along property frontage as shown on the March 3, 2022 punchlist. As discussed, this proposal will include research of VDOT Right-of-Way and other existing utility easements and field marking the ROW, easements, and existing utilities for the property owner's review.

Mr. Eric Dahl
 Proposal for Professional Engineering Services Revised
 Zion Crossroads Water and Sewer Punchlist Bid Documents
 October 26, 2022

with the County. Based on information that can be obtained through research, the disturbed VDOT monument will be replaced, if possible based on information obtained and if there is no conflicts with known existing utilities. Dewberry has not included any scope items related to design or property owner outreach or communication for this property under this proposal.

SCOPE OF SERVICES

1. Surveying

- 1.1 Perform a field run topographic survey resulting in drafted topography in accordance with the Virginia Administrative Code 18VAC 10-20-382 at a scale of 1" = 50' with 2-foot contour intervals and selected spot elevations. Field survey will include all physical features within the project area, including significant trees, hedge rows and landscaping, property corners, fences, mailboxes, edges of pavement, curb and gutter, ditches, visible utilities, manhole rims and inverts, and any other visible manmade improvements located within survey area. The area to be surveyed will be as described under Project Understanding.
- 1.2 Complete a partial boundary survey to establish right of way line for Parcel 4-A-111. Complete research for existing utility easements for Parcel 4-A-111. Once established, Dewberry will mark the right of way and limits of existing easement with stakes/flags. If possible, Dewberry will reset VDOT monument based on proximity to adjacent existing utilities and other field conditions. County is responsible for coordinating communications and review directly with property owner in a timely manner after right of way and easements have been field marked. This proposal includes field marking right of way and easements once. Any additional marking efforts/trips can be provided under separate proposal. **Note: this proposal does not include boundary surveys, title research, land record research, property owner research, existing plan compilation, etc. for any of the other properties along the project corridor.**
- 1.3 All property lines, property owner information, easements, right-of-ways, etc. not included in 1.1.2 will not be updated under this proposal. The punchlist plan set will use the original information shown on the Zion Crossroads Water and Sewer System construction plan set as base information unless explicitly stated in this proposal to be updated.

2. Subsurface Utility Designation

- 2.1 Underground utility designations will be performed for PID 4-A-111 for an approximate 100-foot corridor along the property frontage to Route 250.
- 2.2 Accumark will perform utility designation in compliance with Quality Level B. Known non-locatable utilities shall be added to the designation mapping at Quality Level C or D, as appropriate.
- 2.3 Field survey of this utility designation is not included. Accumark will locate and flag existing utilities for this property for review in the field by property owner and County. County is responsible for coordinating communications and review directly with property owner in a timely manner after utilities have been field marked. This proposal includes field marking utilities once. Any additional marking efforts/trips can be provided under separate proposal.
- 2.4 For all other areas related to this project, previously completed utility designation will be used.

3. Stormwater Management Pond and Embankment Evaluation

- 3.1 Dewberry will compile information from topographic survey completed for the stormwater basin on PIN 5-24-2, along with existing design plans of the stormwater pond to be provided to Dewberry by County.
- 3.2 Dewberry will conduct a site visit of the pond and embankment area to visually inspect the project site. The site visit will be a visual inspection only and no digging performed.
- 3.3 Dewberry will prepare a written memorandum describing the site visit, any deficiencies found

Mr. Eric Dahl
 Proposal for Professional Engineering Services Revised
 Zion Crossroads Water and Sewer Punchlist Bid Documents
 October 26, 2022

- and recommendations for remedial action if necessary. Dewberry will attend one video conference call to discuss the memorandum.
- 3.4 Based on our findings, we will provide a separate proposal for any additional field investigations that will be required (e.g. geotechnical borings) as well as a design fee to correct any deficiencies found during the evaluation task, if necessary. Design of improvements to the pond and embankment are not included in this proposal due to the unknown extent of deficiencies.

4. Final Design

- 4.1 Develop 95% design plans for review by County. 95% plans will be prepared on 24" x 36" sheets with a title block for recording the sheet title, approval and date, revisions and dates, and seal.
- 4.2 The 95% submission will include the following:
- Cover sheet with location map, sheet index, and project title
 - General notes and legend sheet
 - Fluvanna County standard notes
 - Overall plan with sheet index and survey control points
 - Horizontal (plan view) (minimum horizontal scale of 1" = 30')
 - Field topographic survey with control points
 - Existing utilities based on results of SUE designations (from previous plan set)
 - Limits of disturbance
 - Erosion and sedimentation control measures
 - Grading
 - Pictures of construction deficiencies
 - E&S control narrative and notes sheet
 - Traffic control plans, notes and details
 - Technical specifications
- 4.3 Develop a Project Manual using the County's standard format to contain contract documents, bidding documents and technical specifications.
- 4.4 Meet with County to review 95% contract documents and address any comments. Prepare final plans and specifications.
- 4.5 Submit final plans to FCDPW and necessary review agencies. Anticipated regulatory agency reviews include Virginia Department of Transportation (VDOT) and Fluvanna County Department of Public Works. Coordinate with agencies to address any comments and obtain approvals.
- 4.6 Prepare permit applications if needed and address comments received by regulatory agencies.
- 4.7 Complete 100% final bidding documents and obtain final project approvals and necessary permits.

5. Bidding

- 5.1 Prepare the complete bid package including all bid documents, plans, and specifications, and have them approved by County. Dewberry may charge a reasonable, non-refundable fee to potential bidders for hard copies of bid documents.
- 5.2 County shall prepare the advertisement for construction bids, advertise the bid, and pay the advertising cost.
- 5.3 Attend and facilitate a pre-bid conference.
- 5.4 Address questions and requests for information from prospective bidders.
- 5.5 Prepare any addenda required, coordinate review of the addenda, and provide the addenda to the County for issuance.
- 5.6 Attend the bid opening, review the bids, and recommend to County award to the lowest responsive, responsible bidder who complies with all Federal, State and Local regulations.

Mr. Eric Dahl
 Proposal for Professional Engineering Services Revised
 Zion Crossroads Water and Sewer Punchlist Bid Documents
 October 26, 2022

SCHEDULE

Dewberry can begin work on this project immediately after receiving a Notice to Proceed. Our proposed milestone schedule for design is outlined below.

Notice to Proceed	November 1, 2022
Field Activities (SUE, Survey).....	January 2, 2023
95% Design Submission.....	February 13, 2023
County Review.....	February 27, 2023
100% Design Submission.....	March 20, 2023
County/Regulatory Agency Review	April 17, 2023
Bid Documents Submission/Advertisement	May 1, 2023
Bid Review and Bid Recommendation	June 12, 2023

FEE

Dewberry's fee for these services is a time and materials fee of \$70,790.

EXCLUSIONS/CLARIFICATIONS

1. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.
2. County representatives to coordinate with all property owners that will be impacted by the proposed investigative activities.
3. Since this punchlist plan set is intended to rectify deficiencies created by others and the intent of the previous project has not been completed, it is assumed that all work with this project will be within the bounds of the existing DEQ stormwater permit and no additional stormwater permits will be required.
4. Design of improvements for PIN 5-24-2. Geotechnical investigation for PIN 5-24-2.
5. Design improvements for PIN 4-A-111.
6. Endangered species surveys
7. Soil corrosivity testing
8. Wetland mitigation and banking
9. Floodplain studies
10. Environmental site assessments
11. Preparation of easement plats
12. Easement acquisition or property appraisal services
13. Permitting application/registration fees
14. Construction administration and construction inspection services
15. 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.
16. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
17. 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.

Mr. Eric Dahl
Proposal for Professional Engineering Services Revised
Zion Crossroads Water and Sewer Punchlist Bid Documents
October 26, 2022

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the terms and conditions of Dewberry's Term Agreement for Professional Engineering Services, which 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, or if you require additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.

A handwritten signature in blue ink, appearing to read 'Dan Villhauer', followed by a horizontal line.

Dan Villhauer, PE, LEED AP
Vice President

Q:\PROPOSAL\2022\Fluvanna County\Zion Crossroads W&S Punchlist\2022.10.25 Zion Crossroads W&S Punchlist.docx

FLUVANNA COUNTY ZION CROSSROADS WATER AND SEWER PUNCHLIST FEE ESTIMATE FOR ENGINEERING SERVICES OCTOBER 25, 2022												
PROJECT TASKS	HOURS DEDICATED TO SUBTASK										REIMBURSABLE/ SUBCONSULTANT	TOTAL COST
	TECHNICAL ADVISOR	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECH	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSP I		
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	140.00	150.00	65.00		
BASIC SERVICES												
Surveying												
Topographic field survey	4							30	80			
Survey data reduction and compilation	2							32				
PIN 4-A-111 research and field staking	2							24	32			
Subtotal	8	0	0	0	0	0	0	86	112	0	0	\$30,480
Subsurface Utility Engineering (SUE)												
PIN 4-A-111 Quality Level B Designation & field marking (no survey)		4									\$4,750	
Subtotal	0	4	0	0	0	0	0	0	0	0	\$4,750	\$5,450
Stormwater Management Pond and Embankment Evaluation												
Compile existing design plans and topographic survey		2	4	2								
Conduct site visit			6								\$200	
Evaluate existing conditions and prepare memorandum		2	6	2								
Subtotal	0	4	16	4	0	0	0	0	0	0	\$200	\$3,580
Final Design												
Develop 95% design plans	4	8		60							\$500	
Develop 95% Project Manual		16		40							\$250	
95% review meeting with FCDPW		6		6							\$200	
Coordinate with & submit to regulatory agencies		8		8							\$750	
Address FCDPW and agency comments		4		8								
Complete 100% bidding documents	2	4		8							\$750	
Subtotal	6	46	0	130	0	0	0	0	0	0	\$2,450	\$26,030
Bidding												
Distribute contract documents to bidders		1		2								
Pre-bid conference		4		8								
Answer bidder questions and develop addenda		4		8								
Bid opening, review, and recommendation	1	6		4								
Subtotal	1	15	0	22	0	0	0	0	0	0	\$0	\$5,250
TOTAL FOR BASIC SERVICES	15	69	16	156	0	0	0	86	112	0	\$7,400	\$70,790

WALKTHROUGH PUNCHLIST ITEMS

Project: Zion Crossroads Water and Sewer System

Owner: Fluvanna County

Engineer: Dewberry Engineers Inc.

Date: March 3, 2022

This is a summary of the status of items that were identified as outstanding as observed during a site visit to the above referenced project on March 3, 2022. The specification and construction drawing references contained in this document are only excerpts from the referenced materials and are not to be considered all inclusive. All requirements contained in the project manual and contract drawings are relevant to the outstanding items and shall be adhered to.

General:

1. Address outstanding E&S items with County E&S Inspector and VDOT, as needed. Refer to inspection report from County E&S Inspector dated 11/3/21 and 11/4/21, and addendum, and any applicable VDOT reports or inspections. Such E&S inspection reports are incorporated herein by reference as material parts hereof. In addition, a fix is needed for issues at the basin dam at Zion Station Industrial and the stream channel re-construction between Edgecomb Rd. and Better Living Dr. More details on the basin dam and stream channel can be provided upon request.
2. **PID 4-A-27A:** Touch up grading at the end of Memory Lane where there are multiple tire tracks from paving activities. Adequate compaction of soil was not evident. Suitable soil should be used that meets allowable moisture requirements and compacted in accordance with project specifications. Grade should be mowable.
 - Specification 02300 Earthwork for Utilities – 2.1 Materials:
 - ❖ C. Pipeline backfill should consist of material classifying CH, MH, CL, ML, SC, SM, SP, SW, GC, GM, GP, or GW per ASTM D-2487. Non-organic, on-site soils are expected to meet this criterion. The more highly plastic CH and MH soils should not be used within 2 ft of the pavement subgrade level or the ground surface in structural areas. If off-site borrow soils are needed, they should classify SC, SM, SP, SW, GC, GM, GP or GW per ASTM D-2487.
 - Specification 02300 Earthwork for Utilities – 3.1 Excavation:
 - ❖ Unsuitable Material: Whenever wet or otherwise unsuitable material, which is incapable of properly supporting the pipe, is encountered in the trench bottom, such material shall be overexcavated to a depth necessary to allow for construction of a stable pipe bedding. The trench shall be backfilled with suitable materials to proper grade. The CONTRACTOR shall notify ENGINEER

immediately when such conditions are encountered and the ENGINEER will determine the amount of overexcavation required. No additional compensation will be considered for additional excavation.

➤ Specification 02300 Earthwork for Utilities – 3.4 Backfilling:

- ❖ B. Material: The backfill material shall consist of material which has been excavated from the trench except rubbish, frozen material, broken pavement or other debris, stones greater than a maximum dimension 6 inches, organic muck, or other materials considered deleterious by ENGINEER. In no case shall rock or asphalt be placed closer than two (2) feet vertically to the installed pipe.
- ❖ C. Disposal of Unsatisfactory Material: When, in the opinion of ENGINEER, the excavated material is not satisfactory for use as backfill, the material shall be disposed of under direction of ENGINEER. Select material shall be brought in by CONTRACTOR. No extra payment will be made for disposing of unsatisfactory material or bringing in select material.
- ❖ D. Compaction: The material to be used for backfill shall contain a moisture content that will facilitate compaction. The initial backfill shall be brought up in layers not exceeding 6 inches in compacted depth for the full length of pipe. Each layer shall be thoroughly compacted by rolling, or with mechanical tampers or hammers. This method of filling and compacting shall continue until the fill has reached an elevation 12 inches above the top of the pipe. The remainder of the trench shall be backfilled and compacted in layers not exceeding 12 inches. Other methods of achieving the compaction may be used, however, only after review by Licensed Geotechnical Engineer and written approval of ENGINEER.
- ❖ E. Open Areas: Backfill in open areas shall be compacted to a maximum density at optimum moisture equal to that of the existing ground or 90% as determined by ASTM D-698, whichever is higher.
- ❖ F. Roadways: Backfill under roadways, VDOT Right of Ways, or other similar installations shall be compacted to a maximum density of 95 percent at optimum moisture as determined by ASTM D-698.
- ❖ H. Testing: CONTRACTOR is responsible for all costs associated with testing. All pipe in VDOT Right-of-Way shall be tested per the VDOT Permit for compaction. In other areas, the backfill shall be tested every 400 feet or at the discretion of the OWNER/ENGINEER to ensure that the required density is being achieved. ENGINEER shall select the depth at which the test is to be taken. Backfill not compacted to the required density shall be removed, recompacted, and retested at CONTRACTOR'S expense until the requirements are met.
- ❖ I. Excess Disposal: Excess material shall be disposed of at the CONTRACTOR'S expense.
- ❖ J. Settlement: All backfilled areas where settlement occurs shall be filled and maintained during the life of the Project and for a period of 1 year following the date of final acceptance of all WORK.

➤ Construction Drawing G2.0 – Grading Notes

- ❖ 5. All unsurfaced areas disturbed by grading operation shall receive 6 inches of topsoil. Contractor shall stabilize disturbed areas in accordance with erosion and sediment control plan until a healthy stand of vegetation is obtained.



3. **PID 4-A-24:** Touch up sink hole at the corner of Memory Lane and Route 250 near the valve box and VDOT culvert. Regrade ditch to allow for positive drainage away from culvert and establish consistent ditch line through to the edge of project limits along Memory Lane. Grade should be mowable.
- (Regarding sink hole and unsuitable soils) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes
 - ❖ 4. Contractor shall assure positive drainage away from buildings and on all vegetation and paved areas.
 - ❖ 5. All unsurfaced areas disturbed by grading operation shall receive 6 inches of topsoil. Contractor shall stabilize disturbed areas in accordance with erosion and sediment control plan until a healthy stand of vegetation is obtained.
 - ❖ 6. Contractor shall be responsible for re-establishing the original grade for all ditches and swales disturbed during the project.





4. **PID 4-A-16, PID 4-A-15, and PID 4-A-14:**

- Smooth grading throughout to allow for mowing and maintenance.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown for item #3.

(One example of uneven grading below, but there are multiple areas throughout these properties where even grading needs to be established)



- Clean up excess gravel throughout
 - (Regarding excess gravel) Specification 01500 Temporary Facilities and Controls - Periodic Clean Up; Basic Site Restoration
 - ❖ A. During construction, the CONTRACTOR shall regularly remove from the site of the work all accumulated debris and surplus materials of any kind which result from his operations. Unused equipment and tools shall be stored at the CONTRACTOR's yard or base of operations for the project.

- ❖ B. When the work involves installation of sewers, drains, water mains, manholes, underground structures, or other disturbance of existing features in or across streets, rights-of-way, easements, or private property, the CONTRACTOR shall (as the work progresses) promptly backfill, compact, grade, and otherwise restore the disturbed area to the basic condition which will permit resumption of pedestrian or vehicular traffic and any other critical activity or functions consistent with the original use of the land. All work within 500 feet of the forward progress shall be complete with the exception of testing. The CONTRACTOR's forward progress is subject to being suspended if in the opinion of the ENGINEER the above requirement is not met. The requirements for temporary paving of streets, walks, and driveways are specified elsewhere. Unsightly mounds of earth, large stones, boulders, and debris shall be removed so that the site presents a neat appearance.
- ❖ C. The CONTRACTOR shall perform the clean-up work on a regular basis and as frequently as ordered by the ENGINEER. Basic site restoration in a particular area shall be accomplished immediately following the installation or completion of the required facilities in that area. Furthermore such work shall also be accomplished, when ordered by the ENGINEER, if partially completed facilities must remain incomplete for some time period due to unforeseen circumstances.
- ❖ D. Upon failure of the CONTRACTOR to perform periodic clean-up and basic restoration of the site to the ENGINEER's satisfaction, the OWNER may, upon five (5) days prior written notice to the CONTRACTOR, without prejudice to any other rights or remedies of the OWNER, cause such work for which the CONTRACTOR is responsible to be accomplished to the extent deemed necessary by the ENGINEER, and all costs resulting there-from shall be charged to the CONTRACTOR and deducted from the amounts of money that may be due him. The CONTRACTOR shall receive no consideration for time extension or compensation for production time lost while not in compliance with the requirements for clean up.
- (Regarding excess gravel) Specification 01770 Closeout Procedures – Clean-up/Restoration
 - ❖ A. Definition: Except as otherwise specifically provided, "clean" (for the purpose of this Section) shall be interpreted as meaning the level of cleanliness generally provided by VDOT roadway construction projects.
 - ❖ B. General: Prior to completion of the WORK, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described above. Restore all disturbed areas to a condition equal to or better than that prior to construction.
 - ❖ C. Site: Unless otherwise specifically directed by ENGINEER, hose down all paved areas on the site. Completely remove all resultant debris.

(One example of excess gravel is below, but there is excess gravel throughout these three properties that needs to be addressed.)



- Address sink hole and unsuitable soils near the driveway of 4-A-14. Touch up gravel driveway of 4-A-14. Sink hole appears to run the length of the property.
 - (Regarding sink hole and unsuitable soils) Refer to Specification 02300 Earthwork for Utilities and references shown under item #2.
 - (Regarding touch up gravel driveway) Construction Drawing C2.5 – Gravel Driveway Trench Repair Detail
 - ❖ 2. Replace gravel with a total thickness of not less than the existing thickness of gravel plus 6”.
 - ❖ 4. Contractor shall repair gravel with #57 stone or match existing gravel.



- Replace damaged driveway culvert at 4-A-15.
 - (Regarding damaged driveway culvert) Specification 02100 – Site Preparation, 3.4 Protection of Property and Existing Utilities and Structures
 - ❖ A. CONTRACTOR shall be responsible for the preservation and protection of property adjacent to the WORK site against damage or injury as a result of his operations under this WORK. Any damage or injury occurring on account of any act, omission or neglect on the part of the CONTRACTOR shall be restored in a proper and satisfactory manner as determined by the ENGINEER and OWNER or replaced by and at the expense of the CONTRACTOR.
 - (Regarding damaged driveway culvert) Construction Drawing G2.0 – General Notes
 - ❖ 11. When working adjacent to existing structures, poles, etc., contractor shall use whatever methods that are necessary to protect structures from damage. Replacement of damaged structures shall be at the contractor's expense.
 - (Regarding damaged driveway culvert) Construction Drawing G2.0 – Grading
 - ❖ 3. If any existing structures to remain are damaged during construction it shall be the contractor's responsibility to repair and/or replace the existing structure as necessary to return it to existing conditions or better.



- Regrade ditch for adequate drainage through 4-A-15 and 4-A-14.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown for item #3.



(Picture below is the same area but photo taken on 2/8/2022 to show standing water without drainage)



- Remove stump at 4-A-15.
 - (Regarding stump removal) Specification Section 02110 – Clearing and Grubbing, 3.6 Tree Removal
 - ❖ Where indicated, remove designated trees and stumps and grub roots. A tree trimming permit shall be obtained from VDOT by CONTRACTOR to remove/trim any trees located within the VDOT right-of-way.
 - (Regarding stump removal) Specification Section 02110 – Clearing and Grubbing, 3.7 Grubbing
 - ❖ Remove and dispose of roots larger than 3 inches in diameter, matted roots, and stumps from the indicated grubbing areas. Excavate this material together with logs, organic and metallic debris, brush, and refuse and remove to a depth of not less than 18 inches below the original soil surface in areas indicated to be grubbed and in areas indicated as construction areas for this Project. Fill depressions made by grubbing with suitable material and compact in accordance with the requirements of the Contract Documents to make the new surface conform with the existing adjacent surface of the ground.



5. **PID 4-A-98F:** Regrade along driveway for drainage, touch up gravel driveway, address grading and unsuitable soils near fire hydrant once suspected waterline leak has been repaired in this area. Fix waterline leak near fire hydrant.
- (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.

(Photo below was taken on 2/8/2022 to show standing water)



- (Regarding touch up gravel driveway) Construction Drawing C2.5 – Gravel Driveway Trench Repair Detail references shown under item #4.

(Photo below was taken on 2/8/2022 to show standing water)



- (Regarding unsuitable soils) Refer to Specification 02300 Earthwork for Utilities and references shown under item #2.
- (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.



6. **PID 4-A-97 (Department of Corrections property):**

- Frontage along Route 250 needs to be regraded to be smooth and mowable, and positive drainage obtained along the front ditch that parallels Route 250 and the ditch on the side of the western DOC entrance. Establish a consistent, established ditch line through the front of the property and along the side of the western DOC entrance. Width of area for unsuitable soil to be addressed is approximately 50 feet wide from the edge of Route 250 pavement and extends for the full length of the property frontage. Suitable soil should be used that meets allowable moisture requirements and compacted in accordance with project specifications.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.
 - (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.

(Photo below was taken on 2/8/2022 to show standing water)



(Photo below was taken on 2/8/2022 to show standing water)



- Inlet rip rap and outlet structure of culvert pipe that crosses the western entrance needs to be replaced from damage and redressed with clean riprap. Positive drainage surrounding culvert to be obtained.
 - (Regarding damaged culvert inlet and outlet structures) Specification 02100 Site Preparation and Construction Drawing G2.0 references shown under item #4.



- Remove rock/stone/asphalt debris/concrete debris/trash throughout the front of the property, surrounding the water booster pump station site, between the WBPS site and the prison fence near waterline tie-in, and around the area of the new gravity sewer manholes. Gravel shall be removed to an extent near the WBPS that aligns with existing gravel road alignment and doesn't extend towards Route 250 beyond the DOC maintenance sign.
 - (Regarding excess gravel and trash) Specification 01500 Temporary Facilities and Controls - Periodic Clean Up; Basic Site Restoration and Specification 01770 Closeout Procedures – Clean-up/Restoration references shown under item #4. (One example shown below near the western entrance, but gravel and trash debris is evident throughout the property)



- Remove thin layer of concrete mortar/coating on the top of the metering manhole. Great care shall be taken to not damage the metering manhole structure or the concrete that is to remain.
 - (Regarding removing concrete mortar) This coating was placed on top of the concrete housekeeping pad around the metering manhole without the knowledge or approval of the Owner or Engineer. Purpose of this coating is unknown. Installation of the coating was done with poor workmanship and is already showing signs of degradation and failure, with pieces flaking off, and will continue to deteriorate.
 - Construction Drawing C2.3, Metering Manhole detail. Detail calls for 6" thick concrete pad with 6x6 WWF. There is no mention of a concrete coating.



- Regrade area around metering manhole and other sanitary manholes to ensure positive drainage away from manholes. Current grading does not allow for maintenance around two lower most manholes. Remove unsuitable soils and compact suitable soil in accordance with project specifications.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.
 - (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.



- Reinstall stop sign at the eastern and western entrance of Route 250. Western entrance stop sign is not installed properly and eastern stop sign is on the ground and not stored properly.
 - (Regarding stop sign) Specification 02100 Site Preparation and Construction Drawing G2.0 references shown under item #4.
 - (Regarding stop sign) Construction Drawing C3.0 – VDOT TTC General Notes
 - ❖ 13. All existing VDOT signage impacted by road improvements will be reviewed prior to removal for temporary storage or temporarily located as required, but will not be removed by contractor until VDOT inspector has reviewed. Certain storage requirements for signage are required due to the reflective sheeting. Do not store signs face down or sheeting to sheeting.
 - (Regarding stop sign) Construction Drawing C3.0 –General Notes
 - ❖ 16. Reset all disturbed signs immediately after backfill and no later than the close of each week day.





- Address large sink holes and grading near the eastern entrance, near the power poles. Sink holes are several feet deep and a serious safety concern.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.
 - (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.





- Replace asphalt patch for the force main crossing of the western entrance. There is damage to the existing pavement immediately adjacent to the recent patch that was completed. Edges shall be saw cut to tie into existing pavement in a neat and acceptable manner.
 - (Regarding pavement repair) Specification 02500 – Pavement in its entirety.
 - (Regarding pavement repair) Construction Drawing C2.5 – Asphalt Driveway Trench Repair detail.
 - (Regarding damaged pavement) Specification 02100 Site Preparation and Construction Drawing G2.0 references shown under item #4.



- Address sunken grade along electrical conduit route near the metering manhole.
 - (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.



7. **PID 4-A-111 (Woodson):** Install fence along the front of property. Fence to match existing type as close as possible and tie into existing fence to provide a secure fencing system suitable for containing livestock located on the property. Replace disturbed VDOT property monument near the corner of Blue Ridge Drive and Route 250 by a VA licensed surveyor. Remove gravel/debris/trash throughout property frontage. Replant suitable pasture grass to match existing field grass. Regrade to allow for smooth mowable area. Suitable soil should be used that meets allowable moisture requirements and compacted in accordance with project specifications.
- (Regarding fence replacement) Specification Section 02100 – Site Preparation, 3.6 Fences
 - ❖ A. Fences at the site or along rights-of-way, which interfere with the construction operations, shall be maintained by the CONTRACTOR until completion of the WORK unless written permission is obtained from the OWNER thereof to leave the fence dismantled until construction is completed. He shall remove, rebuild and extend fences as necessary.
 - (Regarding fence replacement) Specification Section 02110 – Clearing and Grubbing, 3.10 Existing Improvements/Facilities
 - ❖ Remove existing improvements, both above-grade and below-grade to extent indicated or as otherwise required to permit new construction and provide for proper disposal off-site. Existing improvements and facilities such as mailboxes, signs, ornamental or decorative items, etc. that require temporary removal to permit new construction shall be promptly replaced and/or restored to the location and condition prior to construction. Improvements and facilities that are damaged by the CONTRACTOR during the course of construction shall be promptly replaced at the CONTRACTOR'S expense.



- (Regarding property monument) Specification Section 02100 – Site Preparation, 3.2 Protection of Existing Property Irons and Monuments
 - ❖ A. The CONTRACTOR shall use care in protecting existing property irons and monuments adjacent to his working area. If a property iron or monument must be removed to install new facilities, the CONTRACTOR shall be responsible for locating the iron or monument in such a manner that it can be accurately replaced after construction of the new facilities by a properly registered surveyor. If a property iron or monument is destroyed because of neglect on the part of the CONTRACTOR, it shall be replaced at his expense by a properly registered surveyor.
- (Regarding property monument) Construction Drawing G2.0 – Layout and Materials Notes
 - ❖ 1. Any property monuments disturbed during construction shall be set or reset by a professional licensed surveyor paid by the contractor at no expense to the owner.



- (Regarding excess gravel and trash) Specification 01500 Temporary Facilities and Controls - Periodic Clean Up; Basic Site Restoration and Specification 01770 Closeout Procedures – Clean-up/Restoration references shown under item #4.
 - (Regarding pasture grass) Specification Section 02100 – Site Preparation, 3.3 Right-of-Ways and Limits of Construction
 - ❖ D. Where shrubbery or grass is located on the construction rights-of-way and easements, the CONTRACTOR shall be fully responsible for any damage thereto. He shall remove, protect and replant all shrubbery to the full satisfaction of the ENGINEER, OWNER, and property owner and shall either remove and resod or replant all lawns or pasture grass damaged by the construction WORK. Topsoil shall be replaced and grass of the same type found shall be planted, fertilized, mulched and watered in accordance with the Specifications, until a satisfactory stand of grass is secured.
 - (Regarding grading and drainage) Construction Drawing G2.0 – Grading Notes references shown under item #4.
 - (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.
8. **PID 4-A-114:** Remove stump near new fire hydrant. Install section of split rail fence at along property frontage that was removed during construction. Remove excess gravel at the corner of Blue Ridge Drive. Install precast concrete valve box collar for valve box near the corner of Blue Ridge Drive and Route 250. Straighten valve box to allow for operation of valve. Based on valve issue identified at this location, County to inspect each valve and follow-up in due course with identification of any other issues.
- (Regarding stump removal) Specification Section 02110 – Clearing and Grubbing listed under item #4.
 - (Regarding fence replacement) Refer to Specification Section 02100 – Site Preparation 3.6 Fences and 3.10 Existing Improvements/Facilities listed under item #7.
 - (Regarding excess gravel and trash) Specification 01500 Temporary Facilities and Controls - Periodic Clean Up; Basic Site Restoration and Specification 01770 Closeout Procedures – Clean-up/Restoration references shown under item #4.
 - (Regarding concrete valve box collar) Construction Drawing C2.1 – Detail GN-03 Typical Gate Valve and Valve Box requires concrete collar around valve box when valve is located out of pavement.



(Valve box needing concrete valve box collar)



9. **PID 4-A-118:** Install fence that was removed during construction along property frontage from western property line to driveway.
- Refer to Specification Section 02100 – Site Preparation 3.6 Fences and 3.10 Existing Improvements/Facilities listed under item #7.

(Tie-in location of existing fence)



10. **PID 5-A-55X:** Remove unsuitable soils recently used during a septic box repair along Starlite Park. Suitable soil should be used that meets allowable moisture requirements and compacted in accordance with project specifications. Grade should be mowable.
- (Regarding unsuitable soils and compaction) Refer to Specification 02300 Earthwork for Utilities references shown under item #2.



11. Leak at West Entrance of the Corrections Facility: Dillard has reported to the County that the identified leak had been repaired by fully closing the hydrant at that location. However, the valve that feeds the hydrant was turned off so no water could be flowing and no water should be leaking from the weep hole. After another inspection on March 3, 2022, the County found that there is still standing water in the area. The County utilities believes that a leak still exists, albeit not having the same force as earlier because of weather conditions. The County continues to monitor the location.
12. Appendix I - Highlights of Contract Provisions: See attached Appendix I.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB T

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Lake Monticello Response 5 Vehicle Purchase Agreement				
MOTION(s):	I move the Board of Supervisors approve the purchase agreement between 72 Hour LLC, doing business under the trade name "National Auto Fleet Group" and Fluvanna County for one Ford F-350 Super Duty in the amount of \$68,040.94 for the Lake Monticello Rescue Squad and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Donna Allen, Purchasing Officer				
PRESENTER(S):	Donna Allen, Purchasing Officer				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	<ul style="list-style-type: none"> \$101,500 was approved in the FY23 budget for the replacement of Lake Monticello Response 5. The amount of \$68,040.94 includes the purchase price of the Ford F-350 Super Duty, Delivery, and all warranties. National Auto Fleet Group guarantees delivery no later than December 1, 2023 The County has 45 days from delivery to pay the invoice. The County has 45 days from delivery to or more if permitted under the Cooperative Agreement within to inspect the Truck for conformance to the specifications, and in the event of non-conformance to the specification to furnish Seller with written notice. 				
FISCAL IMPACT:	No additional funds are required, \$101,500 was approved in FY23 budget for replacement of Lake Monticello Response 5.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Contract Exhibit 1 Exhibit 2 Exhibit 3 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		X

Ford Super-Duty F-350 Truck Purchase Agreement – Lake Monticello Response 5

This **Ford Super Duty F-350 Truck Purchase Agreement** (together with all attachments and exhibits referenced herein, the “**Agreement**”), dated this ____ day of _____, 2022, made and entered into by and between 72 Hour LLC, a California limited liability company authorized to transact business in Virginia, doing business under the trade name “National Auto Fleet Group” (“**Seller**”), and Fluvanna County, a political subdivision of the Commonwealth of Virginia (“**County**”) is effective as of the date this Agreement has been signed by all parties hereto (the “**Effective Date**”). The County is a tax-exempt public body.

1. **Definitions.** The words below when used in this Agreement are defined as follows:

- a. “**Seller Proposal**” means collectively the Cooperative Agreement, Quote, and Warranty, each defined below.
- b. “**Options**” means all those options and additional features and items set forth in the Quote.
- c. “**Specifications**” means all of the general and particular specifications, warranties, and other requirements for and relating to the Truck contained in the Seller Proposal being provided to County or required by this Agreement or the County’s General Terms (as defined in Article 2).
- d. “**Truck**” means the truck and any associated options and equipment sold to County by Seller pursuant to the Seller Proposal and consistent with all requirements of the Seller Proposal and the Specifications, and specifically including all Options, and Delivery of Truck to the County.
- e. “**Delivery**” means the date Seller delivers the Truck available to the County in Fluvanna County, Virginia at the following address: **Lake Monticello Fire Department, 14 Slice Road, Palmyra, VA 22963.**
- f. “**Warranty**” means any and all warranties under this Agreement including without limitation any warranties under the Seller Proposal and the County’s General Terms.

2. **Exhibits:** The following exhibits are attached hereto and incorporated herein as material provisions of this Agreement:

- a. Exhibit 1: Solicitation Number: RFP #091521 Contract between Source well (“Sourcewell”) and Contractor dated November 4, 2021, (together with all documents incorporated by reference including without limitation the Contractor’s Proposal are referred to herein as the “Cooperative Agreement”); and
- b. Exhibit 2: Quote dated November 16, 2022 “Re-configured” together with the Truck Specifications contained therein (the “Quote”); and
- c. Exhibit 3: Fluvanna County’s General Terms, Conditions and Instructions to Bidders and Contractors (the “County’s General Terms”).

3. **Cooperative Procurement.** Pursuant to the Virginia Public Procurement Act, this a cooperatively procured contract off of the Cooperative Agreement. Seller related to the sale of the Truck and the Truck must meet or exceed all terms, provisions and requirements of the Cooperative Agreement, the Seller Proposal and this Agreement. Seller promises and agrees that County shall receive the benefits of the Cooperative Agreement and the County shall have all rights and remedies under the Cooperative Agreement. Notwithstanding any other provisions hereof, Seller represents and warrants that all pricing in this Agreement for the Truck is consistent with or lower than the pricing set forth in the Cooperative Agreement and all Truck purchased hereunder are available under the Cooperative Agreement. The County is materially relying on such representations and warranties in executing this Agreement as a cooperative procurement pursuant to Virginia law.

4. **Purchase and Payment.** For the promises contained herein and the Truck the County agrees to pay a total purchase price of **SIXTY-EIGHT THOUSAND FORTY AND 94/100 DOLLARS (\$68,040.94)** (“**Purchase Price**”). The Purchase Price which includes Delivery of the Truck and all warranties,

Ford Super-Duty F-350 Truck Purchase Agreement – Lake Monticello Response 5

manuals, keys and associated tags and inspections if any kind, may be invoiced by Seller to the County only after the Completion Date, as defined below, and the County shall have forty-five (45) days to pay such proper invoice. Final payment shall be made in accordance with Section 47 “Payment” of the County’s General Terms, and in no event shall Seller be finally paid prior to the Completion Date. The date that all Truck are Delivered and in full compliance with this Agreement, to the sole satisfaction of the County is the “**Completion Date**”. Any and all provisions of this Agreement or any exhibit hereto that by their terms are intended or implied to survive the Completion Date shall so survive including without limitation Warranties.

5. Delivery, Inspection and Acceptance.

(a) Delivery. Seller will Deliver of the Truck no later than December 1, 2023; time being of the essence. Risk of loss shall pass to County upon acceptance by the County after Delivery of the Truck to the County at County location with prior notice of the Delivery Date and time provided to County in advance.

(b) Inspection and Acceptance. County shall have at minimum forty-five (45) days from Delivery or more if permitted under the Cooperative Agreement within which to inspect the Truck for conformance to the Specifications, and in the event of non-conformance to the Specifications to furnish Seller with written notice sufficient to permit Seller to evaluate such non-conformance (“Notice of Defect”). Any Truck not in conformance to Specifications shall be remedied by Seller within thirty (30) days from the Notice of Defect. In the event that Seller fails to remedy a defect within thirty (30) days as required under this Agreement, County may choose to: (1) Reject the Truck in their entirety and receive a complete reimbursement of any and all payments made to Seller under this agreement, Seller shall also be required at its sole cost and expense to remove the non-confirming Truck and this Agreement shall be deemed null and void and of no further force and effect; or (2) Accept the non-conforming Truck subject to a discount equal to either (i) the value of the missing or defective parts, equipment or portions of the Truck including any cost to install or make such part, equipment or portion operable, or (ii) the actual cost of the missing or defective part, equipment or portion of the Truck including any installation or service fees necessary to make such part, equipment or portion operable based on invoices and receipts. Nothing in this Article 5 is intended to limit any repairs, services or equipment covered under a warranty provided with the Truck and Seller agrees to respond to all warranty claims and repairs promptly and with due diligence.

6. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Seller:

72 Hour LLC
490 Auto Center Drive
Watsonville, CA 95076
Phone: (855) 288-6572
fleet@nationalautogroup.com

County:

Fluvanna County
Attn: Ms. Donna Allen, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Phone: (434) 591-1937

With a Copy to: Fluvanna Count Attorney
414 East Jefferson Street

Ford Super-Duty F-350 Truck Purchase Agreement – Lake Monticello Response 5

Charlottesville, VA 22902; and

7. Other Terms. The County's General Terms are attached hereto as Exhibit 3 and incorporated herein by reference as a material part of this Agreement.
8. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Truck. Additional or different terms proposed by the County shall not be applicable, unless accepted in writing by Seller's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Seller's authorized representative.
9. Conflict. Whenever possible the Agreement and exhibits shall be read together and the requirements of all of the same shall be met. In the event of a direct conflict between this Agreement and any exhibit hereto, the following shall be the order of precedence: (i) this Agreement; (ii) the Quote; (iii) the County's General Terms; and (iv) the Cooperative Agreement. For clarification, (i) would control over (ii) though (iv); (ii) would control over (iii) and (iv); and so forth.

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

Seller:
72 Hour LLC, d/b/a National Auto Fleet Group

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

By: _____

Date: _____

12-1-22

By: _____

Date: _____

Name: Jesse Cooper

Name: _____

Title: Fleet Manager

Title: _____

APPROVED AS TO FORM:

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

**Solicitation Number: RFP #091521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and 72 Hour LLC dba: National Auto Fleet Group, 490 Auto Center Drive, Watsonville, CA 95076 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires November 8, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

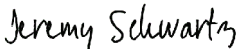
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.


22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.


Sourcewell

72 Hour LLC dba: National Auto
Fleet Group

DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
11/4/2021 | 1:28 PM CDT
Date: _____

DocuSigned by:

By: FACBB5730C1E467...
Jesse Cooper
Title: Fleet Manager
11/4/2021 | 10:46 AM CDT
Date: _____

Approved:

DocuSigned by:

By: 7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
11/4/2021 | 1:34 PM CDT
Date: _____

RFP 091521 - Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Vendor Details

Company Name: 72 HOUR LLC

Does your company conduct business under any other name? If yes, please state: National Auto Fleet Group

Address: 490 Auto Center Drive
Watsonville, CA 95076

Contact: Jesse Cooper

Email: Jcooper@nationalautofleetgroup.com

Phone: 951-440-0585

Fax: 831-840-8497

HST#: 263297677

Submission Details

Created On: Tuesday August 24, 2021 16:34:10

Submitted On: Tuesday September 14, 2021 14:10:21

Submitted By: Jesse Cooper

Email: Jcooper@nationalautofleetgroup.com

Transaction #: d2e890de-e761-4f47-9b23-bef3d512bd76

Submitter's IP Address: 76.81.241.2

Specifications**Table 1: Proposer Identity & Authorized Representatives**

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	72 Hour LLC	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	WCAF, LLC WCDJR, LLC Alan Jay Automotive Inc	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	NAFG has numerous subsidiaries and DBA's including but not limited to: National Auto Fleet Group, Chevrolet of Watsonville, Watsonville Ford Watsonville CDJR Watsonville Fleet Group Alan Jay Chrysler Jeep Inc Alan Jay Chevrolet, Cadillac Alan Jay Buick, GMC Alan Jay Auto Outlet Clewiston Motor Company, Inc Alan Jay Chrysler Dodge Ram Jeep Alan Jay Lincoln Alan Jay Ford Alan Jay Nissan Alan Jay Toyota	*
4	Proposer Physical Address:	490 Auto Center Drive Watsonville, CA 95076	*
5	Proposer website address (or addresses):	www.NationalAutoFleetGroup.com	*
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com	*
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com	*
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Clarke Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 ClarkeCooper@watsonvillefleetgroup.com	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
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9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>National Auto Fleet Group started as a new division of 72 Hour LLC, in the heart of Southern California. We began our network with a single automobile dealership and have now grown our network to encompass numerous dealerships located in and outside of California.</p> <p>We stand by providing opportunities for advancement by hiring and promoting from within our organization. Many of the Fleet Managers who started with us in 2010 are still with us today.</p> <p>Through the years, we have evolved and adapted to the new technology driven trends that are revolutionizing the automotive industry today. However, our brand's fundamental core values have remained unchanged – We are committed to do right for the members. If we take care of them, they will in return take care of us.</p> <p>National Auto Fleet Group's operational blueprint and business philosophy has always been the "4 RIGHT's" for every member: We deliver the RIGHT vehicle, at the RIGHT time, to the RIGHT place at the RIGHT price.</p> <p>The integrity of our business stems on our deep family roots in the automotive industry. We are and always will be family owned and operated with our future generations already in their infant stages today. We are committed to pioneering our industry for decades to come.</p>	9092022-2020716-NAF
10	What are your company's expectations in the event of an award?	<p>If awarded, this would be our 5th Sourcewell Contract and we would execute as such. We will continue to serve your members and provide them with excellent customer service while continuing to advance customer satisfaction. Along with implementing new business growth strategies that will ultimately launch us into new heights once again.</p> <p>Furthermore, we will launch our Partner Program detailed in the attached "marketing Plan Compressed" Zip file. This next generation application will give members the power to select upfitters they would like NAFG to partner with in providing satisfactory quotes and service. We see tremendous value in building out these mutually beneficial partnerships, so we can provide 100% satisfactory turnkey solutions to the members.</p>	
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>To demonstrate NAFG's financial strength and stability, we have uploaded Bank Commitment letters under the Financial Strength Section of the online application. We have a direct line of credit of \$52,000,00.00 that we are currently utilizing with our current and past Sourcewell Contracts. However, this number is not capped as we have the freedom to extend the cap to accommodate the revolving needs of the members.</p> <p>Referenced below is a short register of some of our market success from awarded government contracts that encompass over \$140,000,000.00 worth of products and goods under our current Sourcewell Contract.</p> <p>A. City of San Diego, CA \$ 72,000,000 contract under our Sourcewell Contract 120716-NAF.</p> <p>B. City of San Diego, CA \$ 55,400,000 contract under our Sourcewell Contract 081716-NAF.</p> <p>C. Government Fleet Article Highlighting our transaction with the City of San Diego, CA procuring over 100 Police vehicles through NAFG Sourcewell Contract 120716-NAF.</p> <p>D. City of Los Angeles World Airports, CA Contract for \$ 24,003,500 under Sourcewell Contract 120716-NAF for the procurement of 400 vehicles.</p> <p>E. City of Los Angeles Harbor, CA Contract Extension to \$ 4,500,000 contract under Sourcewell Contract 120716-NAF.</p> <p>F. City of Los Angeles Harbor, CA Contract for \$1,500,000 under our Sourcewell Contract 120716-NAF.</p> <p>G. City of Los Angeles Harbor, CA Renewal for another \$ 1,500,000 under Sourcewell Contract Class 6, 7 and 8 Contract 081716-NAF.</p> <p>H. City of Costa Mesa, CA Contract \$1,023,220 under our Sourcewell Contract 120716-NAF.</p> <p>I. Blanket Contracts with the State of Maryland, MD off our current Class 6, 7 and 8 Chassis Contract 081716-NAF.</p> <p>J. Blanket Contracts with the State of Maryland, MD off our Current Sourcewell Contract 120716-NAF.</p> <p>We have also attached our Commitment Letter's for unparalleled support from leading nationally recognized upfit suppliers such as The Knapheide Manufacturing Company. Along with regional suppliers such as Brand FX and Phenix Truck Body located in Southern California serve as regional support locations, whom we often work alongside to fulfill all member needs with past, present, and future orders with NAFG.</p> <p>Included are also Upfitter Recommendation letters to illustrate how National Auto Fleet Group has taken a proactive interest in building mutually beneficial relationship with our upfitters. Mutuality and reciprocity relationships between body companies and our dealer's are two of the key components that help members receive what they need in a smooth and efficient fashion.</p> <p>In addition, the adoption of our Class 6, 7, and 8 Contract from Anne Arundel County in the state of Maryland is as an example of how National Auto Fleet Group attracts and retains new clients by demonstrating to them there's a better and more efficient way of finding turnkey solutions.</p> <p>Lastly, we have attached supporting documents that help emphasize and exemplify our growth since our first awarded Sourcewell Contract in 2012. We sincerely hope it helps portray our commitment to building lifelong rapport and trust with our partner upfitters and members.</p>	
12	What is your US market share for the solutions that you are proposing?	. Of our respective brands and OEM's we represent, the US market share is estimated to be 60 – 75%.	
13	What is your Canadian market share for the solutions that you are proposing?	It is difficult to estimate the market share for the brands and OEM's we represent, however we estimate that it should be the same 60 -75 % of the US share.	
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.	

15	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>National Auto Fleet Group is a dealer network best categorized as "A" - Distributor and Dealer Partner for (15) OEM Manufacturers including Ford Motor Company, Chevrolet, RAM, GMC, Buick, Chrysler, Dodge, Jeep, Toyota, Nissan, KIA, BMW, Honda, Cadillac and Volkswagen. All orders are placed with the franchised dealer and ultimately titled directly to the member. All appropriate certification certificates and authorized DMV/Factory licenses may be found in the "Related Certification" section uploaded to this RFP. It should be noted we do not sell used equipment to members.</p>	<p>208222-12991 p. 585/706</p>
16	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Required licenses include a Dealer's License, a Franchise issued by the Manufacture, a Department of Motor Vehicles License, as well as a Reseller's permit license. All which NAFG and Dealer Partner's hold. Please review our attachment documents in section "Related Certification" for licenses that we either solely own or are jointly owned by our partner dealers that pertain to this RFP. A list of all our licenses are below, some of which may not pertain to class 1-3 but to class 4-8.</p> <p>CA Certificate of Good Standing 200824810190 State of Florida License Certificates: VF/1000974/4 VF/1000950/1 VF/1046516/1 VF/1024619/2 VF/1024619/1 VF/1018615/1 VF/1021891/1 VF/1000974/3 VF/1105916/1 VF/1020705/1 VF/1000969/1 CA State Seller's Permit 101-135239 CA State Seller's Permit 245364864-00001 Department of Motor Vehicle, Vehicle Dealer/ License Number 97772 Department of Motor Vehicle, Vehicle Dealer License Number 97771 Department of Motor Vehicle, Vehicle Dealer License Number 43609 Bureau of Automotive repair Registration # ARD00296319 123120 CA State Seller's Permit 232781952-00001 City of Watsonville Business License Number 1792 City of Watsonville Business License Number 4358 Fictitious Business Names from Santa Cruz County for National Auto Fleet Group FBN: 2017-0000138 California General Resale Certificate Dun & Bradstreet Number: 023680653 Government of The District of Columbia Certificate Government of the District of Columbia Tax Registration # 7815888160711 City of Los Angeles Tax Registration Government of The District of Columbia CLEAN HANDS CERTIFICATION San Diego Freightliner Seller's Permit Commonwealth of Virginia State Corporation Commission Certificate State of Maryland Good Standing Certificate Kansas Department of Revenue for Kansas City Peterbilt New Jersey Department of Treasury Registration Certificate New Jersey Business Registration Notice of Compliance of the Canton City Codified Ordinance Employee Information Report for the State of New Jersey State of Maryland New Sales and Use tax License CA State Seller's Permit 98-037902 00006 South Carolina Department of Motor Vehicles License Number 36133 State of South Carolina Retail License Commonwealth of Kentucky Vehicle Dealer License 1583 20 100 State of West Virginia Dealer License Commonwealth of Kentucky Vehicle Dealer License 1581 20 036 State of Tennessee Vehicle Dealer License</p>	
17	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>Not Applicable, none.</p>	

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	National Auto Fleet Group's received its most prestigious award for Top Placement within Ford Motor Company as the leading dealership in Government Sales. In addition, our Chevrolet brand was highly ranked and honored 4/5 consecutive years by General Motors.	*
19	What percentage of your sales are to the governmental sector in the past three years	Within our fleet division, 90% of our contracts within the past three years have been with government accounts.	*
20	What percentage of your sales are to the education sector in the past three years	Within the past 3 years 90% of our sales have been to government accounts, 20% of which are within the education sector.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We hold the State of California contract with volumes from 200 to 500 units a year over the past three years. In addition, our Sourcwell Contract's 091219, 081716 and 120716 that we have maintained over the past three years has sold combined north of 400 million of Combined Quarterly Sales.	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	National Auto Fleet Group's focus lies on the Sourcwell Contract. NAFG holds no other GSA contract, Standing Offers, or Supply Arrangements other than the State of California contract. Our annual sales volume is estimated to be north of \$200 million.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Port of Los Angeles, CA	Mr. Dave Comer	310-72-3794	*
County of Venture, CA	Mr. Jorge Brilla	805-672-2044	*
City of Austin, TX	Mr. Matt Sager	512-978-2637	*
County of San Joaquin, CA	Mr. David Myers	209-468-9745	
City of Palo Alto, CA	Ms. Danitra Bahlman	650-496-5920	

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
City of Austin	Government	Texas - TX	Purchaser	10-15 Vehicles at once, Vans and SUVs	Over 1M	*
Los Angeles Department of Water and Power	Government	California - CA	Purchaser	Over 120 Vehicles, Vans and SUVs	Over 3M	*
Port of Los Angeles	Government	California - CA	Purchaser	Over 80 Trucks, Vans and SUVs	Over 2M	*
Anne Arundel County	Government	Maryland - MD	Purchaser	Over 40 Trucks, Vans and SUVs	Over 1M	*
City of San Diego	Government	California - CA	Purchaser	Over 500 Trucks, Vans, SUV	Over 15M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	<p>Our sales force consists of direct and an indirect sales force. Our direct sales force consists of direct employees and partner dealers, which exceeds an employee count of 300 personnel both full time and part time. Many of our sales force are spread across the US and we leverage our relationships with our larger class dealerships to service the members lower class vehicle needs as well. A cross sales force. These individuals help support our dealerships and NAFG Fleet Division directly. On the other hand, our indirect sales force made up of upfitters and partner suppliers consists of over 100 personnel with our partner network and sales force growing annually.</p> <p>With both direct and indirect sales force staff working together, NAFG has been able to successfully grow, maintain and service the demand of the members. As the number of your members grow, we will continuously welcome more staff to not only meet customer demand, but also to exceed customer expectations.</p>	*

26	Dealer network or other distribution methods.	Our franchise network in Canada and the U.S. is fortunately second to none. BOIS2022-12-07 15:58 previously mentioned, all of which have established a presence nationwide with factory stores strategically placed where all members can receive service and complete warranty repairs with their respective products. Simple put the North American and Canadian automobile supply chain network is one of the best in the world. Of the 15 brands we represent, the OEMs have put in place a dealer network across all 50 states that will allow us to best serve all members.	706
27	Service force.	The 15 manufactures we represent have thousands of service locations that would be easily accessible to all your members. Service centers and warranty repair facilities for all 15 OEMs are ample and ready to help service our members and their needs. However, Alaska and Hawaii may be exceptions as they may have farther distances between franchises where members can utilize the repair services.	
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	The member may order their vehicles by navigating to our website, www.NationalAutoFleetGroup.com and going through the step-by-step process to generate an online quote or by calling one of our representatives at 855-289-6572 or by sending NAFG an email at Fleet@NationalAutoFleetGroup.com . Orders are then processed directly to the manufacturer who will work to supply the vehicle to the ship-to location for upfitting or end user desired delivery location.	
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	To best demonstrate our Customer Service program, kindly reference the ZIP file "Member Walk Through" that is attached in the Additional Documents folder. Please begin with and review in order that is explained below: How Members Can Get Quotes Online: A member can obtain most quotes by visiting our website www.NationalAutoFleetGroup.com where a simple one step form is needed for registration. This is to protect the price information from nonmembers. Once a member registers they will receive an automated welcome email with a demo video on how to use our site. Members will gain access to there very own dashboard which will house all there quotes in one safe secure login. Member's can select which brand they are looking for and model year. Our site shows all the categories the brand offers such as: Cars, Vans, SUV's Trucks and Chassis Cabs. Members will then be able to drill down for the right selection by picking from the filter menu of what cab there looking for (Regular, Extended or Crew) to 2 wheel or 4 wheel drive down to the bed length there looking for. All factory options are then presented for the member to select from, this will show all current factory orderable options, taking the guess work out for the member. Once a member selects a desire build, they will see there Sourcewell Price report showing the MSRP, there contract price, the saving in real dollars and as a percentage. In the PDF example you can see a saving of \$ 9,175.96 of 22.345% to the member showing a significant savings. Members then can chose to add extra's to there order like extra keys' service manuals, sales tax and even request an upfit to be added to there quote. Lastly they will be given a complete turn key quote package to print which will include there customized Quote ID, Description and Specifications of what they built. How Members and Upfitters can Partner with NAFG: Our dedicated website www.NAFGPartner.com was built to accommodate the member who would like a certain upfitter to upfit there vehicles. It was also built for upfitters to have a place to go where they can find information on how to partner with NAFG to better serve there local members. Example of A Member with Upfit Quote: This is an example of how we use our Cab Chassis and combine them with an upfit to provide a turnkey solution for the member in a simple to follow format. ETA System for Members Walk Through: This is where members can easily come to our website, the same website they built there chassis on and track there order like they would a UPS package. We have a very simple display on our homepage "Track your order" where members can enter one of the following: Purchase Order Number, Quote ID, Upfit Quote ID or vin to easily see there in the process there particular order is in. Courtesy Confirmation Explained: After NAFG receives an order from a Member, we always like to send them a Courtesy Confirmation. This is were the member will double check some particulars on there order like, Color, Quantity, Upfit and Specification's are all correct before order placement. We also like to ask for title information at this point so we can help process the paperwork at delivery promptly. Factory Order Cut Off Notices: Here is were we like to highlight were members can access any upcoming factory order cut off dates. We walk them through the process step by step to ensure everyone knows the upcoming order cut off date, we even print this information (if known at the time) right on the cover page of there quotes. Validation Walk Through Example: To demonstrate a price validation, we show what a member would see when they build a truck on our site. At check out the member would see the Total Configured MSRP of \$ 35,730.00, A Sourcewell Price of \$ 27,331.68, Total Saving of \$ 8,398.32 or 23.505% for a 2020 F-250 followed by the pricing page which shows the Minimum Discount of at least 18.50%. As you see we provided an additional 5% discount on top of the 18.50% contract discount. This would be the case in most instances.	
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Our willingness and ability to service members nationwide is unparalleled. We have dedicated staff 5 days a week, from 7am to 7pm standing by ready to assist any member help find the best solution for there needs even if helping assist them to the best Sourcewell Contract that could be a solution. We have a dedicated live chat feature on our online quote generating website in case any member has any trouble at all in building there quotes. NAFG has established a chain of suppliers who are at the ready to serve if called upon by any member. We are here to help.	
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We are willing and eager to soon extend our business model and network into Canada. We believe partnering with local Canadian based dealer groups is key to success in the Canadian market. NAFG's competitive pricing as well as a simple US Dollar to Canadian conversation will help NAFG expand into the Canadian market for participating Sourcewell members.	
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	National Auto Fleet Group will handle servicing 100% of all geographic areas located in the United States. Although it is unclear what unseen obstacles we may face in Canada, NAFG is committed to building the same model to service Canada and providing the same level of customer satisfaction, service, and care as in the United States.	

33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	NAFG will continue to service all Sourcewell Members through our 24 hour a day online portal with the exclusion of Non-Profits. Unfortunately, Non-Profits are often not eligible for the same discount's government entities are qualified for. However, Non-Profits are subject to a different pricing program and will be evaluated on a case to case basis.	BOS 2022-1207 p.588/706
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	The only possible logistical constraints we may face is the shipping constraints for shipments arriving in Alaska, Hawaii and US Territories. For example, we often provide members in Alaska or Hawaii with vehicles that often have upfits. To circumvent this potential issue, members allow us to add these extra shipping and port costs to their quotes.	

Table 7: Marketing Plan

Line Item	Question	Response *
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>National Auto Fleet Group encompasses a variety of marketing strategies to promote our products and services to streamline the vehicle purchasing process for government entities. Below are a few strategies used to serve as the gateway between our business and public agencies.</p> <p>Website and Inbound Marketing: The creation of a professional customer-focused website is one of our main features to market our products and services. The NAFG website encourages our members to interact and browse through products offered along with pricing and information about National Auto Fleet Group. Inbound marketing is created when potential members are directed to the company website. With this method, we are able to not only connect with members but to put the purchasing ability into the hands of each member. Our inbound marketing strategy attracts members by creating valuable content and experiences tailored to the needs of each individual. Examples include email campaign flyers on our products, informative and how-to videos, social media and engaging members with top-notch customer service to build brand awareness.</p> <p>Email Marketing: One of the main strategies used to engage current and potential members is Email Marketing. Our emails include different types of flyers that consist of information of the Sourcewell contract, promoting manufacturer brands, holiday themed flyers, discounts offered to first time buyers, important cutoff date reminders and upcoming products and events.</p> <p>The use of marketing campaigns plays a major role in enhancing the growth of our client database. Emails are a big part of our daily lives due to government agency employees utilizing emails as their main source of communication. We use campaigner.com as the emailing platform to reach our target members. Videos and descriptive images are used on all flyers and are compatible with a desktop or mobile device. Messages are short and to the point with links leading to the Sourcewell and NAFG homepage. The Campaigner email system allows the ability to track email activity based on open rate, unsubscribes and link clicks which is beneficial to understanding email effectiveness.</p> <p>Once potential members are directed to our website, they are welcomed with a wide range of options to explore an array of our products and services. They are able to register to become a member, view pricing, explore available in-stock vehicles, view how-to-videos, build a vehicle online to request an immediate quote or use our live chat assistant or call/email for live support.</p> <p>Face to Face Marketing Strategies: This strategy has proven to be successful in generating leads and creating lasting relationships by developing genuine connections with prospective members. National Auto Fleet Group attends several trades shows per year to engage members and put a face to the company. This in person meeting aids to build the brand by nurturing relationships between members and other vendors associated through the process. Trade shows attended include GFX, IAPPO, NIGP, ACT, CAPPO, and CASBO throughout the United States.</p> <p>NAFG has many opportunities to make in person presentations to propose products, services offered and to answer any questions potential members may have. These PowerPoint Presentations include topics on NAFG/Sourcewell process, how to facilitate the vehicle purchasing without bidding, informational videos, and the brands and services we provide. These meetings have been held at local cities, counties, school districts, water districts and ports.</p> <p>Relationship Marketing is a vital strategy used in building and maintaining long-term relationships practiced by National Auto Fleet Group on a daily basis.</p> <p>NAFG strives to create a positive and supportive connection with members by providing personalized and responsive customer service practices. The sales team has worked tirelessly to focus on providing outstanding customer support to create a powerful rapport with existing and new members. By going above and beyond, they have enhanced existing relationships and executed customer loyalty with repeat businesses. They strive to deviate from the "Car Salesperson" mentality which is 100% sales driven to a more product and customer service approach by instilling a sense of confidence in our clients. The goal is to regularly assist clients and address any needs and concerns even after the purchase has occurred. The strive to focus on solution selling vs. product selling develops into a mutually beneficial agreement for members and the business.</p> <p>Below are a few examples on successful relationship marketing from our Fleet Department:</p> <p>We had a member call in to request financing/lease options for a truck needed through our National Auto Fleet Group/Sourcewell vehicle contract. I contacted another Sourcewell vendor, Matt Geiselhart from NCL Gov Capital and he was happy to assist with a financing quote. The member also requested to trade in a current vehicle in their fleet and was directed to Govdeals for assistance in removing the outdated unit through an auction. The member was able to utilize three Sourcewell contracts to complete his transaction which simplified the entire process. The member was very satisfied with the amount of care and ease through his experience and became a repeat customer. By utilizing a cross-selling strategy, National Auto Fleet Group became his one stop shop to fulfill all fleet vehicle purchasing needs.</p> <p>"I had a member call in desperate to obtain a new truck because an employee had gotten into a serious accident and had the truck totaled. Due to covid restrictions, most manufacturers are currently experiencing microchip shortages which relays to production delays at the factory. We were able to direct buyer to our in-stock inventory on the NAFG website and member was ecstatic to locate truck to meet their needs. Instead of having to wait 30 weeks to receive the new vehicle, member was able to obtain the new truck within 3 weeks."</p>

"I once had a member contact us two years after purchasing a vehicle from us. They had a malfunction with the liftgate on the box truck which caused a logistical nightmare. I was able to contact one of our body vendors that upfitted the lift gate installation and a service technician was able to go onsite to resolve the liftgate issue at no additional cost. The member was very impressed with the quality of our customer service even after purchase. "

"I had a member request a ¾ ton truck pricing but was unsure about their budget at the time. I took the time to go through each option with the client to provide a Sourcewell pricing quote through multiple manufacturers from Ram, Chevrolet and Ford. This empowered the member to have multiple pricing options for review to align with their budget as well as eliminating the need to shop anywhere else. "

"We work with many body companies to assist customers with the body upfitting process. One of our members called in a request to expedite a particular vehicle that was held up at one of their local body upfitters. I contacted the body company representative and put in a request to expedite the upfitting per request of the member. The body company was able to comply with the request and delivery was made sooner than expected."

Word-of-Mouth Marketing: The positive quality of service has led to more sales based on previous customers' impressions on their experience. NAFG's goal is to provide exemplary customer service throughout the entire purchasing process to encourage repeat business and advocate services to other members. NAFG has been fortunate to experience multiple instances of leads generated based solely on word-of-mouth marketing through our existing customers.

Cross-promotion: National Auto Fleet Group is currently collaborating with another Sourcewell Vendor, NCL Government Capital to promote each other's products and services. NCL Government Capital specializes in providing competitive equipment financing programs for municipalities and public education entities across the United States. As a team, NCL and NAFG produced a variety of marketing materials such as videos, flyers and info graphs to promote purchasing and leasing opportunities.

Hoglund Bus Company is another cross-promotion vendor NAFG had the opportunity to create a partnership with. Flyers were created to advertise Chassis from NAFG along with a variety of bus bodies from Hoglund Bus Company.

With cross-promotion, companies exchange knowledge and provide endorsements on websites, social media, and email campaigns. This strategy creates an influx of new leads, brand awareness, increased sales and recurrence of customers. National Auto Fleet Group will continue to create new partnerships and facilitate more cross-promotion opportunities in the near future to provide turnkey solutions for a variety of vehicle purchasing needs.

Coming in 2022, National Auto Fleet Group will be launching a NAFG Partner Website to further increase business growth. The website www.nafgpartner.com is expected to launch next year in 2022. The site encourages body upfitting companies throughout the United States to partner up with NAFG to become a preferred member. The benefits of becoming a preferred member include endorsements on website and social media avenues along with word-of-mouth referral for clients with upfitting needs. Our dedicated public relations representative will conduct phone and in person meetings to discuss the advantages of partnering up with NAFG, therefore generating more cross-promotion opportunities.

Members from government agencies are encouraged to go on the site to search for local body upfitting companies they are interested in working with. As a prerequisite in becoming a preferred vendor, they are required to advertise NAFG and the Sourcewell contract on their business website and refer their clients to purchase their cab/chassis needs through NAFG. This establishes a partnership that will generate increased sales all around. We are still currently building the website and interacting with body companies across the United States that would be interested in partnering up with NAFG.

36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Social media plays a crucial element in the way people communicate and connect with one another. LinkedIn is the go-to platform used by NAFG as it offers a variety of ways to expand our network by locating and connecting with relevant professionals in the industry. National Auto Fleet Group has utilized LinkedIn to engage current and potential members through personalized messages and posts. Personalized messages include thanking them for registering on site as well as directing them to our link to the website, LinkedIn, YouTube, Facebook and Instagram company pages. The goal is to unite with people already on our database as well as people that would benefit from our products and services. Current flyers or messages about our company are also posted on the LinkedIn site to generate and attract more business. Time is also spent on reading posts from connections and observe any needs that National Auto Fleet Group may assist with.</p> <p>National Auto Fleet Group has begun utilizing video marketing strategies to further promote and market products by engaging on social media channels and email flyers. Programs such as Vimeo, Video Scribe, Cartoon Animator, Adobe Animate, Illustrate, Captive, Photoshop and Movavi Video Editor Plus are employed to edit and create videos to assist in endorsing our company. The following videos were recently created by our marketing department along with outside video production companies:</p> <p>Explainer Video: The first video created was a 90 second explainer video about National Auto Fleet Group that used animated characters to visualize our products and services along with information on the Sourcewell awarded contract. The video has been incorporated into all our weekly email flyers and social media platforms as an informative video on our products and how to purchase vehicles off Sourcewell Government Contract.</p> <p>How To Videos: National Auto Fleet Group has also created step-by-step How-To videos on the process to purchase both Light Duty and Heavy-Duty vehicles off the contract.</p> <p>In Stock Vehicles: This video showcases our in-stock vehicles available and the process of requesting a quote.</p> <p>ETA Tracking System: This video was created to not only introduce but to encourage clients to self-track their vehicle status.</p> <p>Holiday Themed Videos: These amusing videos were created to celebrate the holidays and add humor and lightness to our company and products sold.</p> <p>Cross Promotion Video: This video markets our relationship with NCL Government Capital and Sourcewell to endorse EV vehicles.</p> <p>Videos for social media: Mini videos were created to advertise new vehicles available, pricing and cutoff date reminders.</p> <p>NAFG has recently introduced a newly built live chat feature on our website for customer convenience as well as improving customer service. Visitors have access to chat with a live sales representative 24 hours a day, 7 days a week. With this feature potential customers are provided with another avenue for assistance in addition to emailing and phone calls. The benefits of a live chat option include quicker response time to assist buyers in reaching a purchasing decision and answer their questions.</p> <p>Improving customer service will also lead to increased sales, customer loyalty and engagement. Many studies have shown a strong correlation between live chat and increase in conversion rates. Potential clients appreciate having their questions answered in real-time when trying to build a vehicle quote online and allowing the user to multi-task different projects.</p>
37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>Sourcewell's mission states: "Our commitment to service and exceeding client expectations." This statement integrates with our relationship marketing strategy with our commitment to go above and beyond for all our members. Sourcewell is a trusted brand that government entities can rely on to access a wide variety of products and services for their everyday needs. With over 40 years of partnerships and relationship building, they are the glue that connects government, education, and nonprofit agencies to companies of all sizes to offer turnkey solutions to their needs.</p> <p>Sourcewell is also a reliable resource for vendors by not only connecting with potential prospects but by providing valuable marketing materials readily available for download on their website. Resources and tools provided include flyers, vendor training videos along with compliance information.</p> <p>The Sourcewell brand integrates a thorough documentation review of all vendors prior to awarding their cooperative contracts to ensure products and services are from reputable vendors. The brand provides a sense of legitimacy of our company name and members recognize that products and services are from reliable sources that will meet their needs.</p> <p>Sourcewell's aim is to simplify the purchasing and procurement process of government entities by eliminating the costly bidding procedure. The process of researching the right vendor is not only stressful and time-consuming but can be expensive as well. Sourcewell has completed the bidding for government entities which simplifies the overall purchasing process by providing access to competitively bid contracts procured by a government agency.</p> <p>Sourcewell has provided NAFG with overwhelming opportunities to work with government agencies across the United States. The Sourcewell name represents a high standard of integrity and ethics which is a dynamic National Auto Fleet Group is proud to be part of. Sourcewell members have access to a contract that is more flexible than the standard bidding process. Sourcewell is an organization that aids government entities to stay competitive without the frustrations and issues involved with the traditional bidding process. This contract can be customized to meet the unique needs of each client. The sales team has incorporated not only this standard of integrity in their sales practice ensuring clients' purchasing needs will always be met. The cost savings and stress-free nature of the cooperative contracts favors that of the traditional bidding process. It enables vendors to work with qualifying government entities in a more efficient manner. We vow to maintain these levels of standards across the board throughout all departments within the company.</p>

38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Our website provides a hands-on empowering approach to ordering vehicles online. through many vehicles makes and models with the ability to customize a vehicle tailored to their specific needs of their agency. A personalized quote with pricing can be available in as little as 5 minutes depending on the complexity of the vehicle. If upfitting is needed, the buyer can list the details of the up-fit while building their vehicle on our website to receive a complete quote or a sales representative can be reached through phone, email or our new live chat feature built on our website.</p> <p>We have recently created and uploaded a "How-To Videos" section on the homepage of our website which highlights a step-by-step process on how to build an online quote. This informative video demonstrates how to navigate the website in how to generate a vehicle quote with or without upfitting options. It begins by explaining how to register on our website as a member and then details on how to select vehicle model and type and the factory options needed.</p> <p>Once a customized quote is built, clients have the option to finalize the sales transaction by submitting a purchase order to our sales team via email. This gives complete autonomy to the client to purchase vehicles without the need to speak to a sales rep. If assistance is needed, they can contact sales through email, live chat or phone.</p> <p>If assistance is required to build a quote, our sales rep is also available to walk a client through the e-procurement process step by step. This ensures someone is available to answer any questions if needed and empowering the client to make any future purchases on their own. Clients may also call or email the needs of the company and receive a customized vehicle quote.</p>	<p>9082022-12-07 p.591/706</p> <p>*</p>
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Table 8: Value-Added Attributes

Line Item	Question	Response *	
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	National Auto Fleet Group extends any and all product, equipment, maintenance and operating programs provided by the Manufacturer directly to Sourcewell participating entities during the quoting process. The manufacturer will provide quotes to the member based on the vehicles class and size, and geographic location. NAFG will always pass these quotes onto members and treat them like an upfit to the vehicle.	*
40	Describe any technological advances that your proposed products or services offer.	Technological accomplishments by Manufactures like Ford Motor Company and General Motors serve members by keeping many models available for members to choose from. Additionally, NAFG allows members the ability to choose to electrify their vehicle by opting into the Motive Power Systems we can still help supply this kind of an upfit. For more information, we have attached the product and pricing information within the "Upfits Available" and "All 15 Manufactures" ZIP files under the supporting documents portion of the application.	*
41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	. National Auto Fleet Group helped create the Climate Mayor Purchasing Collaborative by partnering with over 400 Mayors nationwide. This initiative was created for the benefit of members who wanted to create and sustain an all-electric fleet. We offer 100% purely electric vehicles your members to choose from. Some popular models include the Chevrolet Bolt, Ford Fusion, Ford Mustang Mach-E, as well as Ford's all electric F-150. We are confident that as more OEM's continue to manufacture new electric vehicles, we will provide them for members to select from. More information about this initiative can be found at www.Driveevfleet.org	*
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	NAFG has the California Air Resource Board (CARB) Certificate as well as the Ford Qualified Vehicle Modifier Certificate on file with some of our partner suppliers and upfitters hold these certifications and these certifications help illustrate how each vehicle conserves energy and remains energy efficient.	*
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	NAFG holds a current partnership with many suppliers some of which are veteran owed such as Pacific Truck Body located in CA. Our Ford, Chevrolet and Ram,Jeep,Dodge,Chrysler stores are jointly owned and operated by Minorities.	*
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	. National Auto Fleet Group was not only built on dedication and hard work, but also through quantifiable metrics that directly measure the results of our efforts to ensure real goals are being measured and met. Through measuring results, NAFG takes responsibility in ensuring we deliver only the best customer care to your members. NAFG offers members 24 hour website access to customer support to personally walk members through any questions they may have. No matter what the issue may be, we always think outside the box to help members find a solution.	*

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
45	Do your warranties cover all products, parts, and labor?	Each of the 15 manufactures we represent cover their own products, parts, and labor. All warranty information may be found in our attachments under the ZIP File "All 15 Manufactures".	*
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Prior to purchase, members should be aware of each manufacturer's restrictions. Such as improper use of the vehicle may result in disqualification of coverage under the OEM's warranty. An example of this may be an F-350 being used for a police related pursuit, which may void certain warranties. Although, we always welcome and encourage members to contact us for their particular warranty coverage.	*
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	In some cases, manufacturers will tow a member's vehicle to the nearest warranty repair facility in case of a breakdown and cover expenses, but prior approval is required.	*
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	This may vary from manufacturer to manufacturer. Thus, we encourage members to call in prior to purchase and inquire about their specific region and how their warranty repairs will be covered with their manufacturer.	*
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All warranties are typically passed on to the original equipment manufacturer and any upfit warranty will be passed on to the upfitter to perform.	*
50	What are your proposed exchange and return programs and policies?	If a member changes their mind, NAFG will quickly make every effort to change or cancel the order with the factory. However, once the manufacturer begins producing the vehicle, there are no changes, exchanges, or refunds available. The order is then deemed non-cancellable. This includes any upfit equipment an upfitter has ordered for the unit.	*
51	Describe any service contract options for the items included in your proposal.	NAFG offers any and all manufacturer service contracts for all members. There are several parameters in which a service contract may be customizable. These customized service contracts will be treated as add factory options and following the same discount schedule provided in the pricing file.	*

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
52	Describe any performance standards or guarantees that apply to your services	The only guarantee we can ever provide is the guarantee that we will treat and help every member that contacts with respect, integrity and professionalism.	*
53	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	NAFG and staff uphold high standards with how we provide service to the members, not only holding each other accountable but by embracing member feedback of how we can improve. Then we act upon it and implement improvements.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods?	Standard payment terms are Net 20, with a 10 – day grace period.	*
55	Describe any leasing or financing options available for use by educational or governmental entities.	. In order to provide leasing or financing options, NAFG has partnered with National Cooperative Leasing to offer leasing terms for Sourcewell members for all NAFG quotes under the Sourcewell contract. For further review, we have attached a PDF called "NCL Sample Lease" in the "Member Walk Through" Zip file.	*
56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	National Auto Fleet Group's transaction process (Purchase Order) is closely tracked, well documented, and neatly organized to monitor each transaction performed through our Sourcewell Contract. This way, NAFG may produce swift and accurate quarterly reporting.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, NAFG accepts up to \$2,500 per vehicle. However, any dollar amount higher than \$2,500 will require a P-card/ Credit Card transactional fee that would be passed onto the member	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	National Auto Fleet Group is offering Line-Item Discounts Off Manufacture Suggested Retail Price for 15 manufacturers that is detailed in the Price File. NAFG will also offer any Upfits to be added to any and all vehicles' that members wish to add. Details are located on the Price Summary Page in the Price File.	*
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	NAFG has an provided offerings from 15 Brands/OEMS and there respective percentage off vary and are detailed in the "Price File" zip Each Manufacture Range is detailed in the tabs below, here is an overview Chevrolet from -.077 to 24.45 % Ford Motor Company from -5.19 to 23.31 % GMC from 6.14 to 22.45 % Ram from 4.99 to 14.23 % Dodge from 3.09 to 9.96 % Jeep from 1.38 to 4.17 % Chrysler from 1.65 to 4.55 % Toyota from .03 to 8.98 % Honda from 1.34 to 4.9 % Nissan from -.085 to 14.61 % Buick from 2.36 to 6.08 Kia from .69 to 8.39 % BMW from 3.8 to 4.77 % Cadillac from 4.22 to 6.77 % Volkswagen from 2.17 to 2.46 %	*
60	Describe any quantity or volume discounts or rebate programs that you offer.	If clients are considering an order of 150 or more units, we encourage members to contact us for any additional discounted quotes.	*
61	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	"Open Market" products or "Sourced Goods" will be considered and treated as regular upfits. However, they may be quoted up to a 10% mark up, if applicable.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All considerations have already been taken into account in its entirety. The Price Summary Page and Price Table contained in the price file includes all considered costs. Although if a member requested a specialized quote for a unique situation that requires special training, direction, or installation, the additional costs would be added as a part of the upfit and then included inside the member's quote.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	All manufactures charge a standard "Factory Destination Charge". However, that is separate from the freight/destination cost that members may incur to ship a vehicle to and from an installer, if applicable. These subsequent locational movements may bare additional freight costs that will be outlined within the members quote for their review prior to purchase.	*
64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, shipping, and delivery terms among these regions sometimes carry additional logistical charges for added ferry, port and driver costs from both to and from the mainland. These added costs will be disclosed on the quote for members to review and approve prior to purchase.	*
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	National Auto Fleet Group already has a well-established Automobile Franchise Distribution Network that allows for swift and relatively seamless delivery to members and their end users.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	NAFG Strives to offer the best overall value to the member with each and every quote.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Sourcewell participating members are able to obtain proper pricing directly from our website, where they are able to use our user-friendly design to build and price their vehicles. The NAFG is updated daily to reflect updated manufacturer MSRP information. Our system will provide members with an accurate quote 99.99% of the time. In addition, NAFG has a stream line and organized process that calculates administrative fees and allows NAFG to give a turnaround time of 15 – 30 days for quarterly reports.
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	One of the internal metrics NAFG uses to track and measure success with the Sourcewell Contract is maintained through our website. Our website keeps a detailed log of quotes that members are generating. We oversee and keep track of how many quotes are being generated and which quotes are met with a purchase order. Every month we evaluate our sales indicators and closely monitor the volume and frequency of sales. One example is by evaluating which members are purchasing from our platform – new members or frequent members to ensure we are growing our member base. We use these metrics to measure our projected growth rate and work to exceed our expectations.
69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	NAFG will submit \$ 300 per vehicle purchased through NAFG and \$ 200 per vehicle purchased through our partner dealer Alan Jay Automotive. For the purpose of an admin fee there are no other partner dealer groups considered.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	NAFG has provided a "Model Roll Out" Charts in the "Price File" zip, but of the 15 manufacturers we represent, they have over 100 makes and models for members to choose from that range from Class 1-3 and supporting Class 4 Cab and Chassis trucks. NAFG's platforms can add any upfit of their choosing, ranging from toolboxes to Line Mechanic Bodies. Any and all upfits can be added to any one of our vehicles through one of our upfit partner suppliers or by an upfit supplier of the members choosing. NAFG and the supplier will work together to supply members with turnkey quotes.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	National Auto Fleet Group lists the makes and models of all 15 manufacturers we represent under the ZIP File "All 15 Manufactures". These 15 OEMs make up over 100 combined makes, models, and engine combinations for members to select from along with several subtitle "Upfits" detailed for members in the price file.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
72	Automobiles	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
73	Sport Utility Vehicles	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
74	Vans	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
75	Trucks	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
76	Vehicles described in Lines 72-75 above for Public Safety applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
77	Conventional internal combustion models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
78	Natural gas or propane autogas, hybrid, or alternative fuel models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models
79	Electric powered models	<input checked="" type="radio"/> Yes <input type="radio"/> No	15 Manufacturers totaling well above 700 makes and models

Table 15: Exceptions to Terms, Conditions, or Specifications Form

BOS2022-12-07 p.595/706

Line Item 80. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Pricing](#) - NAFG Price File for Bid 091521.zip - Monday September 13, 2021 19:29:27
 - [Financial Strength and Stability](#) - Market Success and Financial Stability.zip - Monday September 13, 2021 19:30:12
 - [Marketing Plan/Samples](#) - Marketing Plan Compressed.zip - Tuesday September 14, 2021 11:38:30
 - [WMBE/MBE/SBE or Related Certificates](#) - Insurance and Related Documents.zip - Tuesday September 14, 2021 11:40:18
 - [Warranty Information](#) - Warranties RFP 091521.zip - Tuesday September 14, 2021 11:40:36
 - [Standard Transaction Document Samples](#) - Standard Transaction.zip - Monday September 13, 2021 19:54:48
 - [Upload Additional Document](#) - ALL 15 Makes and Upfits.zip - Tuesday September 14, 2021 11:35:54

Addenda, Terms and Conditions**PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jesse Cooper, Fleet Manager, 72 Hour LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_6_Autos_SUVs_Vans_Trucks_RFP_091521 Wed September 8 2021 06:27 PM	<input checked="" type="checkbox"/>	1
Addendum_5_Autos_SUVs_Vans_Trucks_RFP_091521 Tue September 7 2021 07:28 PM	<input checked="" type="checkbox"/>	2
Addendum_4_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 26 2021 05:55 PM	<input checked="" type="checkbox"/>	1
Addendum_3_Autos_SUVs_Vans_Trucks_RFP_091521 Mon August 23 2021 09:47 AM	<input checked="" type="checkbox"/>	1
Addendum_2_Autos_SUVs_Vans_Trucks_RFP_091521 Sun August 8 2021 09:02 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 5 2021 03:58 PM	<input checked="" type="checkbox"/>	1



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 Office • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

National Auto Fleet Group contract #091521-NAF pricing utilizes a percentage off MSRP/List. National Auto Fleet Group offers pricing discounts ranging from 24.45% down to -5.19% across 15 manufacturers depending on the model. All vehicles can come with or without up-fitting from our national supplier or your local up fitter. Inquire within.

Pricing can be obtained using two methods:

1. Online ordering process using www.NationalAutoFleetGroup.com. Once the Sourcwell member registers on the NAFG website, they then can build the desired vehicle to their specifications. The member then builds the vehicle and obtains an online quote for that specific vehicle.
**Sourcwell pricing is built right into the NAFG site.*
2. The Sourcwell member can also reach out to National Auto Fleet Group directly (1-855-289-6572) to have an associate help guide your agency with the appropriate vehicles to fit your need.

Jesse Cooper

NationalAuto Fleet Group





National Auto Fleet Group

A Division of Chevrolet of Watsonville
 490 Auto Center Drive, Watsonville, CA 95076
 (855) 289-6572 • (831) 480-8497 Fax
 Fleet@NationalAutoFleetGroup.com

11/15/2022
 11/16/2022 Re-Configured

Quote ID: **22436 R1**

Order Cut Off Date: **12/16/2022**

Mr Donna Allen
 Fluvanna County
 132 Main St.
 Palmyra , Virginia, 22963
 Dear Donna Allen,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab 6.75' Box 160" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$71,225.00	\$68,040.94	4.470 %	\$3,184.06
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$68,040.94		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, -inc: manual push-button engine-exhaust braking, 190 Amp Alternator (Diesel), 34 Gallon Fuel Tank, GVWR: 11,200 lb Payload Package, 3.31 Axle Ratio, Dual AGM 68 AH Battery
TRANSMISSION	
Code	Description
44G	Transmission: TorqShift 10-Speed Automatic, -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road
WHEELS	
Code	Description
642	Wheels: 20" Dark Carbonized Gray Painted Aluminum, -inc: High-gloss, matte black hub/cover center ornament
TIRES	
Code	Description
TCW	Tires: LT275/65Rx20E BSW A/T (4), -inc: Spare may not be the same as road tire
PRIMARY PAINT	
Code	Description
Z1	Oxford White
AXLE RATIO	
Code	Description
X31	3.31 Axle Ratio
ADDITIONAL EQUIPMENT	
Code	Description
874	360-Degree Camera Package, -inc: trailer 360-degree camera compatibility and wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse sensing system w/reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL), 360-Degree Camera System, TBD camera views and picture and picture capability, BLIS w/Cross-Traffic Alert, trailer coverage
17S	STX Appearance Package, -inc: STX fender vent badge and upgraded interior door panels, Pre-Collision Assist, Automatic Emergency Braking (AEB) and forward collision warning, Tires: LT275/70Rx18E BSW A/T (4), Spare may not be the same as road tire, Body-Color Front Bumper, LED Box Lighting, LED Center High-Mounted Stop Lamp (CHMSL), Color-Coordinated Full Carpet w/Floor Mats, 360-Degree Camera Package, trailer 360-degree camera compatibility and wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse sensing system w/reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL), 360-Degree Camera System, TBD camera views and picture and picture capability, BLIS w/Cross-Traffic Alert, trailer coverage, Wheels: 18" Ebony Black Painted Aluminum, BoxLink, 4 premium locking cleats and interface brackets, Body-Color Rear Bumper, Automatic High Beam, LED Fog Lamps, LED reflector lamps, Painted Grille
41H	Engine Block Heater, -inc: grille cover
86M	Dual AGM 68 AH Battery
—	GVWR: 11,500 lb Payload Package w/6.7L
924	Privacy Glass
435	Power-Sliding Rear-Window w/Defrost
66L	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
76C	Exterior Backup Alarm (Pre-Installed)
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2023 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 4WD Crew Cab 6.75' Box 160" WB

WINDOW STICKER

2023 Ford Super Duty F-350 SRW XL 4WD Crew Cab 6.75' Box 160" WB

CODE	MODEL	MSRP
W3B	2023 Ford Super Duty F-350 SRW XL 4WD Crew Cab 6.75' Box 160" WB	\$51,620.00
OPTIONS		
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, -inc: manual push-button engine-exhaust braking, 190 Amp Alternator (Diesel), 34 Gallon Fuel Tank, GVWR: 11,200 lb Payload Package, 3.31 Axle Ratio, Dual AGM 68 AH Battery	\$9,995.00
44G	Transmission: TorqShift 10-Speed Automatic, -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road	\$0.00
642	Wheels: 20" Dark Carbonized Gray Painted Aluminum, -inc: High-gloss, matte black hub/cover center ornament	\$1,420.00
TCW	Tires: LT275/65Rx20E BSW A/T (4), -inc: Spare may not be the same as road tire	\$0.00
Z1	Oxford White	\$0.00
X31	3.31 Axle Ratio	INC
874	360-Degree Camera Package, -inc: trailer 360-degree camera compatibility and wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse sensing system w/reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL), 360-Degree Camera System, TBD camera views and picture and picture capability, BLIS w/Cross-Traffic Alert, trailer coverage	INC
17S	STX Appearance Package, -inc: STX fender vent badge and upgraded interior door panels, Pre-Collision Assist, Automatic Emergency Braking (AEB) and forward collision warning, Tires: LT275/70Rx18E BSW A/T (4), Spare may not be the same as road tire, Body-Color Front Bumper, LED Box Lighting, LED Center High-Mounted Stop Lamp (CHMSL), Color-Coordinated Full Carpet w/Floor Mats, 360-Degree Camera Package, trailer 360-degree camera compatibility and wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse sensing system w/reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL), 360-Degree Camera System, TBD camera views and picture and picture capability, BLIS w/Cross-Traffic Alert, trailer coverage, Wheels: 18" Ebony Black Painted Aluminum, BoxLink, 4 premium locking cleats and interface brackets, Body-Color Rear Bumper, Automatic High Beam, LED Fog Lamps, LED reflector lamps, Painted Grille	\$5,115.00
41H	Engine Block Heater, -inc: grille cover	\$100.00
86M	Dual AGM 68 AH Battery	INC
—	GVWR: 11,500 lb Payload Package w/6.7L	\$0.00
924	Privacy Glass	\$30.00
435	Power-Sliding Rear-Window w/Defrost	\$405.00
66L	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)	INC
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$595.00
76C	Exterior Backup Alarm (Pre-Installed)	\$150.00
610A	Order Code 610A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$69,430.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,795.00
TOTAL PRICE	\$71,225.00

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment**MECHANICAL**

Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Driver Selectable Mode, SelectShift Sequential Shift Control and Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
3820# Maximum Payload
GVWR: 10,600 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks

Boxside Steps
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Systems Monitor
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control

Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Dual Stage Driver And Passenger Front Airbags
Back-Up Camera

Exhibit 3 - Appendix I

COUNTY OF FLUVANNA

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

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

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

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

INTRODUCTION

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

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

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

conditions applicable to the procurement.

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

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

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

CONDITIONS OF BIDDING

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

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

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

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

9. WITHDRAWAL OF BIDS:

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

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

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

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

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

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

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

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

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

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

21. VIRGINIA FREEDOM OF INFORMATION ACT: As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

22. CONFLICT OF INTEREST: Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

SPECIFICATIONS

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

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

24. BRAND NAME OR EQUAL ITEMS: Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

25. FORMAL SPECIFICATIONS: When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

26. CONDITION OF ITEMS: Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

AWARD

27. RESPONSIBLE BIDDERS: In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

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

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

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

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

30. ANNOUNCEMENT OF AWARD: Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2nd Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

31. QUALIFICATIONS OF BIDDERS OR OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have

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

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

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

CONTRACT PROVISIONS

34. APPLICABLE LAW AND COURTS: Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

35. PROVISION AND OWNERSHIP OF INFORMATION: The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

36. DOCUMENTS: All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

37. CONFIDENTIALITY: Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

38. INDEPENDENT CONTRACTOR: The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

39. INSURANCE: The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

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

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

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

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

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

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

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

53. MODIFICATION:

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

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

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

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

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

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

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

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

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

59. COOPERATIVE PROCUREMENT: Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

60. AUDIT: The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

61. GUARANTIES AND WARRANTIES: All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

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

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

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

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

64. VIRGINIA STATE CORPORATION COMMISSION: Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

65. CLAIMS PROCEDURE:

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

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

DELIVERY

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

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

69. INSPECTIONS: The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

70. COMPLIANCE: Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.

71. POINT OF DESTINATION: All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.

72. REPLACEMENT: Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.

73. DAMAGES: Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

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

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

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

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

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

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

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB

MEETING DATE:	December 7, 2022				
AGENDA TITLE:	Public Hearing for Chapter 8 Fire Protection, Emergency Services, and Public Safety Adoption and Reenactment				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors adopt an ordinance to: (i) repeal Chapter 8 Fire Protection and Public Safety of the Fluvanna County Code, in its entirety; and (ii) adopt and reenact the proposed attached replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services, and Public Safety of the Fluvanna County Code, in its entirety.</p> <p><u>Motion #2:</u> I move the Board of Supervisors approve and adopt that Resolution of Fluvanna County entitled: "Establishment of Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 under the Re-enacted Chapter 8 Fire Protection, Emergency Services and Public Safety."</p> <p><u>Motion #3:</u> Pursuant to Fluvanna County Code Chapter 8 as re-enacted, I move the Board of Supervisors approve and adopt the attached proposed Fluvanna County Department of Emergency Services Standard Procedures SDP # 000 through and including SDP # 012.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X	X	X		
STAFF CONTACT(S):	Eric Dahl, County Administrator; and Debbie Smith, Emergency Management Coordinator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	None				
TIMING:	None				
DISCUSSION:	<p>The current Chapter 8 Fire Protection and Public Safety ordinance is being significantly revised to allow the County in the near future to establish a Fluvanna County Department of Emergency Services, which allows the County to hire employee's to provide EMS, and assist to augment the existing volunteer agencies providing EMS.</p> <p>The proposed re-enactment of Chapter 8: (i) will establish the Fluvanna County Department of Emergency Services and re-establish the System; (ii) name the Director of Emergency Management ("EMD") who is Eric Dahl, County Administrator, as the EMS Chief; (iii) modifies the Chapter and the Public Safety System to accommodate</p>				

	<p>the Department, changes in law and the establishment of the Department and the EMS Chief; and (iv) establishes the System Advisory Board.</p> <p>The repeal of existing Chapter 8, and the repeal and re-enactment of proposed attached replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services and Public Safety of the Fluvanna County Code, in its entirety, will require that the Board adopt a resolution to re-establish Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4. The fees proposed are the same as those previously set by the Board and made effective January 1, 2022.</p> <p>Pursuant to Virginia law and prudent practice, the EMS Chief is to establish policies for the Fluvanna County Department of Emergency Services. OEMS also requires the Fluvanna County Department of Emergency Services have many of these policies for permitting purposes. The policies presented are Standard Debarment Procedures:</p> <ul style="list-style-type: none"> • SDP # 000 – Policy Definitions and Interpretations • SDP # 001 – Vehicle Operations • SDP # 002 – Substance Abuse Policy • SDP # 003 – Background Check Policy • SDP # 004 – Exposure Control Plan • SDP # 005 – Tuberculosis Infection Control Plan • SDP # 006 – Fleet Plan • SDP # 007 – Personnel Reporting • SDP # 008 – Personnel Apparel, Gear & Appearance • SDP # 009 – Standards of Conduct • SDP # 010 – Incident Reporting • SDP # 011 – Patient Care Protocols • SDP # 012 – OIG’s List of Excluded Individuals and Entities
FISCAL IMPACT:	<p>Department structure options, position descriptions and associated costs with establishing a Fluvanna County Department of Emergency Services will be brought back to the Board of Supervisors on the December 21, 2022 meeting. At minimum, the County already has a little over \$1.0M built into the existing budget to cover start-up costs for the Department of Emergency Services.</p>
POLICY IMPACT:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	<ul style="list-style-type: none"> • Replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services, and Public Safety, in its entirety; • Resolution of Fluvanna County entitled: “Establishment of Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 under the Re-enacted Chapter 8 Fire Protection, Emergency Services and Public Safety”; and • Fluvanna County Standard Debarment Procedures: <ul style="list-style-type: none"> ○ SDP # 000 – Policy Definitions and Interpretations ○ SDP # 001 – Vehicle Operations ○ SDP # 002 – Substance Abuse Policy ○ SDP # 003 – Background check Policy ○ SDP # 004 – Exposure Control Plan ○ SDP # 005 – Tuberculosis Infection Control Plan

	<ul style="list-style-type: none"> ○ SDP # 006 – Fleet Plan ○ SDP # 007 – Personnel Reporting ○ SDP # 008 – Personnel Apparel, Gear & Appearance ○ SDP # 009 – Standards of Conduct ○ SDP # 010 – Incident Reporting ○ SDP # 011 – Patient Care Protocols ○ SDP # 012 – OIG’s List of Excluded Individuals and Entities 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X		X	X



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 21-2022

A RESOLUTION FOR THE ESTABLISHMENT OF FEES FOR EMERGENCY MEDICAL SERVICES VEHICLE TRANSPORTS UNDER FLUVANNA COUNTY CODE SECTION 8-16-4 UNDER THE RE-ENACTED CHAPTER 8 FIRE PROTECTION, EMERGENCY SERVICES AND PUBLIC SAFETY

WHEREAS, on December 7, 2022, the Board of Supervisors of Fluvanna County (the "Board") repealed Chapter 8 Fire Protection and Public Safety of the Fluvanna County Code, in its entirety; and (ii) adopted and reenacted a replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services and Public Safety of the Fluvanna County Code, in its entirety;

WHEREAS, under the reenacted Fluvanna County Code Section 8-16-4, the Board by resolution shall establish fees for emergency medical services vehicle transports;

WHEREAS, prior to the adoption and reenactment of the replacement ordinance a similar section also required that the Board establish such for emergency medical services vehicle transports and the most recent fees adopted by the Board were effective January 1, 2022, and were set at:

Schedule of Fees:

Current Fees (125% of Medicare Allowable Charges):

- *Basic Life Support (BLS):* \$ 501.48
- *Advanced Life Support 1 (ALS1):* \$ 595.50
- *Advanced Life Support 2 (ALS2):* \$ 861.91
- *Mileage (All Service Levels):* \$ 15.19 per loaded mile;

WHEREAS, the Board desires to adopt fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 consistent with those effective January 1, 2022 as set forth above;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby incorporates the recitation set forth above, and approves and adopts the above Schedule of Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 consistent with those previously in effect as of January 1, 2022; and

BE IT FURTHER RESOLVED that the Fluvanna County's Board hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Schedule of Fees and to develop any specific procedures as applicable and appropriate for Fluvanna County, provided that such specific procedures are consistent with the terms and conditions of the Fluvanna County Code and the Schedule of Fees; and

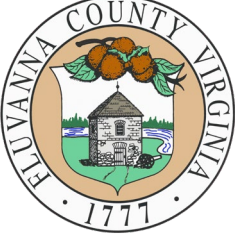
BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 7th day of December, 2022, by the following vote:

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

Attest:

John M. Sheridan, Chair
Fluvanna County Board of Supervisors

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy: Policy Definitions and Interpretation	SDP # 000
	Scope: Operations	P a g e 1
	Authority: Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

Purpose:

This policy SDP#000 establishes definitions and interpretations which control and are used throughout the Fluvanna County Department of Emergency Services Standard Procedures, referred to in Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety as the Department Policies.

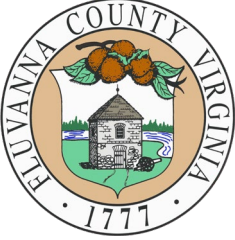
Authority:

The following definitions are used throughout these procedures and are adopted in accordance with Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety, accepted standards put forth in the Virginia Emergency Medical Services Regulations and other applicable law.

Definitions and Interpretations:

Those terms defined in Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety, Section 8-1, shall have the same meaning when used in these Fluvanna County Department of Emergency Services Standard Procedures, (the "Policies"), unless the context requires otherwise. As used herein "Members of the Department" includes both Department employees and County Volunteers. Per Section 8-1 of the Fluvanna County Code "County Volunteers" are not the same as, and are distinct from, the Agency Volunteers and the Volunteer Agencies.

These Policies are adopted in accordance with Chapter 8 of the Fluvanna County Code and applicable State law. Any reference to Fluvanna County Code, Virginia Code or other applicable law herein refers to and incorporates by reference the current adopted ordinance, law or statute as such may be amended or replaced by any ordinance or statute dealing with the same or similar subject. This Policy is meant to confirm and comply in every respect with the Fluvanna County Code and Virginia law and with all other applicable laws, regulations, ordinances and rules and if these Policies conflict in any way with the same, then such conflicting provision of these Policies shall be considered to be automatically amended, without action by the County or EMS Chief to conform to the applicable law, regulation, ordinance or rule.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Vehicle Operations
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 001
		Page 1
		Effective Date:

Purpose:

This policy SDP#001 establishes guidelines of the Fluvanna County Department of Emergency Services (the "Department") for the operation of vehicles owned and/or maintained by the Department for use by the Fluvanna County Coordinated Fire and Rescue System (the "System"). The Department and the Volunteer Agencies utilize the System fleet of vehicles as essential resources for the Members to provide safe and efficient quality services to its customers and the public. It is the objective of the Department and System to provide appropriate vehicles, training, and supervision for personnel who operate System vehicles. The EMS Chief and each Volunteer Agency chief, respectively, is expected to implement and enforce appropriate vehicle policies and equipment policies. This policy is the Vehicle Operations Policy of the Department and all Members of the Department must comply with the provisions of this policy.

The EMS Chief and the EMC shall be responsible for implementing and enforcing this policy for the Members of the Department including Department employees and County Volunteers.

The operation of motor vehicles has a great risk of fatal or serious injuries to Members and the public. In addition to the personal safety and liability risks, there is also potential property loss and damage to vehicles and equipment. The EMS Chief and EMC recognize these areas of exposure and will be committed to provide direction in the communication, education, and enforcement of this policy.

Authority:

The following procedures are adopted in accordance with Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety, accepted standards put forth in the Virginia Emergency Medical Services Regulations and other applicable law.

Violation of any of the below, the finding of any form of inappropriate or unsafe operations of any EMS Vehicle or other vehicle used by the System, or any moving violation charge during the operation of a vehicle that is a part of the System or owned by the Department may result in disciplinary actions, suspension, termination, driver penalties and/or other actions by the Department.

Procedure:

- 1) All Members being a part of the Department will:
 - A. Have a valid driver's license in the state of which they reside with no restrictions in Virginia or any neighboring state.
 - B. Have and maintain a satisfactory driving record. A satisfactory driving record is one that has:
 - i) -4 or fewer demerit points

POLICY: Vehicle Operations	SDP # 001	Page 2
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- ii) No DWI/DUI convictions within the last three (3) years
- iii) At least three (3) years of continuously valid licensing, and
- iv) An overall pattern of safe vehicle operation and driving habits

The EMS Chief or his designee will confirm every Department operator's driving history prior to being permitted to operate any vehicle which is a part of the System or owned by the County. The operator's driving history will also be periodically reviewed by the EMS Chief, or his or her designee, throughout the Member's affiliation.

- 2) Members with the credentials listed above must have approval prior to driving a Department-owned or any System vehicle (for the Department, the EMS Chief or his designee shall approve all drivers). All approved Members of the Department will successfully complete an approved driver release program.
- 3) All Members of the Department being approved operators for EMS vehicles or other vehicles being a part of the System are to notify the EMS Chief, prior to the next time the Member reports to duty, and in any event within 3 days of any moving violation while operating a motor vehicle while off duty. Final court disposition shall also be reported within 10 calendar days of the date of any conviction. If appropriate based on the violation or conviction, the EMS Chief shall revoke or suspend such Member's privileges to operate EMS vehicles, or any vehicles used in the System pursuant to this Policy.
- 4) Any Member of the Department may report a violation of this Policy directly to the EMS Chief.

Operation of Vehicles:

- 1) All System vehicles (including EMS Vehicles, Ambulances, County-owned vehicles and other vehicles which are a part of the System) and related apparatus and equipment, must be operated in compliance with Fluvanna County Code and applicable State law at all times.
- 2) When responding to an emergency scene, System vehicles shall respond in accordance with the local emergency operations plan.
- 3) When transporting to the hospital, the attendant in-charge should determine based on patient's condition whether the response should be emergency (with lights and/or siren) or non-emergency.
- 4) All front seat occupants in the vehicle will wear seat belts at all times while the vehicle is in motion. Other occupants should wear seat belts when practical.
- 5) All loose items being hauled in the passenger compartment of a vehicle will be stored or secured in a manner to prevent them from becoming projectiles in the event of an accident, or from interfering with the operation of the vehicle.
- 6) It is the responsibility of the vehicle driver to make a walk around inspection of a vehicle prior to operation to check for obvious concerns such as low tires, fluid leaks, broken lights or mirrors etc.
- 7) It is the responsibility of the vehicle operator to report any safety or operational issues associated with a vehicle through completion of the vehicle inspection. No vehicle should be operated with a known safety defect until appropriate repairs are completed.
- 8) Drivers shall exercise added caution when driving through residential and school zones, over-taking pedestrians and children or persons on bicycles/roller blades/skateboards etc. or when passing playground areas.
- 9) It is the responsibility of the driver to ensure all materials (stretcher, defibrillator, backboards etc.) are safely secured for travel.

POLICY: Vehicle Operations	SDP # 001	Page 3
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- 10) When stopping on the road becomes necessary, appropriate warning devices shall be used including emergency lights, flares, safety cones or reflective triangles to provide adequate warning.
- 11) Any incident that results in a vehicle operator being charged with any motor vehicle violation, any property damage, or personal injury as a result of the vehicle operation while on duty must be reported to the EMS Chief immediately.
- 12) Whenever any System vehicle is being backed up, there shall be at ALL times, at least one member acting as a spotter to ensure backing the unit safely. The vehicle operator must back slowly and watch both side mirrors.

Driving Record Review Procedures:

- 1) The County may perform random DMV driving record checks of any Member who released to drive a County-owned vehicle.
- 2) After any incident in a County-owned vehicle, the County can recheck the driver's record.

Prohibited Actions during operation of Fluvanna County-Owned or System vehicles:

- 1) The consumption of alcoholic beverages, marijuana, or use of illegal drugs is prohibited while on duty or while driving System vehicles.
- 2) No person using prescription or non-prescription medications that impair their driving ability shall operate System vehicles.
- 3) Texting or emailing (defined as using any handheld personal communication device to manually enter multiple letters or numbers or to read a text message) is prohibited. Hands free calling is permitted in emergency circumstances for a proper Departmental purpose.
- 4) Tobacco use, of any kind, is prohibited in any Virginia Department of Health, Office of Emergency Medical Services (OEMS) permitted transport vehicle.

Accident/Violation Reporting Procedures:

- 1) In the event a Member of the Department is involved in an accident while on duty or in a vehicle being a part of the System, such Member (if physically able) shall immediately contact the EMS Chief. In addition, the accident is to be reported immediately to law enforcement for investigation.
- 2) Any Member involved in an accident involving a motor vehicle shall submit to a post-accident drug screen and blood/breath alcohol test. This testing is required as soon as possible after the accident.
- 3) Information concerning the accident, including information about other drivers involved, should be forwarded as soon as possible to the EMS Chief, for insurance filing and other proper purposes. (Whenever possible a copy of the investigating officer's report should be obtained).
- 4) Members involved in an accident should not enter into any confrontation with anyone involved, not admit fault or promise settlement, and should not discuss the accident facts with anyone except the EMS Chief, EMC, the County Administrator, or applicable designee, or law enforcement personnel conducting the investigation.
- 5) All citations or summons issued to Members of the Department associated with the operation of any County-owned vehicle or System vehicle is to be reported immediately to the EMS Chief.

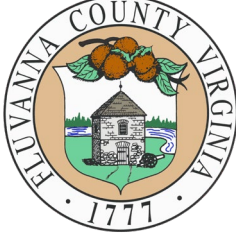
POLICY: Vehicle Operations	SDP # 001	Page 4
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Driver Training Requirements:

- 1) All Members or other personnel who operate a System-owned OEMS permitted vehicle, such as an Ambulance, etc., must provide evidence of completion of an appropriate OEMS approved Emergency Vehicle Operator's Course (EVOC) (certification graded by vehicle weight).
- 2) All Members will receive annual training, which may include actual driving observation by the EMS Chief, or the applicable Volunteer Agency Chief, or either's designee, a review of this written policy, or other refresher training.
- 3) Any new Member of the Department will be required to review this written policy prior to the operation of County-owned vehicles or EMS Vehicles used in the System.
- 4) Additional training may be conducted on an "as needed basis" for any Member who has demonstrated a pattern of unacceptable driving performance, as determined by the EMS Chief and/or the applicable Volunteer Agency chief.

Disciplinary Action:

- 1) Any Member of the Department who has a combination of two moving violation convictions and/or chargeable accidents in a 36-month period will be issued a warning letter from the EMS Chief.
- 2) Any individual who has one (1) 6-point moving violation or a combination of three (3) other moving violation convictions and/or chargeable accidents in a 36-month period will be suspended from driving all System vehicles until a satisfactory driving record is obtained as defined in Section 1B of this Policy by the EMS Chief. In addition, the individual would be required to be re-released by the EMS Chief to operate emergency vehicles.
- 3) Nothing in this policy shall reduce the authority of the EMS Chief to provide greater disciplinary measures including the loss of driving privileges, suspension or termination.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES		
	Policy:	Substance Abuse Policy	SDP # 002
	Scope:	Operations	Page 1
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

Purpose:

This policy SDP#002 establishes guidelines for a safe and drug-free environment by prohibiting specific behaviors and by instituting an alcohol, marijuana, and drug testing program for all Members of the Department or persons who perform safety-sensitive functions for the County. The policy will establish guidelines for all Members of the Department and all contractors of the County working with the System.

Authority:

The following procedures are adopted in accordance with Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety, accepted standards put forth in the Virginia Emergency Medical Services Regulations and other applicable law.

Violation of any of the below, the finding that any Member of the Department was under the influence of any drugs or intoxicating substances that impair their ability to provide patient care or operate a motor vehicle while on duty or when responding or assisting in the care of a patient may result in disciplinary actions, suspension, termination, driver penalties and/or other actions.

In accordance with 12VAC5-31-940 (Drugs and substance abuse), Members and contractors of the Department may not be under the influence of any drugs or intoxicating substances that impair their ability to provide patient care or operate a motor vehicle while on duty or when responding or assisting in the care of a patient. In addition, the Department shall have a drug and substance abuse policy which includes a process for testing for drugs or intoxicating substances. The EMS Chief and the EMC shall be responsible for implementing and enforcing this policy.

Definitions:

- 1) **Alcohol-** Any substance that may be consumed and contains ethanol.
- 2) **Controlled Substance (referred to herein as “Drug” or “Drugs”)-** As listed in Schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C section 812; 21 C.F.R part 1308 [1989]) or in Schedules I through VI of the Drug Control Act of 1970 (VA Code Sections 54.1-3400, 54.1-3446, 54.1-3448, 54.1-3450, 54.1-3452, and 54.1-3456), as such may be amended, modified, replaced, or readopted from time to time.
- 3) **Drug Paraphernalia-** Any article or equipment intended to be used to administer or consume drugs.

POLICY: Substance Abuse Policy	SDP # 002	Page 2
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- 4) **On-Duty-** Anytime a Member of the Department or contractor for the County is on-duty/on-call or engaged in a safety-sensitive function.
- 5) **Marijuana-** as defined by Virginia Code Section 18.2-247.
- 6) **Safety-Sensitive Functions-** A broad term that applies to all activities encountered in the mitigation of emergency incidents that include but are not limited to: fire suppression, EMS delivery, training activities, customer assistance, duty crew assignment, home response, operation of vehicles and equipment, maintenance of System vehicles and equipment, public education programs, public services and other activities that involve the System, System Resources or equipment, EMS Vehicles, or public trust or present a safety risk.
- 7) **Reasonable Suspicion-** A belief based upon objective, articulable facts and reasonable inferences drawn from those facts that a person has engaged or is engaging in the conduct prohibited by this policy.
- 8) **VAC-** Virginia Administrative Code.

Policy: It is the policy of the Department that all Members and personnel will be free from the effects of drugs and alcohol while performing safety-sensitive functions, while on-duty, while performing any Department activity, or while using any System apparatus, equipment or vehicle.

Prohibited Conduct:

- 1) The possession, consumption or distribution of Marijuana or alcohol on duty.
- 2) Having a detectable blood alcohol level of 0.01 percent or higher while on duty.
- 3) Operating any EMS Vehicle while under the influence of alcohol, Marijuana, drugs, or other intoxicating substances that impair ability to drive.
- 4) Engaging in any safety-sensitive function or System activity while under the influence of alcohol, Marijuana, drugs, or other intoxicating substances that impair the Member's ability to perform or assist a patient.
- 5) The unlawful purchase, sale, trade, use, possession, or distribution of a controlled substance.
- 6) The unlawful purchase, sale, trade, use, possession or distribution of drug paraphernalia.
- 7) Refusal to comply with any portion of the detection/testing requirements of this policy.
- 8) Attempts to alter or substitute any specimen provided in compliance with the detection/testing requirements of this policy.

Affected Members:

- 1) Applicants for membership with the Department who intend to perform safety-sensitive functions shall be tested for drug or other intoxicating substance use as part of the selection/approval process. Testing will be performed within 30 days of affiliation with the Department.
- 2) All Members of the Department shall be subject to alcohol, other intoxicating substance, and drug testing as required by this policy to include marijuana, PCP, barbiturates, benzodiazepines, cocaine, opiates, blood alcohol and breath alcohol.

Frequency of Testing:

POLICY: Substance Abuse Policy	SDP # 002	Page 3
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- 1) All affected applicants for membership shall be subject to drug testing (as used herein includes testing for Marijuana) as part of their entrance selection process within 30 days of affiliation with the Department.
- 2) Any affected Member may be ordered to submit to a drug and/or alcohol test for reasonable suspicion of being under the influence or for having Marijuana, alcohol, or any drug on their person while on-duty.
- 3) Any affected Member involved in an accident shall submit to a drug and/or alcohol test:
 - If the accident results in death, bodily injury or property damage that appears to exceed \$500.00;
 - If determined to be at fault by law enforcement on the scene (law enforcement must be called to the scene of all accidents involving System vehicles or which involve on-duty Members of the Department);
 - If anyone involved in the accident is transported to the hospital or was injured;
 - If one or more of the vehicles involved in the accident are towed from the scene of the accident; or
 - If directed to do so by the EMS Chief upon a determination of reasonable suspicion.

Procedure: The collecting and testing of samples will be conducted under the following guidelines:

1. Drug screening during normal business hours. Testing will usually be conducted by MedExpress Urgent Care, located at 260 Pantops Center, Charlottesville, Virginia 22911. If this facility is not available, a secondary facility may be utilized.
2. Drug screening after business hours. Testing will usually be conducted by Sentara Martha Jefferson Emergency Department, located at 3263 Proffit Road, Charlottesville, Virginia 22911. If this facility is not available, a secondary facility may be utilized.
3. Drug screening will consist of urinalysis testing utilizing EMIT method for initial testing.
4. The individual to be tested will provide two urine samples in accordance with the instructions provided by the testing facility. The testing facility will ensure the individual does not have access to foreign substances that could be used to taint or alter the specimen.
5. At the time of the urine sample collection, the involved Member will complete any applicable forms required by the testing facility.
6. Notwithstanding the foregoing, nothing herein requires any Member to provide any protected health information not subject to disclosure under applicable law.

Drug Screening Results:

1. Drug screening results will be provided to the EMS Chief. These test results will be considered confidential and dissemination of said information will be limited to those designated by the EMS Chief. (Members will have access to their individual test results).
2. The EMS Chief will maintain a record of drug screening results in a confidential and secured file.
3. In the case of a positive test reading (one where the presence of illegal drugs is detected), the EMS Chief shall direct the sample testing positive be tested again utilizing the EMIT method.

POLICY: Substance Abuse Policy	SDP # 002	Page 4
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4. The second test will be conducted by the facility that originally performed the test. If the second test results in a positive reading (one where the presence of illegal drugs is detected), the results of the two drug screenings will be deemed as reasonable suspicion to order a confirmation test for the Member involved.
5. The involved Member with a positive test result of the second test will have the right to send a second sample (which was taken at the same time as the tested sample) to a laboratory of their choice for independent testing. The Member shall notify the EMS Chief in writing of his request to have a second sample tested within ten days of being notified of positive specimen results. Laboratories must be certified by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA).

Confirmation Test:

1. The EMS Chief will authorize all confirmation testing.
2. Once the EMS Chief orders a confirmation test, the appropriate Department designee will coordinate the process.
3. The confirmation testing will involve urinalysis testing, utilizing the GC/MS method and/or a hair sample analysis.
4. Confirmation testing will be conducted by independent private laboratories certified by the U.S. Department of Health and Human Services (SAMHSA).
5. The Member requiring confirmation testing will be ordered to give samples as needed. Confirmation testing via urine sample collection may be observed by the most appropriate licensed health care professional.
6. The collection facility will deliver the samples for confirmation testing to the designated laboratory for GC/MS analysis. Laboratory test results will be returned to the EMS Chief who may seek the guidance of a licensed physical or other medical review officer for assistance in interpreting such results. If such assistance is required, the name of the Member will be redacted from the report prior to being provided to any third party for review and interpretation.
7. Members testing positive by means of the confirmation test will be placed on administrative leave or will be suspended if are a County Volunteer. All positive tests will result in appropriate follow-up action up to and including suspension and termination.

Alcohol Related Testing:

1. When there is a reasonable suspicion that a Member of the Department is under the influence, or may have alcohol on their person while on duty, that Member will be required to submit to a blood test or a breathalyzer test to determine the presence of alcohol in their blood. Random screenings will not be conducted for alcohol use.
2. The EMS Chief shall be notified; and, alcohol related testing shall be conducted and documented for the Member of the Department.
3. Members directed to submit to a blood or breathalyzer test must be informed of the facts giving rise to a reasonable suspicion for which the test is being directed.
4. All positive tests will result in appropriate follow-up action up to and including suspension or termination.

POLICY: Substance Abuse Policy	SDP # 002	Page 5
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Notifications to Members Who Are to be Screened for Drugs or Alcohol:

1. Members who are ordered by the EMS Chief to provide a sample of their urine, blood, breath, or hair for screening purposes under this Policy shall report to the designated location on the date and time specified by the order.
2. All persons required to submit to substance abuse testing shall be escorted by their Chief, or designee, to and from the testing site.
3. Members who miss an appointment for any testing pursuant to this Policy without proof of good cause shown, as determined by the EMS Chief in his reasonable judgment, shall be immediately suspended or placed on administrative leave, as applicable. Such Members shall be subject to appropriate follow-up action up to and including suspension or termination.

Random Screening:


1. The EMS Chief or his designee shall, through random computer selection, identify Members for drug or other intoxicating substance screening as often as deemed appropriate.
2. The EMS Chief will schedule and notify Members for random drug testing.
3. The EMS Chief, or his designee, shall confirm with the collection facility that Members have kept scheduled appointments. The EMS Chief will be notified when appointments are not kept.
4. The EMS Chief shall keep appropriate records concerning selection, notification, scheduling, and results for all testing consistent with and as permitted by applicable law.
5. Confirmed positive test results will result in appropriate follow-up which could include suspension or termination.

Rehabilitation: Substance abuse is a problem that can often be effectively treated. Members of the Department who may be suffering from any type of problem, including drug or alcohol related problems, are encouraged to voluntarily seek diagnostic counseling and treatment services.

Due Process: Any complaint of alcohol, Marijuana, or drug use by Members or any Member testing positive, as outlined in this procedure, will result in an investigation by the EMS Chief and if applicable, the appropriate Volunteer Agency chief. All disciplinary actions taken will be administered in accordance with Chapter 8 of the Fluvanna County Code, applicable law, these Policies, and as applicable Department policies or Volunteer Agency by-laws, respectively. A Member found to be engaging in conduct prohibited by this Policy may be disciplined, suspended or terminated in accordance with this Policy.

Reasonable Accommodation: Notwithstanding any other provision of this Policy, Members of the Department must notify the EMS Chief of a request for a reasonable accommodation if a Member is taking prescription drugs or over-the-counter medications, including under Virginia Code 40.1—27.4, for a disability or health issue that may impair their ability to perform the essential duties of their position. In such event, to the extent practicable under the circumstances, the EMS Chief will work with the Member to provide a reasonable accommodation to the Member that will still comply with the goals of safety for the System, its Members, and the public.

POLICY: Substance Abuse Policy**SDP # 002****P a g e | 6**

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Background Check Policy
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7 and 12
		SDP # 003
		Page 1
		Effective Date:

Purpose:

This Department policy will establish guidelines for background checks on all Members, including all employees and volunteers that apply to the Department.

Authority:


The Code of Virginia § 32.1-111.5(E) requires each person who, on or after July 1, 2013, applies to be a volunteer with or employee of an emergency medical services agency to submit fingerprints and provide personal descriptive information to be forwarded along with his fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation, for the purpose of obtaining his criminal history record information. See also Code of Virginia § 27-6.2 related to fingerprinting of members of Fire Companies.

Requirements:

As required by applicable law and Fluvanna County Code 8-12, Members will submit their background check /fingerprinting through the Virginia Office of Emergency Medical Services (OEMS) website.

The OEMS will issue a determination of eligibility to the Department. The Department will maintain in each person's personnel file ("personnel" for this purpose includes any employee or volunteer being a part of the System, including, without limitation, volunteers of the Volunteer Agencies) a record of the OEMS determination of eligibility status and verification of the criminal background check, as required by Virginia Emergency Medical Services Regulations Chapter 31 Section 540 Personnel Records (12VAC5-31-540).

The criteria for disqualifying offenses are set out in Virginia Emergency Medical Services Regulations Chapter 31 Section 910 Criminal or Enforcement History (12VAC5-31-910).

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES		
	Policy:	Exposure Control Plan	SDP # 004
	Scope:	Safety	P a g e 1
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

Introduction:

The presence of pathogens (diseases) in blood or other body fluids is a hazard that all emergency services personnel must face. However, there are ways to control these hazards. This plan has been developed to give the emergency care provider guidance in the prevention of the transmission of bloodborne diseases from the patient to the caregiver.

Following this plan can protect emergency responders from a gambit of diseases that can be transmitted by contact with blood or body fluids. However, it cannot protect anyone if the steps of this plan are not followed. It is ultimately the provider's responsibility to ensure his/her own personal safety, but other Members, EMS providers, incident commanders, and other agency leaders including the EMS Chief, each Agency Chief, and EMC must take an active role in the safety of personnel. This roll may be put into use on the emergency scene, in the training room or in a meeting room.

This plan is also intended to comply with 29 CFR 1910.1030, the federal regulations dealing with blood borne pathogens.

Purpose:

This policy SDP#004 establishes an Exposure Control Plan ("ECP") for all Members of the Department and for any contractors of the County working with the System. The Department and System are committed to providing a safe and healthful work environment for all System Members. All Members of the Department and contractors working with the System are required to follow this Policy. The EMS Chief and EMC will promote and enforce this policy. This ECP has the following additional purposes:

1. To provide the Members of the Department with the safest environment in which to work, with the best possible protection against communicable diseases. This policy was developed to give guidance to the providers in the field. Members and contractors must follow this policy at all times to prevent the spread of infectious and communicable disease.
2. In order to protect and inform Members of the Department, this procedure has been developed to outline the steps needed to ensure prompt notification and investigation of any exposure to blood or other potentially infectious material.
3. Protect patients from the potential infection with a communicable disease.

Authority:

POLICY: Exposure Control Plan	SDP # 004	PAGE 2
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This ECP is adopted in accordance with Fluvanna County Code, Chapter 8, Fire Protection, Emergency Services and Public Safety, accepted standards put forth in the Virginia Emergency Medical Services Regulations and other applicable law.

In pursuit of the purpose set forth above, the following ECP is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens".

The ECP is a key document to assist our organization in implementing and ensuring compliance with this standard, thereby protecting all Members of the Department. All Members and contractors working with the Department must be familiar with this ECP.

This ECP includes:

- Determination of exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

The Infection Control Officer (ICO) is responsible for implementation of the ECP. In coordination with the EMS Chief, the ICO will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. The review and update shall reflect changes in technology that eliminate or reduce exposure risk and shall document the consideration and implementation of appropriate, effective, safer and commercially available medical devices.

The ICO is the designated person who investigates exposure incidents when they occur. The ICO is also a liaison between the exposed person(s), the Department, and the hospital that received the patient involved. The ICO shall be responsible for notifying possibly exposed Members and providers of any investigation into an exposure to another potentially infectious material.

The ICO shall manage the Hepatitis, Tuberculosis, Coronavirus and Influenza vaccination programs.

The ICO is the Emergency Management Coordinator, Debbie Smith, *who can be reached at 434-591-1927, or by email at: dsmith@fluvannacounty.org.*

Those Members of the Department, and contractors working with the System, who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Department will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The ICO in coordination with the EMS Chief will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

POLICY: Exposure Control Plan	SDP # 004	PAGE 3
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The ICO in coordination with the EMS Chief will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate health and OSHA records are maintained.

The ICO in coordination with the EMS Chief will be responsible for training, for documentation of training, and for making the written ECP available to Members, OSHA, and National Institute for Occupational Safety and Health (NIOSH) representatives.

DEFINITIONS

AIDS (Acquired Immune Deficiency Syndrome) means a disease in which the infected person's immune system is badly impaired or dysfunctional. As a result, these patients fall prey to a variety of infections. It is generally accepted that the Human Immunodeficiency Virus (HIV) causes AIDS. Intimate sexual contact and contaminated blood products transmit HIV.

Body Fluids means fluids that make up the body. They include blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, breast milk, saliva, etc.

Communicable Disease means a disease that can be transmitted from one person to another.

Coronavirus Disease 2019 (COVID-19) means an infectious disease caused by the novel coronavirus, SARS-CoV-2, which appeared in late 2019. It is predominantly a respiratory illness that can affect other organs. People with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms may include fever or chills; cough; shortness of breath; fatigue; muscle and body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.

Disinfect means a procedure that inactivates all recognized disease producing organisms, but not necessarily all organisms on equipment.

Engineering Control means controls (e.g., sharps disposal containers, self-sheathing needles, or safer medical devices such as needleless systems) that isolate or remove the bloodborne pathogens hazards from the workplace.

Exposure means an exposure has occurred when blood or other potentially infectious material come in contact with the eyes, mouth, other mucosal membrane, non-intact skin or parenteral contact such as a needle stick or open wound sustained while cleaning contaminated equipment.

Hepatitis A means a viral infection that affects the liver. The effects of the disease are generally mild with symptoms such as fever, malaise, anorexia, nausea, and abdominal discomfort. This type of hepatitis is frequently transmitted through day care centers and institutions through contaminated water, fecal matter, undercooked seafood and meats.

Hepatitis B means a viral infection that affects the liver. The effect on the liver can range from mild, even apparent, to severe or fatal. Blood and bodily fluids, dirty IV needles and saliva transmit Hepatitis B.

Human Immunodeficiency Virus (HIV) means the virus that causes AIDS.

Influenza (Flu) means a highly contagious viral infection of the respiratory passages causing fever severe aching, and catarrh (excessive discharge or buildup of mucus in the nose and throat), and often occurring in epidemics.

POLICY: Exposure Control Plan	SDP # 004	PAGE 4
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Methicillin-Resistant Staphylococcus Aureus (MRSA) means any of several strains of a bacterium that are resistant to methicillin and related antibiotics and may cause usually mild infections of the skin or sometimes more severe infections (as of the blood or lungs) especially in hospitalized or immunocompromised individuals.

Mucous Membrane means the moist layer of tissue that lines the mouth, eyes, nostrils, vagina, anus, or urethra.

Non-Intact Skin means skin with lacerations, abrasions, rashes, or eruptions that would allow a break in the protective layer of the skin.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Material (OPIM) means human body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva or any other body fluid, part, tissue, or organ that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ from a human body.

Pathogens mean a substance that causes disease.

Parenteral means an exposure as a result of piercing the skin.

Regulated Waste (also referred to as Infectious Waste) means waste products that present a potential exposure hazard by accidental injection or by improper handling; liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; bandages; IV needles; contaminated sharps; and other disposables or pathological and microbiological wastes containing blood or other potentially infectious materials.

Universal Precautions is an approach to infection control. According to the concept of universal precautions, all bodily fluids, including, but not limited to, blood, urine, cerebrospinal fluid, and vomit are handled in such a manner as to prevent the spread of infectious disease. These substances are handled the same way whether they carry disease or not, because on the scene of an emergency call, there is no way to determine if the patient has a communicable disease. Whenever there is patient contact, there are precautions that should be taken regardless of the patient's medical history.

Work Practice Control means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

BLOODBORNE PATHOGENS

Employee Exposure Determination

Members of the Department and especially EMS personnel are at the greatest risk for exposure to bloodborne pathogens. They are routinely responding to medical emergencies where the possibility of exposure occurs. Fire personnel may also be at risk while assisting with patient care and handling.

Exposure - High Risk:

- I. On the scene or during patient care tasks

Anytime there is direct contact of the Member or provider with the patient, there is the possibility of the transmission of communicable disease. The level of risk increases if the patient is bleeding, vomiting

POLICY: Exposure Control Plan	SDP # 004	PAGE 5
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or incontinent. When blood or bodily fluids come in contact with intact skin, the chance of disease transmission is minimal. However, should the provider have minor cuts on the skin, the route is available for disease to enter the body and infect the provider.

Because it is impossible to determine in the field which patients have communicable diseases, it should be assumed that all patients have some type of communicable disease. In this case, the provider can protect him/herself in all circumstances and will be protected from any patient with a communicable disease.

II. Increased Risk – Exposure: Tasks, which involve an increased risk of exposure, are:

- A. Assessment of the ill or injured patient – During a proper patient assessment, the provider routinely palpates or feels regions of the body that may be injured. Exposure to bodily fluids is more likely when there is direct patient contact.
- B. Bandaging and controlling bleeding.
- C. Splinting of open fractures.
- D. Airway management – The placement of oral airways, EOA'S, PTL's., Combi-tubes and endotracheal tubes will require the provider's face to be near where vomit, blood and other bodily fluids may be splashed or blown into the provider's face. This presents one of the greatest risks for exposing the provider's mucosal membranes to the potential for infection.
- E. Invasive advanced life support procedures including but not limited to establishing an IV, endotracheal intubation, administering medications and cricothyroidotomy or chest decompression.

III. Post-incident concerns

- A. After the patient has been transferred to the hospital staff, the risk of infection remains. Although the human immunodeficiency virus survives a very short time outside of the body, the hepatitis virus has the potential to live a number of days. Some precautions, which were used while in contact with the patient, must also be used in the cleanup of contaminated equipment.
- B. All disinfectants and clean up should be done in compliance with later sections of this plan which outline the methods to prevent the spread of infectious disease.
- C. Even after the gloves have been removed, there is risk of the spread of infection. When a provider has come in contact with blood or other bodily fluids the possibility exists for the disease to be carried on that person's skin until it is removed. Should the provider touch his/her face or mouth, the infectious organisms then have a path into the body. Hand washing will prevent this type of transmission if done correctly.

NOTE: All Members of the Department, full-time, part-time, temporary, contract and per diem employees and County Volunteers are covered by the bloodborne pathogens' standard. The ECP describes how the standard will be met for all types of Members and Contractors of the Department.

Methods of Implementation and Control

Universal Precautions

POLICY: Exposure Control Plan	SDP # 004	PAGE 6
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All Members of the Department and providers will utilize universal precautions. Universal precautions must be in use whenever:

- A. There is any chance of the provider coming in contact with the blood or bodily fluids of a patient;
- B. When cleaning units or equipment that is or may be contaminated with blood or bodily fluids;
- C. When cleaning the interior of vehicles that may have been exposed to blood or bodily fluids; and
- D. The provider feels it is necessary.

Exposure Control Plan Generally

Members of the Department covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees and County Volunteers can review this plan at any time during their work shifts by contacting the ICO. If requested, we will provide a Member of the Department or other provider with a copy of the ECP free of charge and within 15 days of the request. The ICO is responsible for reviewing and updating the ECP annually or more frequently, if necessary, to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised member or other provider positions with occupational exposure. The review shall also reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and document annually the consideration and implementation of devices designed to eliminate or minimize exposure risk.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. Engineering controls shall be examined on a regular schedule for their effectiveness.

Handwashing facilities, or when not feasible, antiseptic hand cleaner and towels, shall be made accessible to employees and volunteers. Employees and volunteers shall wash their hands immediately after removal of gloves or other PPE. Members of the Department shall wash their hands or skin with soap and water, and/or flush mucous membranes with water, immediately after contact with blood or OPIM.

Contaminated sharps or needles shall not be bent, recapped, sheared, or broken and contaminated needles or sharps shall not be removed. Contaminated reusable sharps shall be placed in appropriate containers until reprocessed.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where occupational exposure may occur. Food and drink shall not be kept in areas where potentially infectious material is stored, such as a refrigerator. Specimens of blood or OPIM shall be placed in a container which prevents leakage and is properly labeled.

Mouth pipetting/suctioning of blood or OPIM is prohibited. All procedures involving blood or OPIM shall be performed to minimize spraying or splashing.

Equipment which may be contaminated will be examined and either decontaminated or properly labeled prior to shipping or servicing.

The specific engineering controls and work practice controls used are listed below:

Sharps disposal containers are inspected and maintained regularly and shall be replaced whenever necessary to prevent overfilling.

POLICY: Exposure Control Plan	SDP # 004	PAGE 7
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This facility identifies the need for changes in engineering controls and work practices through review of OSHA records, Member input, etc.

ICO will evaluate new procedures and new products regularly.

Both front-line workers and management officials are involved in this process in the following manner: ICO encourages communication and input from Members on safety, processes, internal controls, and exposure control. Please communicate directly with the ICO by email, phone, or mail.

ICO is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

Appropriately sized PPE is provided to Members of the Department at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the ICO. PPE shall be repaired, replaced, cleaned, laundered and disposed of at no cost to Department employees or County Volunteers.

The types of PPE available to Members of the Department and providers, and which must be used as recommended, are as follows:

1. Exam gloves are the first step in universal precautions and should be worn whenever there is patient contact. Additional precautions will be needed when there is a risk of splashing blood or other bodily fluids.
2. Eye and Face protection: The mucosal membranes of the eyes, mouth, and nasal passages are an effective pathway for diseases to enter the body. For this reason, whenever there exists the potential for splashing or spraying of blood or bodily fluid, providers should wear face and eye protection in the form of safety glasses and the appropriate mask, or a mask and eye protection combination. Examples of instances where this protection should be used are:
 - a. Controlling excessive bleeding;
 - b. Airway control and intubation;
 - c. Childbirth;
 - d. Anytime there exists the possibility of splashing fluids or blood; and
 - e. During a pandemic of Coronavirus or Influenza.
3. Protective Clothing: In some instances, protective clothing will be nothing more than the Member or other provider's uniform. However, when there is excessive blood or bodily fluids, providers should wear impervious gowns or other clothing to prevent the fluids from penetrating to the providers clothing or skin. Some examples are:
 - a. Excessive bleeding;
 - b. Airway control and intubation;
 - c. Childbirth;
 - d. Anytime there exists the possibility of splashing fluids or blood; and
 - e. During a pandemic of Coronavirus or Influenza.
4. Respiratory protection: In the presence of airborne viruses such as tuberculosis, Coronavirus or Influenza, the best way to protect yourself is to wear a device to filter out the particles that carry the virus. These types of respirators are known as High Efficiency Particulate Air (HEPA) respirators. These respirators

POLICY: Exposure Control Plan	SDP # 004	PAGE 8
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are designed and certified to meet the standards of the National Institute for Occupational Safety and Health. They should not be confused with the typical surgical style facemask used to protect the mouth and face from splashing or spraying fluids. The HEPA respirators should be used anytime the provider suspects the patient may have a disease that is transmitted by airborne particles. The respirator should be worn when in the same enclosed space or room as the patient. In addition to respiratory protection, any available ventilation should also be used to limit the potential for exposure. Ventilation should not be used in lieu of HEPA respirators.

PPE is located at the Department and may be obtained through the ICO. Member concerns regarding low inventory of PPE or unavailability of PPE must be communicated to the ICO or EMS Chief.

All Members of the Department and County contractors must use appropriate PPE and must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in appropriate containers for storage, laundering, decontamination, or disposal which are provided.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated or penetrated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- Wear appropriate protective body clothing such as gowns, aprons, or similar outer garments depending upon the task and the degree of exposure anticipated.

The procedure for handling used PPE and Contaminated Equipment is as follows:

1. Needles: One of the most common causes of needle stick injury is attempting to recap needles after their use. Once used, needles should immediately be placed into sharps containers that are impenetrable by the needles. No recapping of needles should ever take place.
2. Disposable goods: Contaminated biomedical supplies will be disposed of in only an approved manner. The most convenient way to dispose of this material is to place it in biomedical waste containers located at the hospital. Should the need arise to dispose of contaminated equipment once the unit has returned to service, other steps must be taken. All waste bags are to be transferred to an appropriate disposal facility (i.e., the hospital). These bags should be clearly identifiable as biohazard waste (red bags). They should be stored in an identified location away from living areas and food preparation areas. Non-transport units who generate biomedical waste should, if possible, give all contaminated disposable goods to the transporting unit for disposal at the hospital. Any disposable goods that are returned to the station should be placed in a red biohazard bag for disposal.

Cleaning and Housekeeping

The worksite shall be maintained in a clean and sanitary condition with a written schedule for cleaning and method of decontamination. All equipment and surfaces shall be cleaned and decontaminated after contact with blood or

POLICY: Exposure Control Plan	SDP # 004	PAGE 9
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OPIM. Equipment that has been used on a call must be cleaned in accordance with the ECP. Any equipment that cannot be immediately cleaned must be placed into a biohazard waste bag until it can be properly cleaned.

Protective coverings used to cover equipment and surfaces shall be removed and replaced as soon as feasible when contaminated.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Reusable contaminated sharps shall not be stored to require any person to reach by hand into a container or bin to retrieve them.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms, and appropriately labeled or color-coded.

Sharps disposal containers are available in each Ambulance.

Bins and pails (e.g., wash or emesis basins) shall be inspected, cleaned and decontaminated on a regular schedule and as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Any surface, including vehicle or unit surface, which has or may have come in contact with blood or bodily fluids must be cleaned and disinfected immediately. This should be done in accordance with the ECP.

Following use, reusable equipment must be cleaned appropriately by: (a) Cleaning – Washing the item thoroughly with soap and warm water and allow it to air-dry; (b) Disinfection – After cleaning, the item should be washed with a solution of bleach and water in a ratio of ten parts water to one part bleach. The item should then be rinsed with clean warm water and allowed to air dry; and then, (c) High level disinfection – Following a normal cleaning the item is placed in a commercial disinfecting solution in accordance with the product instructions.

Uniforms and clothing: Following a normal wash, if bleach was not used, the washing machine should be run through an empty cycle using bleach. Members of the Department should keep a complete, spare uniform at the station they staff as a backup in the event that their primary uniform becomes contaminated.

Fire fighters protective clothing: When structural firefighting gear is contaminated with blood or other potentially infectious materials, it should be washed off as soon as possible, preferably at the scene, with water to prevent the contaminant from soaking through the fabric. After this wash, the area should be cleaned thoroughly or laundered in accordance with the manufacturer's instructions. If SCBA have been used, then the manufactured suggested cleaning procedure shall be followed.

Hand washing: Even with universal precautions in place, providers may be exposed to disease. Skin that is intact acts as a barrier to viruses that cause disease. However, these viruses stay on the provider's hands until they are transferred into the body by eating, drinking, or touching the face and mucosal membranes, or until they are removed by washing. Published reports state that the most effective means of preventing the spread of infectious disease is good hand washing. Even though the provider believes he/she has not been exposed to blood or bodily fluids, they should wash their hands as soon as possible after every patient contact. Hands should be washed vigorously for ten to fifteen seconds with warm water and soap. Hand washing should not take place in an area

POLICY: Exposure Control Plan	SDP # 004	PAGE 10
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used for food preparation. If hand-washing facilities are not immediately available, providers should use a disinfecting hand wash as soon as possible. Washing with soap and water as soon as practical should follow this.

Laundry

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use bags marked with the biohazard symbol for this purpose.
- Wear appropriate PPE when handling and/or sorting contaminated laundry: gloves, eye covering, facemask.

Labels

The following labeling methods are used in this facility:

- *Equipment is to be Labeled and Label Type (size, color);*
- *Specimens are to be properly labeled; and*
- *Contaminated Laundry, Biohazards and other hazardous waste or laundry must be bagged with appropriate labeling.*

Each Member of the Department is responsible for ensuring that warning labels are affixed and used as required if regulated waste or contaminated equipment is brought into the work site. Members are to notify the ICO if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

Hepatitis B Vaccination

ICO will provide training to Members of the Department on hepatitis B vaccinations, and shall address the safety, benefits, efficacy, methods of administration, and availability of the hepatitis B vaccine.

The hepatitis B vaccination series is available at no cost after initial training and within 10 days of initial assignment to all employees and volunteers identified in the exposure determination section of this plan. Booster doses shall be made available as recommended.

Vaccination is encouraged unless:

- documentation exists that the Member or other provider has previously received the series;
- antibody testing reveals that the Member or other provider is immune; or
- medical valuation shows that vaccination is contraindicated.

If a Member or other provider declines the vaccination, the Member or other provider must sign a declination form. The mandatory declination form is attached as Appendix A. Employees and volunteers who decline vaccination may request and obtain the vaccination at a later date at no cost. If the Member or other provider has previously received the series, then the vaccination should be verified by the attending physician or other health care provider using the form attached as Appendix B.

Documentation of refusal of the vaccination is kept at the ICO's office. Vaccination will be provided by the Fluvanna County Health Department, 132 Main Street, Palmyra, VA 22963.

Exposure Investigation:

- A. An exposure has occurred when a provider comes in contact with blood or other potentially infectious material in such a way that would allow the pathogens a route to enter the body and infect the provider.

POLICY: Exposure Control Plan	SDP # 004	PAGE 11
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B. The following situations would constitute an exposure:

1. Exposure of non-intact skin to blood or other potentially infectious material. Needle stick injury from a contaminated needle.
2. Exposure of the eyes, mouth, nose, or other mucosal membrane.
3. Injuries creating an open wound when cleaning contaminated equipment.
4. No respiratory protection for the provider who is within three feet of a patient with known or suspected tuberculosis or in a non-ventilated enclosed space or room with the patient.
5. Exposure to intact skin or clothing does not constitute an exposure. However, if the provider wishes to document the exposure for their own protection, all of the investigative steps will be taken in accordance with this plan. The testing of the patient however may not be required or mandated under current Virginia laws.

C. Exposure documentation and notification

1. Notifications
 - a. Members of the Department, County contractors and providers:
 - i. The provider will notify the ICO for the Department as soon as possible. If at all possible this should be done prior to or during transport of the patient to the hospital. In the event the ICO cannot be reached, contact your supervisor or the Shift Commander.
 - ii. If possible, the crew that transports the patient to the hospital shall notify the charge nurse at the emergency department so he/she can notify the hospital's Infection Control Official. This will be followed up by the County ICO as well.
2. Documentation: Following an exposure, the provider must fill out an exposure report form as soon as possible. The exposure report and a copy of the patient care report must then be forwarded to the County ICO for follow-up. Upon completion of the investigation, a copy of the completed reports will be returned to the employee for his/her records. Should any of the information obtained be of a critical nature, the provider will be notified of those findings as soon as possible. HIPPA regulations will be followed at all times during this procedure. If applicable, Members of the Department will be required to assist with the completion of additional forms involving worker's compensation coverage.
3. Recordkeeping: All documents and records of exposure to infectious disease will be maintained in the ICO's office for a period of thirty years after a Member of the Department has left the job or organization.
4. ICO Investigation: ICO will investigate the exposure incident to determine the following:
 - a. Did the patient have an infectious disease?
 - b. Was the Member/Provider exposed in a manner that would facilitate infection?
 - c. Are there any follow-up medical tests or treatment required?
 - d. Was proper PPE used? If not, why?
 - e. Can other exposures like this be avoided with training or a change in the ECP?
5. Subject to HIPPA regulations, the ICO will relay pertinent findings to a Member/Provider who was exposed as soon as practicable.

POLICY: Exposure Control Plan	SDP # 004	PAGE 12
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6. Medical Follow-Up: Anyone who has been exposed to the blood or bodily fluids of a person who is known to carry, or is suspected to carry an infectious disease, will be referred to the Fluvanna County Health Department, worker compensation physician, or other private physician for further treatment or testing. Nothing herein is intended to limit or in any way restrict a Member/Provider's rights to seek any medical treatment.
7. Post-Exposure Evaluation and Follow-Up
 - a. Should an exposure incident occur, contact the ICO at the following number 434-591-1927; or your Agency ICO as applicable.
 - b. An immediately available confidential medical evaluation and follow-up will be conducted by (name of licensed health care professional). If the Member of the Department or other provider declines or refuses medical treatment after an exposure incident, the refusal should be documented using the form attached as Appendix C.
 - c. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
 - i Document the routes of exposure and how the exposure occurred.
 - ii Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
 - iii Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's or volunteer's health care provider.
 - iv If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
 - v Insure that the exposed Member/Provider is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
 - vi After obtaining consent, collect exposed employee's or volunteer's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
 - vii If the Member or other provider does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed Member or other provider elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
 - viii Post-exposure prophylaxis, when medically indicated.
 - ix Counseling.
 - x Evaluation of reported illnesses.

Administration of Post-Exposure Evaluation and Follow-Up

The ICO for the Department ensures that the health care professional responsible for Department employee's or County Volunteer's hepatitis B vaccination and post-exposure evaluation and follow-up is given a copy of OSHA's bloodborne pathogens standard.

POLICY: Exposure Control Plan	SDP # 004	PAGE 13
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The ICO for the Department ensures that the health care professional evaluating a Member of the Department or other County provider after an exposure incident receives the following:

- a description of the employee's or volunteer's duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant Member or other provider medical records, including vaccination status

ICO, or the applicable Agency ICO, provides the Member or other provider with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances of Exposure Incidents

ICO will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's or volunteer's training

ICO will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary ICO will ensure that appropriate changes are made. Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.

An exposure incident report template is attached as Appendix D.

POLICY: Exposure Control Plan	SDP # 004	PAGE 14
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Employee Training

All Members of the Department, County employees and County Volunteers, who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by ICO which will take place during work hours and at no cost to the Member or other provider. Additional training will be provided if a change in tasks or procedures affect a Department employee's or County Volunteer's occupational exposure.

All Members of the Department who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogens standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the Member of the Department or other provider following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials are available to Members upon request to the ICO.

Recordkeeping

Training Records

Training records are completed for each employee and volunteer upon completion of training. A copy of the Completion of Bloodborne Pathogens Training is attached as Appendix E. These documents will be kept for at least three years at the ICO's office.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

County employee and County Volunteer training records are provided upon request to the employee/volunteer or the employee's/volunteer's authorized representative within 15 working days. Such requests should be addressed to the ICO.

POLICY: Exposure Control Plan	SDP # 004	Page 15
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Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." ICO is responsible for maintenance of the required medical records. The medical record shall include the name of employee, the employee's hepatitis B vaccine status, a copy of all results of examinations, medical testing and follow up procedures, any healthcare professional's written opinion, and a copy of any information provided to a healthcare professional. These confidential records are kept in the office of the ICO for at least the duration of employment plus 30 years.

Department Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the ICO.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the ICO.

Transfer of Records

The employer shall comply with the requirements of 29 CFR 1910.1020(h), and if the employer ceases doing business shall transfer the records to a successor employer or, if there is no successor employer, notify affected employees of their rights of access to records at least three (3) months prior to ceasing business.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report. A Sharps Injury Log template is attached as Appendix F.

POLICY: Exposure Control Plan**SDP # 004****Page | 16****APPENDIX A: Hepatitis B Vaccine Declination (Mandatory)**

I _____ (print name) understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring a hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Name) _____ Date: _____

ICO Signature: _____ Date: _____

APPENDIX B: Verification of Hepatitis B Vaccination

POLICY: Exposure Control Plan	SDP # 004	Page 17
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Name: _____

Identifying Number: _____

_____ (*agency name*) is required by OSHA to maintain evidence of hepatitis B vaccination for each employee. The above-named employee indicates he/she received vaccinations from you prior to employment/membership with us. Please provide as much information as possible below and return to us.

This form is to certify that the person named above received Hepatitis B vaccinations on the following dates:

Vaccination	Date	Brand	Lot#	Reaction if any
#1				
#2				
#3				
Other				

Was post-vaccination titer performed? ☐ Yes ☐ No

If yes, Date: _____ Result: _____

If there are any questions, please contact me at the number below.

Signature: _____

Physician Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

POLICY: Exposure Control Plan**SDP # 004****Page | 18****APPENDIX C: Refusal of Medical Treatment After Body Fluid Exposure**

I have been exposed to blood and/or potentially infectious body fluids. I have reported this incident to my supervisor and completed paperwork as directed. My supervisor has recommended that I be evaluated and possibly treated by a qualified medical professional, at no cost to me, following this incident.

I understand that because I was exposed to blood or body fluids, I may become seriously ill, disabled, and/or could die. I understand that I could catch Hepatitis, the Human Immunodeficiency Virus (HIV) which causes AIDS, and/or other serious diseases. I understand that medical treatment should be sought within 24 hours after exposure, and that waiting longer than 48 hours may affect both the effectiveness of any medical treatment and my ability to file future worker's compensation claims or insurance claims related to this incident.

Against the advice of my supervisor(s), I hereby voluntarily refuse the free medical attention which has been offered to me, release my employer and my supervisor(s) from any and all liability related to this incident, and give up any right to bring future legal action related to this incident against any person or organization.

Employee/Volunteer Name (print): _____

Employee/Volunteer Legal Signature: _____

Date: _____

Supervisor/Company Official Name: _____

Supervisor/Company Official Legal Signature: _____

Date: _____

BLOOD / BODY FLUID EXPOSURE INCIDENT REPORT									
Today's Date:					Incident #:				
Employee/Volunteer Name:					Employee #:				
Employee Job Title/Volunteer Title:									
Date/Time of Exposure:					Duration of Exposure: minutes				
TYPE OF BODY FLUID EXPOSED TO (check all that apply)									
<input type="checkbox"/>	Blood	<input type="checkbox"/>	Blood nasal secretions	<input type="checkbox"/>	Amniotic fluid	Peritoneal / pleural / Pericardial / synovial			
<input type="checkbox"/>	Blood saliva	<input type="checkbox"/>	Blood urine	<input type="checkbox"/>	Vaginal secretions				
<input type="checkbox"/>	Bloody vomit	<input type="checkbox"/>	Blood stool	<input type="checkbox"/>	Wound drainage	Semen			
<input type="checkbox"/>	Bloody tears	<input type="checkbox"/>	Cerebrospinal fluid	Mixed human waste					
<input type="checkbox"/>		<input type="checkbox"/>	Unable to identify	Blood component:					
ROUTE 1 TYPE(s) of EMPLOYEE EXPOSURE (check all that apply)									
Type 1: Splash to mucous membrane		<input type="checkbox"/> eye(s) <input type="checkbox"/> mouth <input type="checkbox"/> nose <input type="checkbox"/> vagina <input type="checkbox"/> urethra <input type="checkbox"/> anus <input type="checkbox"/> other: _____							
Type 2: Contaminated skin penetration, other than needlestick		<input type="checkbox"/> puncture, laceration, abrasion, impaled object <input type="checkbox"/> _____ human bite: _____ (location)							
		<input type="checkbox"/> open/healing sore, wound, or lesion: (location) _____ <input type="checkbox"/> eczema, skin rash, non-intact skin: _____ (location)							
		<input type="checkbox"/> pierced ears <input type="checkbox"/> other: _____							
Type 3: Needlestick		<input type="checkbox"/> contaminated <input type="checkbox"/> non-contaminated							
Type 4: Contact with intact skin or clothing		<input type="checkbox"/> wet drops/spray on clothing, no skin contact <input type="checkbox"/> fluids soaked through clothing with skin contact <input type="checkbox"/> clothing contact with dried/caked blood or OPIM, no skin contact <input type="checkbox"/> skin contact with dried/caked blood or OPIM <input type="checkbox"/> other: _____							
Source patient identity: _____ unknown									
Source patient contact info: _____ unknown									

- For Type 1 or 2 exposure: Send worker for medical evaluation. Fill out both sides of this form, complete First Report of Injury form for worker's compensation. Record on OSHA 300 log.
- For Type 3 exposure (needlestick):
 - Contaminated needle, handle as a Type 1 and send for medical evaluation.
 - Non-contaminated needle: fill out both sides of this form, complete First Report of Injury for worker's compensation. (no exposure issue) Record on OSHA 300 log.

POLICY: Exposure Control Plan**SDP # 004****Page | 20**

- For Type 4 exposure:
 - If occurred with Type 1/2/3 exposure: handle as the more serious type 1, 2, or 3.
 - With NO Type 1/2/3 exposure: Have employee change contaminated clothes or wash up immediately. Fill out both sides of this form and maintain on file. Counsel employee and review work practices to prevent a re-occurrence. Modify written exposure control plan and/or train others with similar exposure potential if indicated.

POST-INCIDENT INVESTIGATION

PPE used by exposed employee at time of exposure (check all that apply):

<input type="checkbox"/> medical gloves	<input type="checkbox"/> eye & face shield	<input type="checkbox"/> goggles
<input type="checkbox"/> fluid resistant gown	<input type="checkbox"/> leather/work gloves	<input type="checkbox"/> turnout gear
<input type="checkbox"/> helmet	<input type="checkbox"/> fluid resistant suit	<input type="checkbox"/> jumpsuit
<input type="checkbox"/> CPR barrier	<input type="checkbox"/> SCBA	<input type="checkbox"/> respirator
<input type="checkbox"/> other:		

Engineering controls in use and work practices being followed at time of exposure:

Procedure(s) being performed at time of exposure:

Was employee/volunteer trained and authorized to perform the procedure(s)? ☐ Yes ☐ No

Brief Description of the Exposure Circumstances:

POLICY: Exposure Control Plan**SDP # 004****Page | 21*****THIS SECTION TO BE FILLED OUT BY MANAGEMENT ONLY*****ACTIONS TAKEN**

___ employee/volunteer counseled / retrained on _____ (date) by _____

___ employee/volunteer sent for medical follow-up on _____ (date)

to:

(medical facility name & address)

___ required paperwork sent to medical treatment facility:

___ copy of this report form, both sides ___ employee's written incident report

___ employee's job description ___ copy of standard (29 CFR 1910.1030)

___ employee's hepatitis B vaccination records and other pertinent medical records

___ work practice changed / Exposure Control Plan amended on _____ (date)

___ healthcare professional's written report received on _____ (date)

___ copy of the healthcare professional's report given to employee on _____ (date)

___ investigative report closed and filed on _____ (date)

Person completing this report:

Print name: _____

Title: _____

Signature: _____

Date: _____

POLICY: Exposure Control Plan	SDP # 004	Page 22
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Employee/Member Name: _____
Employee/Member ID Number: _____

The above-named trainee has provided evidence (attached) that he/she recently has successfully completed a Bloodborne Pathogens training program, under 29 CFR 1910.1030.
This program was completed at _____.

AGENCY NAME

We have reviewed the main points of the medical component of the training, including:

- symptoms and modes of transmission of bloodborne diseases (HIV and HBV)
- how to determine if a task involves risk of exposure
- Standard Precautions and Body Substance Isolation
- signs, labels, and color coding

I find the trainee's knowledge of the above to be satisfactory. We have also discussed the following items specific to _____:

AGENCY NAME

- location of a copy of the Bloodborne Pathogens standard and exposure control plan
- engineering controls, work practices, and Personal Protective Equipment
- Hepatitis B vaccination
- handling and disposal of biohazardous waste, including sharps
- cleaning and disinfection of equipment and work-related items
- actions to take and persons to notify in event of an exposure
- documentation, follow-up and referral procedures in event of a significant exposure

In my opinion this trainee has satisfied annual training requirements under 29 CFR 1910.1030(g)(2)(ii).

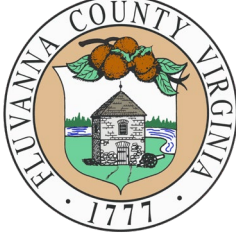
Name of Trainer: _____ Title: _____
Legal Signature of Trainer: _____ Date: _____

I have completed the training as noted above. I have read and understood the exposure control plan for this workplace and have had an opportunity to ask questions.

Legal Signature of Trainee: _____ Date: _____

Fluvanna County Department of Emergency Services
Sharps Injury Log for Calendar Year 202

[illegible]

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Tuberculosis Infection Control Plan
	Scope:	Safety
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 005
		Page 1
		Effective Date:

The Fluvanna County Coordinated Fire and Rescue System (the “System”) is committed to providing a safe and healthy work environment for all Members and providers and ensuring that they are protected from exposure to existing and potential respiratory hazards.

The Centers for Disease Control and Prevention (CDC) recommend all health care settings should have a tuberculosis (TB) infection control plan and a plan is also required under 12VAC5-9-225 for any “medical care facility”. Health care settings include nontraditional facility-based settings, such as settings where Emergency Medical Services (EMS) are provided. Although the overall risk is low, documented transmission of TB has occurred in EMS occupational settings. As a result, the CDC recommends that policies and procedures for TB control be developed, reviewed periodically, and evaluated for effectiveness to determine what actions are necessary to minimize the risk for transmission of TB.

The TB infection control plan for the Department is managed by the Emergency Management Coordinator (EMC). The specific details of the plan will differ depending on the likelihood of encountering patients with suspected or confirmed TB. This risk assessment determination will be made after consultation with state and local health departments.

The TB infection control program is based on a three-level hierarchy of control measures and includes:

1. Administrative measures;
2. Environmental controls; and
3. Use of respiratory protective equipment

Administrative measures

Administrative controls are the first and most important level of the hierarchy. These are management measures that are intended to reduce the risks of exposure to persons with infectious TB. These control measures consist of the following activities:

- Assigning someone the responsibility for TB infection control in the health care setting, in this case, the EMC;
- Conducting a TB risk assessment of the health care setting;
- Developing and implementing a written TB infection-control plan to ensure prompt detection, airborne precautions, and treatment of persons who have suspected or confirmed TB disease, and updating it as needed;
- Ensuring the availability of recommended laboratory processing, testing, and reporting of results;
- Implementing effective work practices for managing patients who may have TB disease;

POLICY: Tuberculosis Infection Control Program	SDP # 005	Page 2
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- Ensuring proper cleaning, sterilization, or disinfection of equipment that might be contaminated (e.g., endoscopes);
- Adhering to all requirements of the Exposure Control Plan;
- Educating, training, and counseling health care personnel, patients, and visitors about TB infection and TB disease;
 - Education of health care personnel should occur annually and include risk factors, prevention, transmission, signs and symptoms of TB, as well as encouraging personnel to discuss any potential exposure to TB with their physician;
- Applying epidemiology-based prevention principles, including the use of setting-related TB infection-control data;
- Using posters and signs to remind patients and staff of proper cough etiquette (covering mouth when coughing) and respiratory hygiene; and
- Coordinating efforts with the local or state health department.

Administrative measures will also include screening, testing, and evaluating Members of the Department and providers (together “health care personnel”) who are at risk for exposure to TB disease. The CDC recommends that screening programs include anyone working or volunteering in health care settings, including EMS personnel. All health care personnel are recommended to have baseline TB screening, including an individual risk assessment. The baseline test results provide a basis for comparison in the event of an exposure to TB, facilitates detection and treatment of TB, and reduces risk to patients and other health care personnel. In the event of a known exposure to a person with potentially infectious TB, health care personnel should have a timely symptom evaluation and additional testing, if indicated.

Due to the significant nationwide decrease in TB cases, the CDC no longer recommends routine serial TB screening or testing of health care personnel after baseline screening. Exceptions include personnel with latent TB that may later develop into active and contagious TB or workers with heightened risk, such as respiratory therapists. Consultation with local and state health departments will be made to assist in risk determinations. Any health care worker that tests positive for TB should undergo symptom evaluation and chest radiograph to assess for TB disease, and will be strongly encouraged to complete recommended treatment.

Environmental controls

The second level of the hierarchy is the use of environmental controls to prevent the spread and reduce the concentration of infectious droplet nuclei. This may include primary and secondary environmental controls. Primary environmental controls address the source of infection by using local exhaust ventilation (e.g., hoods, tents, or booths) and diluting and removing contaminated air by using general ventilation. Secondary environmental controls address airflow to prevent contamination of air in areas adjacent to the source and by cleaning the air using high efficiency particulate air (HEPA) filtration, or ultraviolet germicidal irradiation.

In an EMS setting, patients with suspected or confirmed infectious TB disease requiring transport should be transported in an ambulance whenever possible. The ambulance ventilation system should be operated in the non-recirculating mode, and the maximum amount of outdoor air should be provided to facilitate dilution. If the vehicle has a rear exhaust fan, use this fan during transport. Airflow should be from the cab (front of vehicle), over the patient, and out the rear exhaust fan.

If an ambulance is not used, the ventilation system for the vehicle should bring in as much outdoor air as possible, and the ventilation system should be set to non-recirculating. If possible, physically isolate the cab from the rest of the vehicle and have the patient sit in the back.

Use of respiratory protective equipment

POLICY: Tuberculosis Infection Control Program	SDP # 005	Page 3
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The third level of the hierarchy is the use of respiratory protective equipment. Protective equipment would be required in settings in which administrative and environmental controls may not protect employees and volunteers from inhaling infectious airborne droplet nuclei. Drivers, health care personnel and other staff who are transporting patients with suspected or confirmed infectious TB disease in an enclosed vehicle will wear an N95 disposable respirator. If the patient has symptoms or signs of infectious TB disease (e.g., productive cough or positive AFB sputum smear result), the patient should wear a surgical or procedure mask, if possible, during transport, in waiting areas, or when other persons are present. Patients who cannot tolerate masks because of medical conditions should observe strict respiratory hygiene and cough etiquette procedures.

If the risk assessment indicates a higher level of risk of occupational exposure to TB, then the use of respiratory protective equipment will be required. The Occupational Safety and Health Administration (OSHA) requires health care settings in which health care workers must use respiratory protection to develop, implement, and maintain a respiratory-protection program. If the risk of occupational exposure is determined to be high, or later becomes high, a respiratory-protection program will be implemented by the Department.

References:

CDC Guidelines for preventing the transmission of *Mycobacterium tuberculosis* in health-care settings, 2005.

Tuberculosis Screening, Testing, and Treatment of U.S. Health Care Personnel: Recommendations from the National Tuberculosis Controllers Association and CDC, 2019.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Fleet Plan
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 006
		Page 1
		Effective Date:

Purpose:

This guideline is to ensure that a sound and effective fleet of EMS Vehicles is available to meet the essential demands of the Fluvanna County Coordinated Fire and Rescue System (the "System"). This guideline also serves to ensure that a cost effective, efficient and predictable County budget is established to support the EMS Vehicle fleet. The EMS Chief and the EMC for the Department Members and County Volunteers, shall be responsible for implementing and enforcing this policy of the Department.

Policy:

It is the intent and practice of the County to provide the necessary funding for the procurement and operation of all essential EMS Vehicles and related maintenance, repairs, equipment and apparatus operated by the System.

EMS Vehicles and associated equipment and apparatus (the "Fleet") purchased with County funds shall adhere to standardized design specifications for their type and shall be maintained according to manufacturer's instructions. Reasonable consideration may be given to individual design flexibility, provided the goals of system interoperability, safety and performance expectations are met.

The EMS Chief and the EMC shall conduct an annual inspection in the Spring of each year to assess the EMS Vehicle fleet and associated apparatus and equipment. As a part of this assessment the EMS Chief will coordinate with the Volunteer Agency Chiefs. All EMS Vehicles and associated equipment and apparatus must be inspected prior to their scheduled replacement. During any inspection, the overall mechanical condition of the EMS Vehicles and all associated equipment and apparatus shall be evaluated. The assessment may be used to determine if a change in the replacement schedule is necessary and budget prioritization. Additionally, the EMS Chief and the EMC should review and assess annual preventative maintenance and service records to ensure such has been completed. The EMC and the EMS Chief shall provide the County Administrator with an evaluation of the health of the fleet and replacement recommendations.

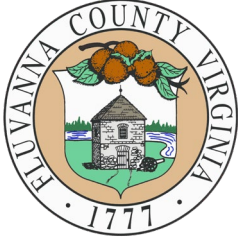
One of the most important factors in maintaining apparatus reliability and controlling costs is proper maintenance. The Department shall cause all applicable inspections to be performed and shall perform, at a minimum, the vehicle manufacturer's recommendations for EMS Vehicles, ambulances, SUVs, and other fleet apparatus and equipment for any vehicle in use by the Department or located at a Department situs. The EMC shall maintain all records for each EMS Vehicle currently in use in the System. Records shall include maintenance reports demonstrating adherence to manufacturer's recommendations for preventive maintenance, valid vehicle registration, safety inspection, vehicle insurance coverage and any reportable motor vehicle collision as defined by the Motor Vehicle Code (Title 46.2 of the Code of Virginia). EMS vehicles are open to inspection by the Office of EMS for compliance with state regulations. County-owned EMS vehicles and apparatus are open to inspection by the EMS Chief for compliance with System Policies and the Fluvanna County Code.

POLICY: Standards of Conduct Policy	SDP # 006	P a g e 2
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The County will insure all EMS Vehicles owned by the County used as a part of the System.

Fleet Size

The EMC will keep a current list of all EMS vehicles and equipment located at the Department or in the Department's possession and all County-owned EMS vehicles, equipment and apparatus.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Personnel Reporting
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 007
		Page 1
		Effective Date:

Purpose:

The purpose of this policy is to establish procedures of the Department for regularly reporting personnel data.

Background:

The County's Department and each Volunteer Agency station individually are responsible for managing their operations and resources, including our most valuable resource – our personnel, meaning the County staff, County Volunteers and Volunteers of the Volunteer Agencies. The maintenance and availability of accurate personnel information is vital in operating the most effective and efficient emergency services system. Personnel management depends on effective, accurate record keeping to enable each organization within the System to recruit, train, and develop personnel.

Scope:

This guideline applies to Members of the Department in the Fluvanna County Coordinated Fire and Rescue System (the "System"). The Department and the Volunteer Agencies are an integral part of the System. Personnel as used in this policy includes all Members of the Department.

Policy:Reporting

1. The Department will maintain its own personnel records in its records management system.
2. EMS Chief will coordinate to get information on Agency Volunteers as required by applicable law including the Fluvanna County Code with Volunteer Agencies who will maintain their own current personnel records at the station-level. Stations may use any method to track the data required by this policy (e.g., spreadsheet or export from another program).
3. Department Personnel records shall be updated at least monthly.
4. Department Personnel records will be maintained based on the key reporting elements identified below. Personnel records must include documentation of the certification, training and qualifications for the positions held, the results of the criminal history background check, and the driving record transcript conducted no more than 60 days prior to the individual's affiliation with an EMS agency (Virginia Administrative Code 12VAC5-31-540).
5. Key reporting elements include: county identification number, station/agency affiliation, name, address, rank/title, start/end service date, residence locality, EMS certifications, date of birth, gender, social security number, driver's license state and number, driver's license class type, driver's license expiration date, and e-mail address.

Miscellaneous


1. Only legal names shall be used. Nicknames or abbreviated names shall not be entered.
2. Alternate ID numbers (station-issued, etc.) shall not be entered.

All personnel must determine a primary agency affiliation for their personnel record. A secondary agency may be indicated within that record. Under no circumstances shall more than one personnel record exist for a single individual within the System.

Application

Department staff will apply the personnel records as follows:

1. Reporting – Department staff will utilize data to provide reports, manage administration of volunteer programs and services, utilize marketing techniques, and plan training as needed.
2. Vehicle Operator's List – As needed, staff will generate a report of vehicle operators and related information for use by the County's Department of Finance for insurance and related purposes.
3. Identification Cards – Department staff will utilize data to produce identification cards as needed.
4. Communications – Department staff will use records to disseminate needed information, materials, etc. to personnel.
5. Other needs as identified or as otherwise permitted by applicable law.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES	
	Policy:	Personnel Apparel, Gear & Appearance
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 008
		Page 1
		Effective Date:

Purpose:

A professional and uniform appearance helps identify personnel as members of the Department being a part of the System and invokes confidence in the citizens they serve. The purpose of this policy is to establish a standard for Members of the Department for the wearing of issued apparel and gear, and a policy governing one's appearance while on duty or when representing the Department. It is also intended to provide a consistent approach for the maintenance and supply of apparel and gear. The EMS Chief and the EMC for the Department Members and County Volunteers shall be responsible for implementing and enforcing this policy.

Definitions:

Personal Protective Equipment (PPE): specialized clothing, equipment, or gear worn to protect against a hazard.

Policy:

1. Department-issued uniforms and PPE remain the property of Fluvanna County and shall only be worn while representing the System, Department or County in an official capacity. Department-issued uniforms and PPE shall be maintained in good condition and turned in when no longer needed or suitable for use.
 - a. Uniform Hardware: Only Department-issued insignia/regalia may be displayed on uniforms worn by members of the Department, and as directed by the EMS Chief.
2. Cleanliness: All issued apparel and PPE shall be clean and in good repair whenever worn. Uniforms and PPE shall be cleaned in accordance with the manufacturer's instructions and the Exposure Control Plan SPD #004.
3. Unacceptable attire includes: wrinkled, stained, faded or torn apparel, or apparel that does not fit properly.
4. Apparel or PPE deemed unsuitable for use shall be turned in and replaced or repaired as soon as possible. Members shall notify the EMC or EMS Chief if apparel or PPE is in need of replacement.
5. Non-issued items: Members may wear items not issued by the Department, including boots, with the approval of the EMS Chief or the EMC.
6. The EMC for Members of the Department shall perform inspections of uniforms and PPE at least biannually and after any event that causes soiling of the garments. Appropriate records should be kept of inspection results and any actions deemed necessary.
7. Any Member who leaves the System shall return all issued uniforms and PPE to the EMS Chief or EMC within 30 days.

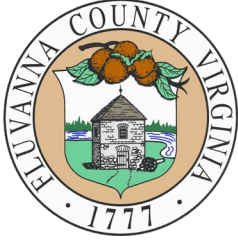
Personal Hygiene:

Hair shall be neat and clean in appearance. Hair worn loose shall not extend below the collar. Longer hair shall be secured in a ponytail or bun. No hairstyle shall affect the wearing or donning of protective headgear, including a self-contained breathing apparatus (SCBA) facepiece.

Members of the Department shall not have facial hair which interfere with the facemask seal or safety measures including those required by any other Policy of the Department.

Jewelry:

Jewelry shall be limited in quantity and be discreet in design so as to not interfere with safety.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES		
	Policy:	Standards of Conduct	SDP # 009
	Scope:	Operations	Page 1
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

Purpose:

This policy is to establish standards for Members of the Department being a part of the Fluvanna County Coordinated Fire and Rescue System (the "System"). The System is committed to providing a safe and healthy work environment for the Department and the Volunteer Agencies. The EMS Chief and the EMC for the Department Members and County Volunteers shall be responsible for implementing and enforcing this policy. Volunteer Agencies have their own standards of conduct for their Agency Volunteers.

Scope:

The following standards of conduct apply to all Members of the Department, when they are on-duty, when they are in uniform on or off-duty, and when they are on property owned or occupied by the Department, a Volunteer Agency or any other fire/rescue agency. Certain standards, as identified in this policy, apply to misconduct whether it is on or off-duty, due to its significant adverse impact on the operations of the Department and the System.

Policy:

Operational readiness, prompt emergency response, Members' safety and citizen service are our highest priorities and overriding concern. Members must be committed to teamwork, personal integrity, ethical conduct, and personal accountability for their actions. They are also expected to demonstrate an attitude of respect for the value of life and the dignity of others, the worth of caring, and the importance of helping the citizens and visitors of our community.

The standards of conduct are not intended to limit any Member of the Department in the exercise of his/her judgment in taking the action a reasonable person would take in the extraordinary situations which are bound to arise in emergency medical services from time to time. Much, by necessity, must be left to the loyalty, integrity and discretion of each Member of the Department.

In order to meet our professional expectations, all Members of the Department shall present the best possible appearance in self, apparatus, equipment, and the workplace. It is also expected that each Member of the Department demonstrate professional knowledge, skills, and abilities consistent with their position. Actions taken should be deliberate and appropriate for the situation at hand, and be carried out with expedience, efficiency, courtesy, and respect for others.

Standards of Conduct

A. General Conduct

1. Members of the Department shall devote proper attention to the County, the System and the Department. They shall exert their full energy and ability in the performance of their duties. Members must apply themselves to their assigned duties during the full schedule for which they are compensated or for which they volunteer their time, except for reasonable periods of time provided for personal needs.
2. Members of the Department shall conduct themselves in a professional and dignified manner and strive to be fair and impartial in their relations with other Members and the public. They shall refrain from conduct detrimental to the reputation, order or discipline of the County, the Department or the System.
3. Members of the Department shall not use language that violates any laws or County policies, or that contains personal attacks, profanity, insults, threats, obscenity, sexually suggestive content or make any discriminatory statements based on race, nationality, sex, disability or other status.
4. Members of the Department shall respect the authority and responsibility of the EMS Chief, their supervisors, and any Members when issuing or receiving orders and assignments.
5. While on-duty, Members of the Department shall not violate any applicable laws, and shall not publicly advocate for the violation of any law in a way that implicates the System or Department.
6. Members of the Department shall be truthful in all communications with the EMS Chief, EMC, other Members and the public. Untruthfulness, particularly in the context of internal administrative investigations, shall subject Members to disciplinary action up to, and including, suspension, termination or revocation of all duties.
7. Members: (i) shall not be under the influence of any intoxicants or prohibited substances while on-duty, (ii) shall not permit the presence of intoxicants or unauthorized substances at any station, or on any official-use vehicle (with the exception of EMS medication kits), or at any property used or occupied by the Department or any Volunteer Agency being a part of the System, and (iii) shall not use any drug on or off-duty which will or is likely to negatively affect their competence or abilities while on-duty. Members of the Department must comply with the Department's Substance Abuse Policy.
8. Members of the Department shall not use of County facilities or resources for the conduct of personal activities that are not job-related, except as authorized by the policy of the County, Department or System. They shall not loan, sell, give away, or appropriate for their own use any County or public property.
9. Fluvanna County does not issue cellphones for use by Department Members. As long as such does not violate another personnel policy of the County, then Members may carry their own private cellphones, however, should keep their personal use of phone applications, texting and the internet to a minimum. Taking or capturing any photograph, video or audio recording of any incident or any emergency scene, without the express permission or at the direction of the EMS Chief, is strictly prohibited.

B. Station Operations

POLICY: Standards of Conduct Policy	SDP # 009	Page 3
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1. The general guidelines for the priority of daily station operations are: (1) Member and equipment readiness; (2) emergency operations; (3) public appointments and commitments; (4) review of internal communications; (5) training, both assigned and for Member development; (6) station maintenance; and (7) other assigned duties and projects.
2. With regard to shift changes, a thorough and direct exchange of relevant information shall occur, position for position, between the Members present. This information should include the condition of the station, apparatus, equipment and grounds.
3. Personal visitors for on or off-duty Members of the Department are not permitted except as specifically approved by the EMS Chief in advance. In no event may Members engage with visitors in a manner that disrupts the professional work environment of the station.

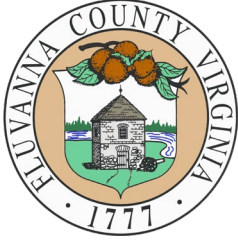
C. Communications

1. Members of the Department shall familiarize themselves with the contents of all communications intended for them and distributed through official means, including the following as applicable: Standard Department and System Procedures, Fluvanna County Personnel Policies, System Policies, Department Policies, Regional and Department EMS Patient Care Guidelines, and applicable laws including without limitation the Fluvanna County Code.
2. Members of the Department shall be responsible for the completeness, accuracy, and timely dispatch of all reports with which they are concerned. EMS incident reports shall be completed and appropriately secured (with regard to paper documents) as of the end of each shift.
3. Department Members are expected to review their work e-mail accounts on a daily basis at minimum at the start and end of each shift.
4. Members shall not divulge investigative, legally protected, medical or otherwise confidential information without proper authorization.
5. Fluvanna County respects the right of employees to use social media and does not discourage employees from self-publishing, self-expression and public conversation and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. However, whether on or off-duty, Members of the Department shall not engage in any social media, public speech or writing concerning County government, the Department, any Volunteer Agency, or any of their respective members, which is obscene, threatening, intimidating, harassing or a violation of the Fluvanna County policies against discrimination, harassment or hostility on account of age, race, religion, sex or any other protected characteristic.

D. Special Incident Reporting

1. A special incident is any issue, concern, incident or event that is significant in that it includes a breach of Policy, violation of applicable law, safety concern, poor customer service, inappropriate behavior, inadequate training, or any breach of the County Code, System Policy, the Department's Standards of Conduct or other similar concern of the individual submitting the report.

2. It is the responsibility of Department Members to report any special incident to the EMS Chief or EMC in a timely and professional manner. Any supporting documentation, such as forms, pictures, emails or other correspondence, shall be forwarded to the EMS Chief as appropriate. Volunteer Agency Chiefs shall report any material violation of County Code or of applicable law to the EMS Chief. The EMS Chief shall be responsible for reporting any known violation of the Fluvanna County Code, other applicable law, any System Policies, or these Policies to the County Administrator.

	FLUVANNA COUNTY EMERGENCY SERVICES STANDARD DEPARTMENT PROCEDURES	
	Policy: Incident Reporting	SDP # 010
	Scope: Operations	Page 1
	Authority: Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

Purpose:

The Fluvanna County Coordinated Fire and Rescue System (the “System”) is committed to providing reliable, accurate and robust record-keeping.

This Policy of the Department establishes requirements for the preparation, submission, and approval of reports for incidents to which the System responds. These reports:

- Create a permanent record of each incident.
- Develop a database for the analysis of the community's demand for emergency medical services.
- Provide uniform data to the State Program Manager concerning the System's emergency response activity.
- Provide for Patient Care Documentation and Data Submission as required by law.
- Utilize a consistent, reliable process to accomplish the preparation, submission, review, and storage of these records.
- Require that the EMS Chief coordinate with applicable Volunteer Agency Chiefs as necessary to compile the reports required by applicable law or OEMS.

Background:

The Department and EMS Chief are responsible for planning and managing their operations so that Members can perform their roles in public safety most effectively and efficiently. The availability of accurate information about emergency incidents is vital in achieving maximum performance. Patterns that emerge from the analysis of incident data can help Members focus on current problems, predict future problems in their communities, and measure program performance. Incident data are used at all levels of government. At the local level, incident and casualty information is used for setting priorities and allocating resources.


Data now being collected are particularly useful for designing emergency medical service (EMS) activities suited to the real emergency problems the Fluvanna County community faces.

Policy:
1. General:

- a. A report must be completed for every EMS incident. All EMS incidents shall be reported as required to the Virginia Office of Emergency Medical Services and by participation in the Virginia EMS Registry (Virginia Code Section 32.1-116.1).
- b. Responsibility:

POLICY: Incident Reporting	SDP # 010	Page 2
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- i. The EMS Chief, or his designee, is responsible for ensuring the incident report is completed. However, the Emergency Management Coordinator (“EMC”) shall be responsible for oversight of the incident reporting of the Department. The EMS Chief shall confirm that each Volunteer Agency Chief is properly reporting incidents of its Volunteer Agency as required by applicable law.
 - ii. An incident report shall be generated whenever the System, or any Member is requested to provide patient care, including cancelled calls, standby’s, patient refusals, and patient transfers, as well as transports, etc.
 - iii. A unit report must be completed for every unit dispatched on an incident. A unit report shall include unit times and Members assigned. The unit report may include a narrative.
 - iv. Members who respond to the scene in their private vehicle shall be recorded in the incident report under unit Personal Vehicle (PV).
2. **Timely Reporting:** The EMS Chief, or designee, must ensure that all reports are completed in a timely manner. The EMC shall be responsible for oversight of the incident reporting of the Department.
 - a. Incident report – The incident report should be completed within 24 hours of the clear time of the incident (the time the last unit involved is cleared.)
 - b. Unit report – All stations/units shall use the same incident report and incident number for reporting purposes. This requires all units involved in an incident to report in a timely manner so that the incident report may be marked complete. Unit reports include listing all involved Members and writing a unit narrative. Unit reports must be completed within 24 hours of the unit returning to service. If all reports have not been completed, the EMS Chief shall contact the EMC or applicable Volunteer Agency chief and request that the outstanding report be completed as soon as possible.
 - c. Marking a report reviewed: After a report has been reviewed by the EMS Chief or his designee it shall be marked reviewed. Once a report has been marked reviewed, it is ready for submission to state and national reporting databases.
3. **System Management:** The Department is the official custodian of records of the System and is responsible for the operation and administration of the records management system in accordance with applicable law. This responsibility shall include the following:
 - a. Ensuring compliance with System Policies and procedures, applicable law, and the County Code;
 - b. Submitting budget requests annually or as needed for improvements to the record management system;
 - c. Providing for sufficient staff to administer and maintain the necessary hardware and software components of the record management system;
 - d. Submitting all reports to state and national databases as required, including but not limited to the patient care records required by Virginia Administrative Code 12VAC5-31-560;
 - e. Maintaining personnel reporting data as required by Virginia Administrative Code 12VAC5-31-540; and
 - f. Maintaining a program for quality management reporting as required by Virginia Administrative Code 12VAC5-31-600.


	FLUVANNA COUNTY EMERGENCY SERVICES STANDARD DEPARTMENT PROCEDURES	
	Policy:	Patient Care Protocols
	Scope:	Operations
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7
		SDP # 011
		Page 1
		Effective Date:

Purpose:

The purpose of this Standard Department Procedure is to identify the Department's patient care protocols for EMS response for the Fluvanna County Coordinated Fire and Rescue System (the "System").

Policy:

The System operates under Thomas Jefferson Emergency Medical Services Council Inc. Regional Patient Care Guidelines (the "Protocols") and the Fluvanna County Department of Emergency Services hereby adopts the Protocols as the basis for patient care protocols. The Protocols apply as such Protocols are amended, modified, or restated by the Thomas Jefferson Emergency Medical Services Council Inc. from time to time. Exceptions or revisions may be allowed only with the advance approval of the EMS Chief and the applicable Operational Medical Director. All Members must follow these protocols.

	FLUVANNA COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD PROCEDURES		
	Policy:	OIG's List of Excluded Individuals and Entities	SDP # 012
	Scope:	Operations	Page 1
	Authority:	Adopted pursuant to Fluvanna County Code Chapter 8, Section 7	Effective Date:

I. Purpose:

To establish the Department's policy for checking Fluvanna County Coordinated Fire and Rescue System (the "System") Member and select County administrative staff against the U.S. Department of Health and Human Services' (HHS) Office of Inspector General's (OIG) List of Excluded Individuals and Entities (LEIE) and a process to follow for any individual or entity found to be listed in the LEIE.

II. Scope:

The Department is responsible for implementing this policy for all affected Members as set out herein and in the Fluvanna County Code.

III. Definitions:

Office of Inspector General (OIG) is a part of the U.S. Department of Health & Human Services (HHS) and uses a nationwide program of audits, inspections, and investigations to identify and eliminate fraud, waste, and abuse in HHS programs. The OIG has the authority to exclude individuals and entities that have engaged in fraud or abuse from participation in Medicare, Medicaid, and other Federal health care programs.

Federal Health Care Program is any plan or program that provides health benefits, whether directly, through insurance, or otherwise, and that is funded directly, in whole or in part, by the U.S. Government or a State health care program. This includes Medicare, Medicaid, TRICARE, and veterans' programs.

List of Excluded Individuals and Entities (LEIE) is a list of all individuals and entities currently excluded from Federal health care programs and maintained by the HHS OIG.

Types of OIG Exclusions:

Mandatory: Individuals and entities convicted of the below types of criminal offenses are required by law to be excluded from participation in all Federal health care programs:

- Medicare or Medicaid fraud;
- Any offenses related to the delivery of items or services under Medicare, Medicaid, SCHIP, or other State health care program;
- Patient abuse or neglect;
- Felony convictions for other health care-related fraud, theft, or other financial misconduct;
- Felony convictions relating to the unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

POLICY: OIG's List of Excluded Individuals and Entities	SDP # 012	Page 2
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Permissive: Exclusion is up to the OIG's discretion for individuals and entities on a number of grounds, including:

- Misdemeanor convictions related to health care fraud other than in Medicare or a State health program, or fraud in a program (other than a health care program) funded by any Federal, State or local government agency;
- Misdemeanor convictions relating to the unlawful manufacture, distribution, prescription, or dispensing of controlled substances;
- Suspension, revocation, or surrender of a license to provide health care for reasons bearing on professional competence, professional performance, or financial integrity;
- Provision of unnecessary or substandard services; submission of false or fraudulent claims to a Federal health care program;
- Engaging in unlawful kickback arrangement;
- Defaulting on health education loan or scholarship obligations; and/or
- Controlling a sanctioned entity as an owner, officer, or managing employee.

Civil Monetary Penalty (CMP) is monetary penalty imposed on entities and/or individuals by the OIG for violations under their authority.

IV. Background:

The OIG has the authority to exclude individuals and entities from federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act. The OIG maintains a list of all currently excluded individuals and entities called the List of Excluded Individuals and Entities (LEIE) and updates it monthly. No Federal health care program payment may be made for any items or services furnished by an excluded individual or entity or at the medical direction of an excluded individual or entity.

The OIG recommends that individuals and entities involved in providing or directing services be cross checked with the LEIE database on a regular basis. Services include more than direct patient care. These services can include transportation services, such as ambulance drivers; administrative and management services, such as individuals in an executive or leadership role; as well as health information technology services and support, strategic planning, billing and accounting, staff training and human resources unless wholly unrelated to Federal health care programs.

Anyone who hires an individual or entity excluded by the OIG to provide any items or services or medical direction may be subject to civil monetary penalties (CMP) if the items or services are reimbursed with Federal health care programs. In addition, an excluded individual or entity that submits a claim for payment to a Federal health care program, or causes such a claim to be submitted, may be subject to a CMP of \$10,000 for each claimed item or service furnished during the period that the individual or entity was excluded as well as up to three times the amount claimed for each item or service. These claims may also lead to criminal prosecutions or civil actions under the False Claims Act.

V. Policy:

Fluvanna County's Department cannot employ personnel, accept County Volunteers, or support the membership of any volunteers of a Volunteer Agency who have been excluded by the OIG; nor can it have business relationships with entities excluded by the OIG.

VI. Procedure:

- A. On a monthly basis, the EMC will cross check the individuals and entities listed in section VI. B. with the OIG's LEIE in one of two ways:
 1. The LEIE database will be downloaded from the OIG's website and compared to a list of individuals generated from the System/ records management system (which is maintained by

the Department) through an established query method. The query will compare names and dates of birth to the LEIE database.

2. Legal names of those not included in System records management system will be checked using the OIG's Online Searchable Database.

The cross checks will be performed around the 15th of each month. Documentation of all searches, including the date searched and findings, will be kept in the Department's Compliance Files.

B. Below is the list of individuals and entities to be checked against the LEIE database by the EMS Coordinator:

1. All active Members of Volunteer Agencies in the System and all agencies being a part of the System with an EMS License that provide EMS services that Fluvanna County bills for, as well as the board members of those Volunteer Agencies.
2. Volunteer Agencies that act as first responders for the System that bill for EMS transports as well as the board members of those agencies.
3. Select Fluvanna County Administrative Staff:

Role

Department

Information Technology Support Staff

Accountants involved with EMS Cost Recovery Revenues

Director of Finance

County Administrator

Finance

Finance

County Administration

4. All prospective Department employees or new County volunteer Members in any of the above roles will be checked against the LEIE as a condition of employment or volunteer membership.
5. EMC, EMS Chief and Department staff, County volunteers and employees who are active Members of the System.
6. All employees of any contracted entity that provide EMS services for the System that Fluvanna County bills for, as well as the CEO and President of those contractors.
7. Entities involved in Fluvanna County's Emergency Services operations includes without limitation:

Operational Medical Director(s)

CEO or President of Current 3rd Party Billing Company

Current 3rd Party Billing Company

UVA Medical Center

Martha Jefferson Hospital

Augusta Health

Delta Response Team

C. Verification of Positive Search Results:

Should any positive search results arise during a monthly cross check of the LEIE database or for new hires/new volunteer members, the excluded party will be confirmed by birth date and Social Security Number or Employer Identification Number. In addition, the Department will obtain documentation of the exclusion notice and any reinstatement notices from the OIG on the excluded party's status before taking any action. If the individual is an employee of the County, then at the

discretion of the Department the individual may be placed on administrative leave until he or she has completed the reinstatement process.

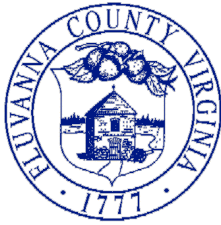
D. Confirmed Positive Search Results:

Once an excluded party is confirmed to be excluded by the OIG and not reinstated, the following will occur:

1. Fluvanna County employees will be excluded from employment in the Department or any function listed in section VI. B.
2. Members will be required to give up their membership until the individual can prove reinstatement.
3. New hires or new volunteers are not eligible for employment or membership while they are on the LEIE.
4. Entities such as, vendors, contractors, or business associates will cease any business relationships with System operations or administration until the entity can prove reinstatement.
5. Agencies will cease providing services for the System and shall be suspended from being a part of the System until the agency can prove reinstatement.

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

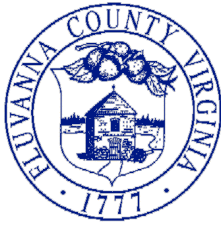
BOS2022-12-07 p.701/706
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: December 7, 2022
From: Tori Melton – Director of Finance
To: Board of Supervisors
Subject: FY23 BOS Contingency Balance

The FY23 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$162,000
Less: Career Development Circuit Court Clear & Commissioner of Revenue	-15,393
Less: Comprehensive Safety Action Plan Grant – Safe Streets - TJPDC	-30,000
Less: Comprehensive Economic Development Strategy (CEDS) - TJPDC	-2,097.04
Less: 2022 Board of Supervisors Planning Retreat	-5,000
Available:	\$109,509.96



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MEMORANDUM

Date: December 7, 2022
From: Tori Melton – Director of Finance
To: Board of Supervisors
Subject: FY23 Capital Reserve Balances

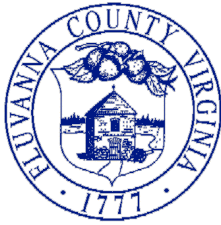
The FY23 Capital Reserve account balances are as follows:

County Capital Reserve:

FY22 Carryover	\$512,518
FY23 Budget Allocation:	\$250,000
Less: Fluvanna County District Court Microphone System Replacement	-5,963
Less: Ground Water Well Monitoring at Convenience Center	-27,050
Less: Public Safety Building 5 ton heat pump	-6,408
Less: Generator at Carysbrook Fuel Pumps	-30,000
Less: 4 ton heat pump at Fluvanna County Community Center	-8,522.36
Less: HVAC leaking evaporator coil at the Fluvanna County Library	-6,301.01
FY23 Available:	\$678,273.63

Schools Capital Reserve:

FY22 Carryover	\$387,600
FY23 Budget Allocation:	\$200,000
Less: FCHS Tennis Court Repair	-63,100
Less: Emergency Radios for FCPS School and Departments	-23,910
Add: Closed CRM Project – 08/27/2022	4,884
Less: Central Elementary purchase of 3 HVAC chiller fans	-10,560
Less: Central Elementary HVAC Chiller replacing failed parts	-11,090
Less: FCHS main chiller	-6,740
Less: Fluvanna Middles School HVAC Chiller	-9,178
Add: Insurance recovery from VACORP for vandalism at FMS	38,498.27
Less: Repair and updating equipment at FMS due to vandalism	-38,498.27
Less: Central Fire Control System	-4,460
Less: FCHS Hot Water Heater	-4,435
Less: FCHS Track Surface	-16,850
Less: FMS Fire Control Main Board	-4,990
Less: FMS Fire Control System	-5,275
Less: FCPS Sewer line repairs and installing clean out	-15,500
Less: FCHS auditorium air handler and installing a new one	-7,800
FY23 Available:	\$408,596



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www.fluvannacounty.org

MEMORANDUM

Date: December 7, 2022
From: Tori Melton – Director of Finance
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY22 Year End (Unaudited) Unassigned Fund Balance:	\$13,835,655
Less: Palmyra Village Streetscape Project 10.19.22	-317,831
Current (Unaudited) Unassigned Fund Balance:	\$13,517,824

*Audited FY22 Year End Unassigned Fund Balance will be available upon Completion of the FY22 Comprehensive Annual Financial Report

