



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**A G E N D A**

**Thursday, November 01, 2018  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**DELEGATIONS:**

**PUBLIC COMMENTS:**

**STAFF REPORTS & PRESENTATIONS:**

- [1.](#) Bowling Green Police Council Monthly Report for October, 2018
- [2.](#) Public Works and Utilities Dept .Council Monthly Report for October 2018
- [3.](#) Events Coordinator’s Council Monthly Report for October 2018
- [4.](#) Town Clerk/Treasurer Council Monthly Report for October 2018
- [5.](#) Town Manager's Monthly Report to Council October 2018

**CONSENT AGENDA:**

- [6.](#) Bills – October 2018
- [7.](#) Minutes – October 4, 2018 Town Council Meeting
- [8.](#) Part-time Office Assistant Pay Range Adjustment
- [9.](#) Budget Transfers
- [10.](#) Proposed Budget Amendment

**NEW BUSINESS:**

- [11.](#) Health Insurance Proposal
- [12.](#) Property Maintenance MOU with Caroline County

**REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**INFORMATIONAL ITEMS:**

- [13.](#) Groundwater Withdrawal Permit

**ADJOURNMENT**



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Bowling Green Police Council Monthly Report for October, 2018

**DATE:** 10/26/18

**PREPARED BY:** Chief David Lipscomb

**MONTHLY REPORT / PROJECT UPDATE:**

The Bowling Green Police Department responded to 37 calls for service.

1 reportable crime (Grand larceny of a crossbow)

77 summonses issued

23 parking tickets

15 Federal motor carrier safety inspections (9 commercial vehicles placed out of service for critical safety violations)

24 Advice to citizens

68 Park walk and talk

Units had a total of 7 court appearances

**Chief's Report on operations:**

Hired new administrative manager. (assigned as records manager through the Library of Virginia, assigned to data entry for all police related documents)

Completed bi-weekly schedule for police officers.

Completed review of bi-weekly timesheets.

Secured several quotes for a records management system. Met with town manager in regards to one particular company who can offer us a cloud-based system at a substantial cost savings. This system should allow us to utilize e-summons capability using revenue generated from the collection of e-summons fees as allowed under state law.

Completed the background investigation and hiring of an additional auxiliary officer. This brings our total reserve squad to three.

Completed an operations plan for public safety for Harvest Festival. The Bowling Green Police Department had its own operations center, located on the courthouse lawn, which also acted as a lost and found. We received many positive reviews on the new look for the police department. All units were assigned to work the Harvest Festival. We once again utilized positive median barriers for public safety. The generous donation of commercial vehicles and equipment was supplied by Caroline Garage and locally based Terrell Farms.

**ATTACHMENTS:**

Revenue Report

**HEADS UP ITEMS:**

**Police personnel need to meet with policy committee in reference to police policy and operating procedures.**

10/28/2018 \*GLO60\* TOWN OF BOWLING GREEN PAGE 2  
 FUND #-100 \*\*\*GENERAL FUND REVENUE\*\*\* REVENUE SUMMARY  
 -D E T A I L- 7/01/2018 - 10/28/2018 TIME 12:52  
 -D E T A I L-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
140101	***FINES AND FORFEITURES***						
0001	POLICE/COURT FINES	30,000.00	30,000.00	17,468.98	17,468.98	12,531.02	41.77
0002	RETURNED CHECK FEE	400.00	400.00	25.00	25.00	375.00	93.75
0003	E SUMMONS FEES **RESTRICTED USE**	.00	.00	1,910.00	1,910.00	1,910.00	100.00
	***FINES AND FORFEITURES***	30,400.00	30,400.00	19,403.98	19,403.98	10,996.02	36.17
	***FINES AND FORFEITURES***	30,400.00	30,400.00	19,403.98	19,403.98	10,996.02	36.17
220109	***STATE/COUNTY FUNDS***						
0001	VA 599 POLICE FUNDING	23,000.00	23,000.00	6,130.00	6,130.00	16,870.00	73.34
	***STATE/COUNTY FUNDS***	23,000.00	23,000.00	6,130.00	6,130.00	16,870.00	73.34





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Public Works and Utilities Dept .Council Monthly Report for October 2018

**DATE:** 10/26/2018

**PREPARED BY:** Billy Deavers

**MONTHLY REPORT / PROJECT UPDATE:**

**Water:**

- Water leaks repaired at 116 Davis Court, and 17089 Elm Street
- New heater installed in Well # 1 Pumphouse
- Installed new sampling faucet at Well #5
- Monthly Bac-T samples were collected
- Water cut-offs for non- payment were done
- Meter Reading has begun

**Wastewater:**

- Pumps were pulled and de-ragged at Heritage Pines Pump station four (4) times
- New sensors were installed on U.V. Light system
- Replaced panel and installed level transducers at Lacy Lane Pump Station
- Installed new water hydrant at Oak Ridge Pump Station
- Blew a fuse in main panel box at Plant, White Oak Electric Repaired

**Public Works:**

- Set up/clean up Harvest Festival
- Sidewalk edging on Main Street completed
- Weekly grass cutting completed
- New handicap signs installed on Main Street
- Cut up down tree on property on Lacy Lane
- Cleared median on E Broadus and 301 of tall grass and weeds

**ATTACHMENTS:**

Mobile 311 Report

**HEADS UP ITEMS:**

Sewer Line Project is underway

First Call Environmental handled the clean up for the Waste Management hydraulic spill on Chase and Meadow, that occurred on 10/18/2018.





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Events Coordinator’s Council Monthly Report for October 2018

**DATE:** October 26, 2018

**PREPARED BY:** Jo-Elsa Jordan

**MONTHLY REPORT / PROJECT UPDATE:**

- **Harvest Festival**
  - Facebook promotion
  - Review/Approve vendor applications
  - Update Vendor Spreadsheet
  - Coordinate with Town Clerk to process vendor payment
  - Finalize event layout
  - Finalize vendor assignments
  - Print/mail vendor assignments, event information and meals tax forms
  - Coordinate with the VDH for compliance with all participating food vendors
  - Volunteer recruitment (Vendor check-in, Beer Garden, floaters)
  - Finalize volunteer assignments
  - Pre-event meeting with Caroline County first responders, CCSO, volunteers and Public Works
  - Coordinate for use of a power source from Caroline Square property owner for Car Show
  - Coordinate with Bowling Green Suites property owner for placement of entertainment stage and Beer Garden.
  - Coordinate trophy pick-up from MVP Awards
  - Creating/printing profile cards for Car Show and Motorcycle Show.
  - Coordinate with Town Treasure for cash banks as needed for the Beer Garden, Car Show and Bike Show
  - Coordinate with port-o-pottie vendor on delivery and placement
  - Coordinate with volunteer for set up of McKesson pumpkin decorating station
  - Directional signage pick-up and placement
  - Coordinate with Public Works for securing Car Show area, Beer Garden area, street closures and “No Parking” signage
  - Coordinate with VDOT for electronic message boards as needed to detour traffic
  - Coordinate with Town Treasurer/Clerk for check requests needed on event day
  - Provide entertainers with information on access, loading, unloading, set times, etc.
  - Accept stage delivery/placement
  - Coordinate installation of sponsorship banners on entertainment stage
  - Measuring/marketing Main Street

Locating food vendors night before event  
Provide notes for event Emcee  
Vendor check-in  
On site radio spot on WFLS at Union Bank & Trust  
Accept beer delivery  
Meet each vendor and gauge vendor satisfaction  
Coordinate vendor exit/opening streets  
Misc. troubleshooting  
Event clean up (collection of directional signage, etc.)  
Development of After-Action Report for Town Council's review at December meeting

- **EDA**  
Attend monthly EDA meeting on 10/16/18  
Record minutes
  
- **Misc**  
Website development training through Municode  
Weekly staff meetings on Monday's (10:00 a.m.)  
Town Council meeting on 10/05/17  
Staff report

**ATTACHMENTS:**

None.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Town Clerk/Treasurer Council Monthly Report for October 2018

**DATE:** October 28, 2018

**PREPARED BY:** Melissa Lewis

**MONTHLY REPORT / PROJECT UPDATE:**

Treasurer:

- Processed and mailed Real Estate, 301 Tax District, Personal Property, and Public Service Tax bills.
- Authorized TACS collections agency to place liens on unpaid Personal Property.
- Secured services with Heather Foley, CPA to finish out FY18, and begin on FY19 reconciliation.
- Working with Orbipay (a division of Municode) to launch new online bill pay portal (to go live 11/7) and in office POS for credit card processing.
- Provided information and documentation to complete USDA grant for Bobcat

Utilities:

- Worked with Municode to produce newly redesigned easier to read bills (example attached). Will be sent out for November billing.
- Met with Sensus representative to discuss handheld meter reader interface issues. Will meet with representative and Public Works staff to further discuss and receive additional training.
- Reviewed seriously delinquent accounts (3+ years inactive). Writing off charges to clear from system to prepare for delinquent bills to be sent to TACS collections.

Town Clerk:

- Organized meeting, created and distributed flier for Public Informational Meeting on Sewer Line Replacement project.
- Attended Virginia Association of Zoning Officials Conference, sat for exam.
- Completed Google Analytics in preparation for launch of new website.
- Supplied additional information to claims adjuster to complete insurance claim for damage to generator at Coolidge Lane pump.

Human Resources/Payroll:

- Set up new employee in payroll
- Completed and submitted quarterly reconciliation of State and federal employee withholding taxes.

**ATTACHMENTS:**

- Delinquent Tax Report
- Redesigned Utility Bill
- PP2018 Analysis
- Public Info Meeting Flier
- VAZO Certificate

**MEETING ATTENDED:**

- 5 Weekly staff meetings
- 4 Orbipay meetings
- Sewerline Replacement Project Progress Meeting
- 2 Municode Web Meetings
- Meeting with new CPA
- Harvest Festival logistics meeting

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*





# The Virginia Association of Zoning Officials

*Hereby Recognizes*

# Melissa Lewis, CZO

as having successfully demonstrated qualifications through continued Education and Training  
as established by the Education Committee of the  
Virginia Association of Zoning Officials and Virginia Tech:  
and is

DULY WORTHY and ENDOWED with the title of

## CERTIFIED ZONING OFFICIAL

In testimony thereof, this certificate has been issued on this fifth day of October,  
in the Year Two Thousand and Eighteen.

Brea Hopkins  
Chair, VAZO Education Committee

Certification expires 12/31/2021



DEPT#	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2001	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2002	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2003	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2004	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2005	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2006	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2007	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2008	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2009	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2010	1 HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
DEPT#	TOTALS =		.00	.00	.00	.00	.00	.00	3

-TREASURER INVENTORY BALANCE-



-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1	HALF TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
		DEPT# TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
RE2012	1	HALF TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
		DEPT# TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
RE2013	1	HALF TOTALS =	.00	564.24	.00	.00	.00	.00	564.24	5
		DEPT# TOTALS =	.00	564.24	.00	.00	.00	.00	564.24	5
RE2014	1	HALF TOTALS =	.00	1,042.32	16.24	43.57	105.18-	.00	937.14	10
		DEPT# TOTALS =	.00	1,042.32	16.24	43.57	105.18-	.00	937.14	10
RE2015	1	HALF TOTALS =	.00	1,220.40	6.78	.18	14.64-	.00	1,205.76	13
		DEPT# TOTALS =	.00	1,220.40	6.78	.18	14.64-	.00	1,205.76	13
	2	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2016	1	HALF TOTALS =	.00	2,355.86	.00	.00	.00	.00	2,355.86	21
		DEPT# TOTALS =	.00	2,355.86	.00	.00	.00	.00	2,355.86	21
RE2017	1	HALF TOTALS =	.00	5,575.59	54.87	15.40	1,889.27-	.00	3,686.32	39
		DEPT# TOTALS =	.00	5,575.59	54.87	15.40	1,889.27-	.00	3,686.32	39
RE		TOTALS =	.00	13,386.59	80.31	72.48	2,033.34-	.00	11,353.25	108
COMPANY TOTALS =			.00	13,386.59	80.31	72.48	2,033.34-	.00	11,353.25	108

DEPT. TOTALS      DEPT ADJUSTMENTS      PPTRA CREDIT ADJUSTED TOTAL



DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2018	1	MC	.00	6,360.44	.00	.00	00	.00	6,360.44	13
	1	PP	.00	71,041.77	.00	.00	23,337.60-	.00	47,704.17	1190
	1	VI	.00	27,620.00	.00	.00	23,337.60-	.00	27,620.00	926
		HALF TOTALS =	.00	105,022.21	.00	.00	23,337.60-	.00	81,684.61	2129
DEPT#	TOTALS =		.00	105,022.21	.00	.00	23,337.60-	.00	81,684.61	2129
PP	TOTALS =		.00	105,022.21	.00	.00	23,337.60-	.00	81,684.61	2129
COMPANY TOTALS =			.00	105,022.21	.00	.00	23,337.60-	.00	81,684.61	2129

Actual Billed

\* 25,634.61 over budgeted

10/28/2018 \*G1060\* TOWN OF BOWLING GREEN  
 FUND #-100 \*\*\*GENERAL FUND REVENUE\*\*\* REVENUE SUMMARY  
 -D E T A I L- 7/01/2018 - 10/28/2018

TIME 12:52  
 -D E T A I L-

PAGE 1

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
11030	***PERSONAL PROPERTY***	36,000.00	36,000.00	2,520.76	2,520.76	33,479.24	92.99
0001	CURRENT YEAR TAXES	500.00	500.00	1,390.98	1,390.98	890.98-	178.19-
0002	DELINQUENT TAXES	36,500.00	36,500.00	3,911.74	3,911.74	32,588.26	89.28
	***PERSONAL PROPERTY***						
120401	***OTHER LOCAL TAXES***	2,650.00	2,650.00	104.00	104.00	2,546.00	96.07
120501	***OTHER LOCAL TAXES***	18,000.00	18,000.00	2,439.99	2,439.99	15,560.01	86.44
0001	VEHICLE LICENSE FEES	20,650.00	20,650.00	2,543.99	2,543.99	18,106.01	87.68
0005	VEHICLE REGISTRATION FEES (PP BILL)						
	***OTHER LOCAL TAXES***						

516,1650.00 Budgeted Amount



## **PUBLIC INFORMATION MEETING**

### **SEWER LINE REPLACEMENT ON S. MAIN STREET, MAURY AVENUE, DORSEY LANE, AND MILFORD STREET**

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**WHEN** Friday October 26, 2018 at 6:00 PM

**WHERE** Bowling Green Town Hall

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This Public Information Meeting serves to educate residents, businesses, and the general public about the construction activities on S. Main Street, Maury Avenue, Dorsey Lane, and Milford Street related to a sewer line replacement project. A presentation will be followed by a question and answer session where you will have the opportunity ask the contractor and engineer questions about the project.





# Your statement has a **NEW LOOK!** 17

We have improved the layout. Your statement is easier to read and understand, so you know what's due on your account and when.



**CITY OF MOUNT DORA  
UTILITIES STATEMENT**

Office: 510 North Baker Street • 8am-5pm Monday-Friday  
Phone: (352) 735-7100 • Website: www.CityofMountDora.com  
To pay your bill by phone, please call (352) 735-7105

**ACCOUNT BALANCE SUMMARY**

THANK YOU FOR LAST MONTH'S  
TIMELY PAYMENT!

LAST BILLED AMOUNT:	\$155.08
TOTAL PAYMENTS SINCE LAST BILL:	\$155.08
ADJUSTMENTS/LATE FEES:	\$0.00
BALANCE FORWARD:	\$0.00
NEW CHARGES:	\$174.61
<b>TOTAL BALANCE DUE:</b>	<b>\$174.61</b>
<b>DUE BY:</b>	<b>01/19/2018</b>
PAST DUE IF PAID AFTER 01/19/2018: \$174.61	
DISCONNECTION DATE:	02/01/2018

**ACCOUNT INFORMATION**

ACCOUNT NAME:	SERVICE ADDRESS:		
SAMPLE, JOE	123 MAIN ST		
ACCOUNT NUMBER:	CYCLE/ROUTE:	BILLING DATE:	SERVICE PERIOD:
012345-678910	1-1	01/02/2018	11/30/2017 to 01/02/2018

**CONSUMPTION DETAILS**

METER READING	PREVIOUS	CURRENT	USAGE
EL	17699	18319	620
IR	0	0	0
WA	9547	9761	214

**CURRENT CHARGES**


SERVICE DESCRIPTION	CHARGES
CUSTOMER CHARGE	\$9.31
POWER COST	\$40.81
ENERGY CHARGE	\$25.98
RECYCLING	\$3.69
SANITATION	\$17.52
STORM WATER UTILITY	\$7.50
SEWER	\$36.75
GROSS RECEIPTS TAX	\$1.94
UTILITY TAX	\$7.97
IRRIGATION	\$9.96
WATER	\$13.88
<b>TOTAL CURRENT CHARGES</b>	<b>\$174.61</b>

**NOTES & NEWS FROM THE CITY**


Customers who install renewable energy generation systems (RGS) on their homes or businesses can interconnect with the city's distribution system and receive a billing credit for the solar energy they do not use. Get started with Customer Renewable Generation today!

To All City of Mount Dora Customers of Waste Management: The employees of Waste Management will be observing the Christmas Day and New Year's Day holidays on Monday December 25, 2017 and Monday January 1, 2018.


**SEE BACK FOR 6 CONVENIENT WAYS TO PAY**



SCAN THE QR CODE TO PAY ONLINE  
Visit [www.cityofmountdora.com](http://www.cityofmountdora.com), available 24/7




ENROLL FOR AUTOMATIC BANK DRAFT  
(see form on the back of your statement)



SIGN UP FOR PAPERLESS BILLING!  
(see form on the back of your statement)

**PAYMENT COUPON: Please detach and return bottom portion if paying by mail.**



**CITY OF MOUNT DORA  
UTILITIES INVOICE**

P.O. BOX 176 MOUNT DORA, FLORIDA 32756-0176

TEMP-RETURN SERVICE REQUESTED

ACCOUNT NUMBER: 012345-678910    BILLING DATE: 01/02/2018

**TOTAL BALANCE DUE BY 01/19/2018: \$174.61**

PAST DUE IF PAID AFTER 01/19/2018: \$174.61

AMOUNT PAID: \$

To pay check, attach below and complete form on back of this return coupon:


Account Changes

Paperless Billing

Automatic Bank Draft

Please do not send cash through the mail or drop box. We are not responsible for lost cash. Make checks payable to:

**CITY OF MOUNT DORA**  
P.O. BOX 176  
MOUNT DORA, FLORIDA 32756-0176



## ACCOUNT SUMMARY:

Quickly find your amount due and due date with a breakdown of previous balance and new charges.

## SERVICE DETAILS:

Find your current meter reads, breakdown of current charges and a usage chart.

## MESSAGE AREA:

Find important messages located in this shaded box.

## PAYMENT COUPON:

The tear off return payment coupon has been redesigned to help process your payments quickly and accurately. Notify us of any changes in your billing address. Please ensure the address is showing correctly through the envelope window.

## BACK OF STATEMENT:

The back of the statement provides useful information and easy enrollment for services including:

- Contact information
- Convenient ways to pay your balance
- Account information changes
- Enroll for paperless e-billing
- Automatic Bank Draft Enrollment

**AFTER HOURS EMERGENCY PHONE NUMBERS**

- For Utility Emergencies, Water, Sewer, Reclaimed Water, Stormwater Issues Call 352-735-7541 (Water Plant)
- For Stop Signs down or trees across roadways Call Mount Dora Police Department Non-Emergency Dispatch at 352-735-7541.

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**PAYMENT AND DISCONNECTION POLICY**

- **Payments When Credited:** Payments received in the finance department office prior to 2:00 PM are credited to the account on the same day. Payments received after 2:00 PM are credited the following business day. Payments mailed to City Hall are credited to the account on the date received.
- **Late Payment / Adjustment Charges:** Accounts become delinquent seven (7) days after the original billing date and are subject to disconnection. A five (5%) percent late fee is charged on balances not paid by the Due Date.
- **Non-Pay Collection Fee / Service Disconnection:** Balances not paid within thirty (30) days of the statement date are subject to disconnection without further notice. Services may be discontinued for "reasons of non-payment." Once disconnected, services will not be reconnected until all of the past due balance, as well as the delinquent fee and \$30.00 reconnect fee, are paid in full.
- **Returned Payments:** Checks, e-checks or Credit Cards which are returned to the City will result in: (a) \$22.00 if the face value does not exceed \$100.00; (b) \$30.00 if the face value is more than \$100.00 but does not exceed \$300.00; (c) \$40.00 if the face value is more than \$300.00 in accordance with City ordinance and state law. All other Service Fees / Disconnection of Service Charges may also apply to the account, if payment is not honored by the bank.
- **After Hours Emergency:** after hours are Saturday thru Friday after 9:00 PM, weekends, and including holidays. After hour emergencies, which require a service call to your home, will result in a \$40.00 Service Charge.

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**YOUR SIX CONVENIENT WAYS TO PAY**

- **Automatic Bank Draft:** See enrollment forms below. No fees apply.
- **By Mail:** Please use the enclosed envelope and payment coupon. Make checks payable to CITY OF MOUNT DORA, UTILITY BILLING, P.O. BOX 176, MOUNT DORA, FL 32756. Do not send cash. We are not responsible for lost cash sent through the mail.
- **Online:** Go to [www.cityofmountdora.com](http://www.cityofmountdora.com). Accepts electronic checks and credit cards (including Visa, Mastercard, and Discover). Available 24 hours, 7 days a week.
- **Via Phone:** call (352) 735-7100. Pay by debit or credit cards (including Visa, Mastercard, and Discover). Available M-F 7am-12pm. You will need your account number & balance.
- **In-Person:** we accept cash, money orders, and debit/credit cards during office hours of 8:00 AM to 5:00 PM Monday - Friday at the Customer Service Department in City Hall, 510 North Baker Street, Mount Dora, FL.
- **Drop Box:** 510 N. Baker Street, Mount Dora, FL 32757. Located on the left-hand side of the driveway between City Hall and the Community Building.

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**CHANGE IN ACCOUNT INFORMATION** Please be sure you checked address change box on front of statement.

ADDRESS:    CITY:    STATE:    ZIP CODE:

OLD PHONE NUMBER:    NEW PHONE NUMBER:

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**ENROLL ME FOR PAPERLESS EBILLING**

I hereby authorize the City of Mount Dora, FL, to send my monthly utility bill to the email address provided rather than by US Mail.

email address: \_\_\_\_\_

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**ENROLL ME FOR AUTOMATIC BANK DRAFT PAYMENT**

I authorize City of Mount Dora to automatically charge my bank account (as indicated) the total balance due on my City of Mount Dora statement on the payment due date each month. **Note:** Continue to make your monthly payments until you see the "BANK DRAFT" message on the front of your statement indicating that automatic bank draft services have been activated. Activation takes approximately two billing cycles. **\*MUST INCLUDE COPY OF VOIDED CHECK.**

ACCOUNT:    BANK:    BRANCH:



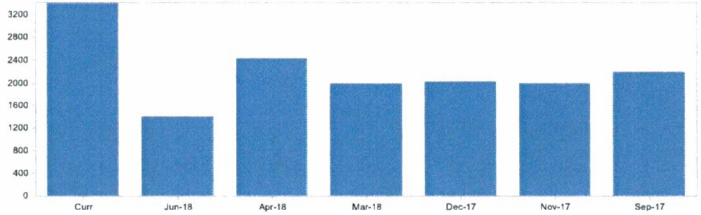
# UTILITIES STATEMENT

Office Location: 117 Butler Street, Bowling Green, VA 22427 • Office Hours: 8 am - 5 pm, Mon - Fri (Except Holidays)  
Phone: 804-633-6212 • Email: townclerk@townofbowlinggreen.com • After Hour Emergencies: 804-221-1834

## ACCOUNT SUMMARY

CUSTOMER NAME:	CAROLINE GARAGE
ACCOUNT NUMBER:	2001247
SERVICE ADDRESS:	133 COURTHOUSE LN-STE 200
SERVICE PERIOD:	06/27/2018 - 09/04/2018
BILLING DATE:	09/01/2018
PREVIOUS BALANCE	\$79.10
CREDITS	-\$79.10
BALANCE FORWARD	\$0.00
CURRENT CHARGES	\$82.11
TOTAL AMOUNT DUE	<b>\$82.11</b>
DUE DATE	10/05/2018
AMOUNT DUE IF PAID AFTER 5:00 PM 10/05/2018	\$86.22

WATER SERVICES	CURRENT	PRIOR	USAGE	CHARGE
WATER	749100	745700	3400	\$33.15



OTHER SERVICES	CHARGE
TRASH	\$48.96

**Thank you for your timely payment!**

**TOTAL CURRENT CHARGES \$82.11**

## NOTES FROM THE TOWN

Past Due balances are subject to disconnect 10/15/2018 at 10 AM. No payment extensions will be granted after 10/30/2018.

**Online Payments:** Online payments are now available. To pay by credit card or ACH debit please visit townofbowlinggreen.com.

*"The employees of Bowling Green, Virginia, are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege."*

**PAYMENT COUPON:** Please detach and return bottom portion if paying by mail.



## UTILITIES STATEMENT

TOWN OF BOWLING GREEN  
PO BOX 468  
BOWLING GREEN VA 22427-0468

RETURN SERVICE REQUESTED

ACCOUNT NUMBER:	2001247
BILLING DATE:	09/01/2018
TOTAL AMOUNT DUE:	\$82.11
DUE DATE:	10/05/2018
AMOUNT DUE IF PAID AFTER 5:00 PM 10/05/2018	\$86.22

CAROLINE GARAGE  
PO BOX 791  
BOWLING GREEN VA 22427

TOWN OF BOWLING GREEN  
PO BOX 468  
BOWLING GREEN VA 22427-0468

Please do not send cash. We are not responsible for lost cash sent through the mail or left in the drop box. **Make Checks payable to: Town of Bowling Green.**





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Town Manger Council Monthly Report for September 2018  
**DATE:** October 30,2018  
**PREPARED BY:** A. Reese Peck, Town Manger

**MONTHLY REPORT / PROJECT UPDATE:**

Meeting:

Town Council: October 4<sup>th</sup> regular meeting.

Town Council Committees: Policy & Ordinance and Personnel & Budget.

Commission and Authority Meetings: EDA.

Other Meetings: MuniCode (2 Web Site), MuniCode (Code revision), Sewer Project Progress, Financial Management for Small Water Systems: Planning for the Next Five Years and Beyond, Groundwater Withdrawal Permit, and Sewer Project Community Meeting.

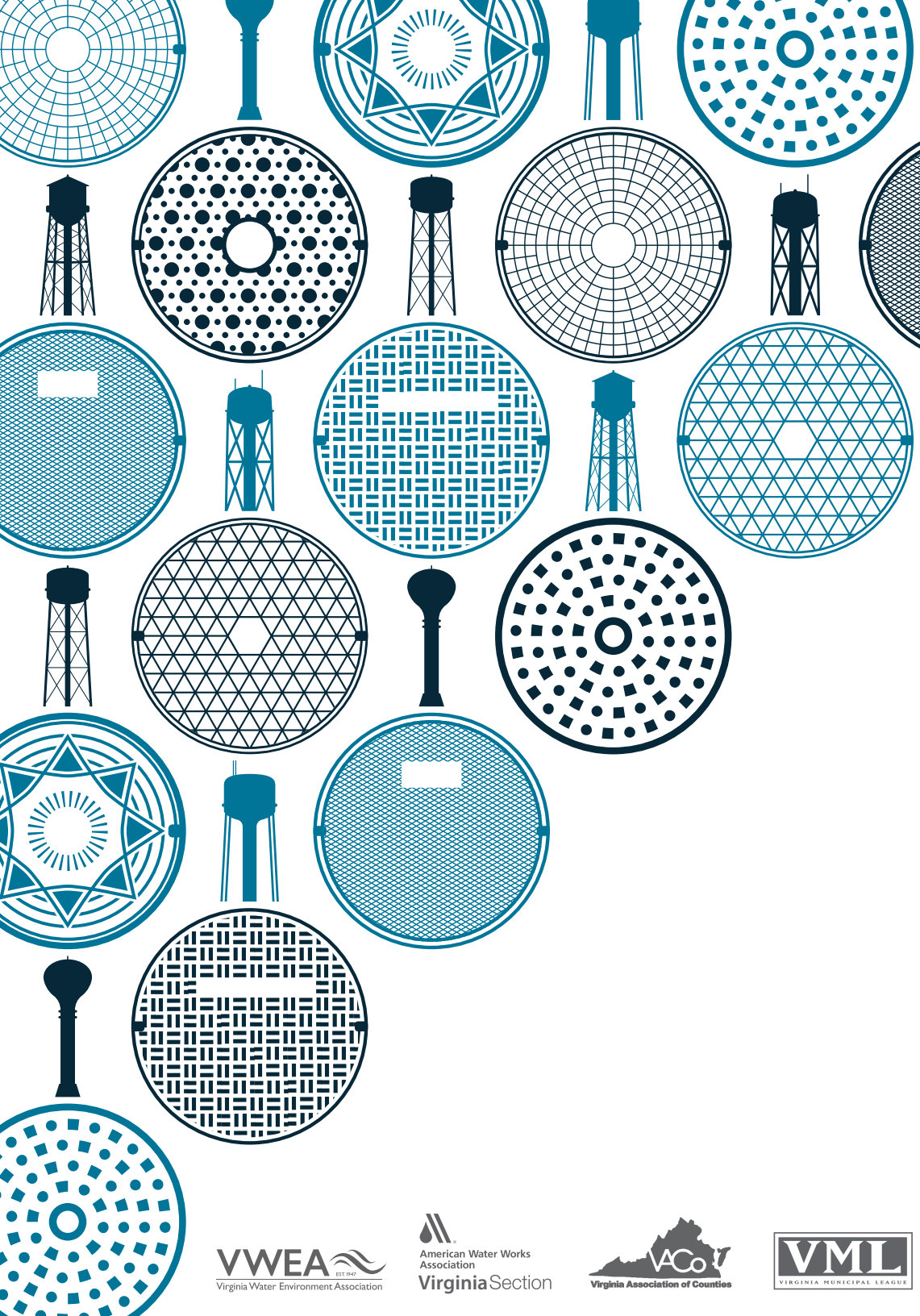
**ATTACHMENTS:**

***Draper Aden Associates' 30th Annual Virginia Water and Wastewater Rate Report 2018***

**HEADS UP ITEMS:**

Several zoning violations are still pending.



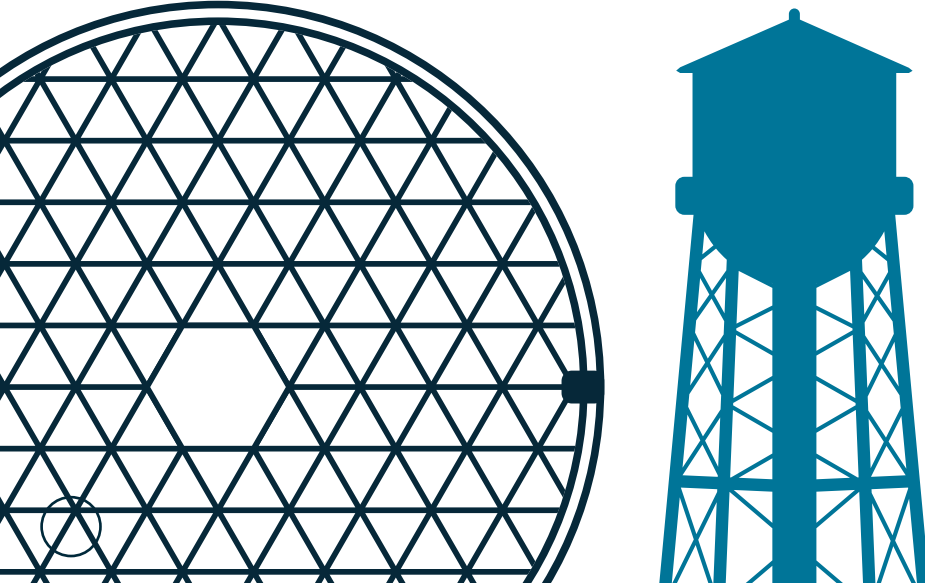


# The 30th Annual Virginia Water and Wastewater Rate Report 2018

 **Draper Aden Associates**  
*Engineering • Surveying • Environmental Services*  
*Lasting Positive Impact®*



About Our Survey.....3  
Water and Wastewater Rates.....4  
Connection and Capital Recovery Charges .....6  
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Wastewater Data ..... 11

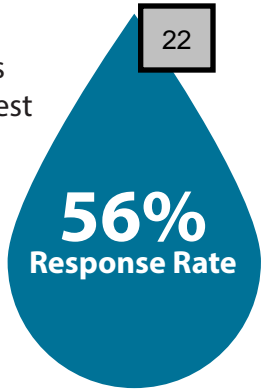


*Draper Aden Associates has provided water and wastewater rate analysis to local government clients across Virginia for several decades. For questions about this report or rate consultation services, please contact Sheryl Stephens at 804.261.2915 or [sstephens@daa.com](mailto:sstephens@daa.com).*

# About Our Survey

For 30 years, Draper Aden Associates has provided the Annual Virginia Water and Wastewater Rate Report as a service to our clients and to water and sewer providers across the Commonwealth. Earlier this year, Draper Aden Associates conducted a survey to request water and wastewater rate information from 265 water and sewer providers; fifty-six percent (56%), or 149 utilities, responded to the survey and provided the data included in this report. Survey respondents provided information detailing:

- approximate number of residential and non-residential connections
- billing frequency
- the charge for residential customers using 3,000, 4,000, and 5,000 gallons of water per month
- the charge for non-residential customers using 1,000,000 gallons per month
- the current residential connection fee and capital recovery charge
- the year that rates and fees were last changed.



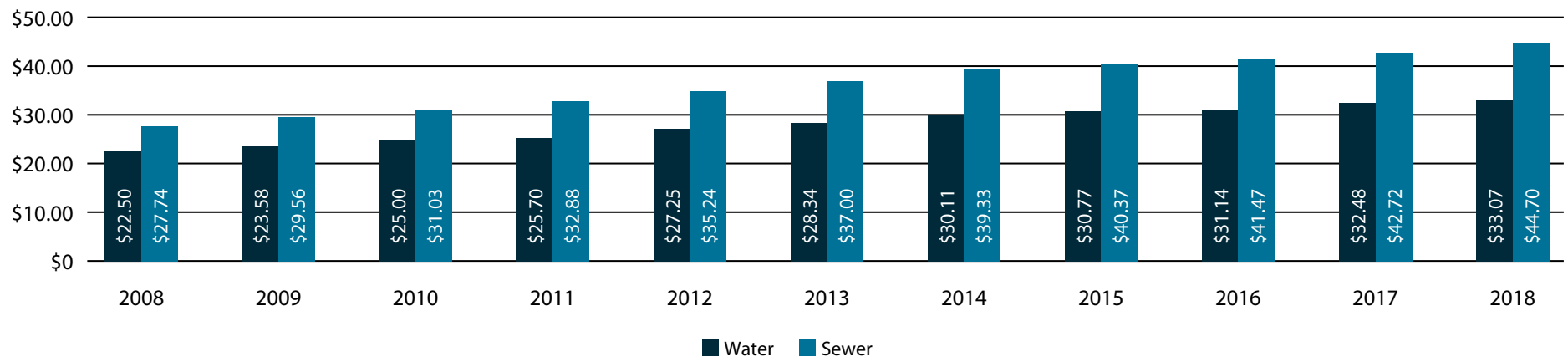
We are pleased to share these results and express our gratitude to all who participated in this effort.

## Control Group Data

For over 20 years, Draper Aden’s survey has tracked a select group comprised of 20 water and wastewater providers who represent a cross section of utilities across the Commonwealth. We have consistently tracked the monthly residential charges of these 20 utilities to provide an indication of trends in water and wastewater rates in Virginia – and to provide an indication of average increases over time.

The average water rate increased by 1.8% in 2018 and the average sewer rate increased by 4.6%. Since 2008, water rates have increased by approximately 3.8% per year and wastewater rates have increased by approximately 4.7% per year.

Average Monthly Water and Sewer Bills (based on 5,000 gallons of usage)



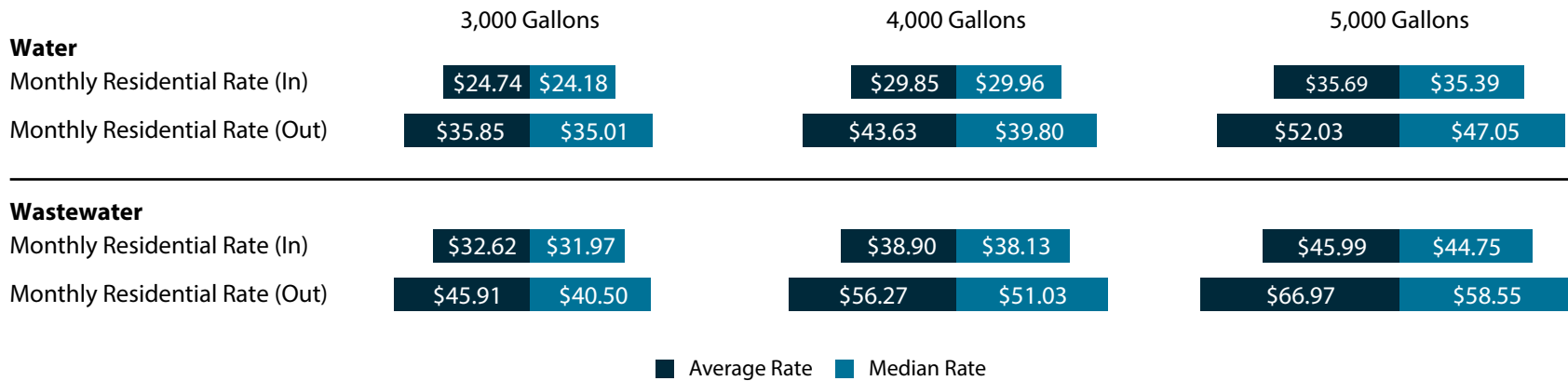
# Water and Wastewater Rates

Utilities were asked to calculate the charges for residential customers using 3,000, 4,000 and 5,000 gallons of water per month. Utilities that bill on a bi-monthly or quarterly basis provided rates based on equivalent usage and the rates were normalized to monthly rates. Respondents were asked to use the rates in effect on July 1, 2018.



Residential Connections	# of Replies	Smallest System # of Connections	Largest System # of Connections	Average # of Connections	Median # of Connections
Water	139	6	359,849	12,012	2,449
Wastewater	126	37	339,708	11,470	1,776

## Monthly Residential Rates

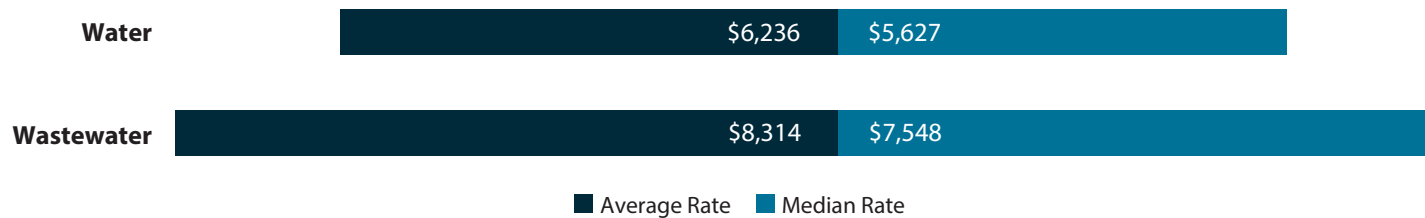


Utilities were also asked to provide the rate for a non-residential customer that uses 1,000,000 gallons per month. If the size of the meter influences the charges, the utility was to assume a 4-inch meter.



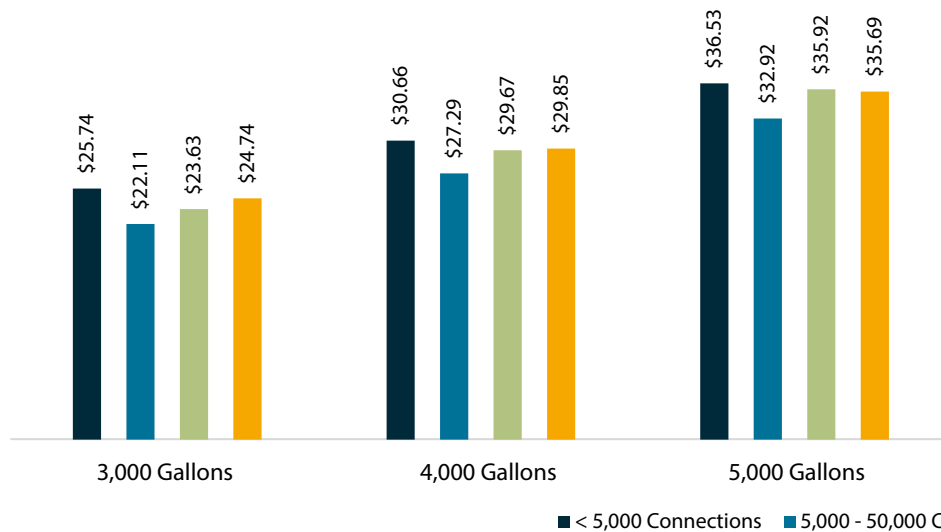
Non-residential Connections	# of Replies	Smallest System # of Connections	Largest System # of Connections	Average # of Connections	Median # of Connections
Water	134	3	12,606	790	197
Wastewater	120	4	28,243	997	189

### Monthly Non-residential Rates (per 1 million gallons)



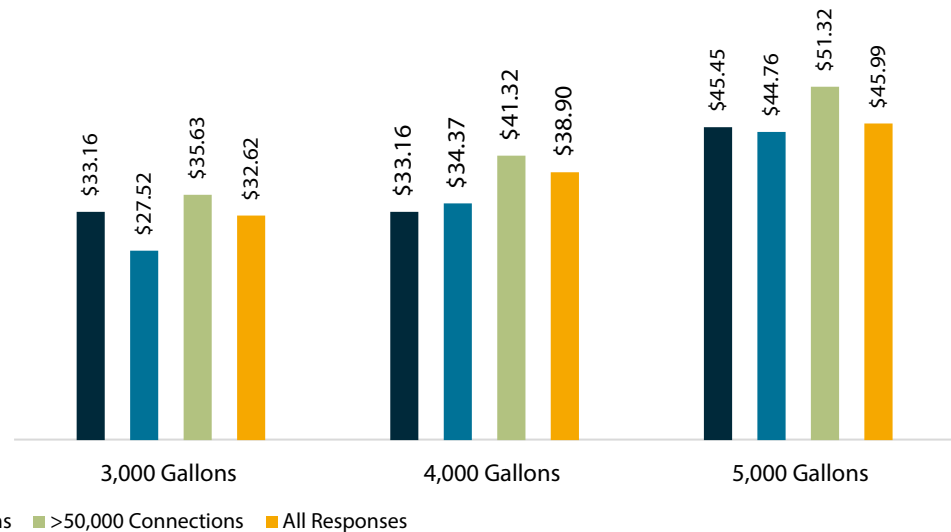
### Water Rate Summary by System Size

Average Residential Water Rates by System Size (Monthly)



### Wastewater Rate Summary by System Size

Average Residential Wastewater Rates by System Size (Monthly)

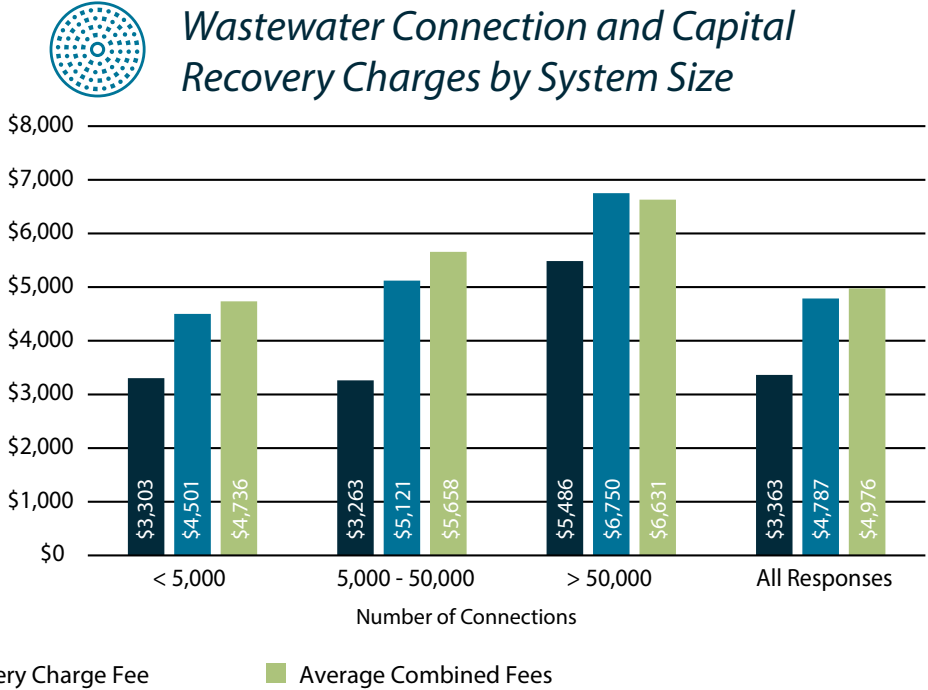
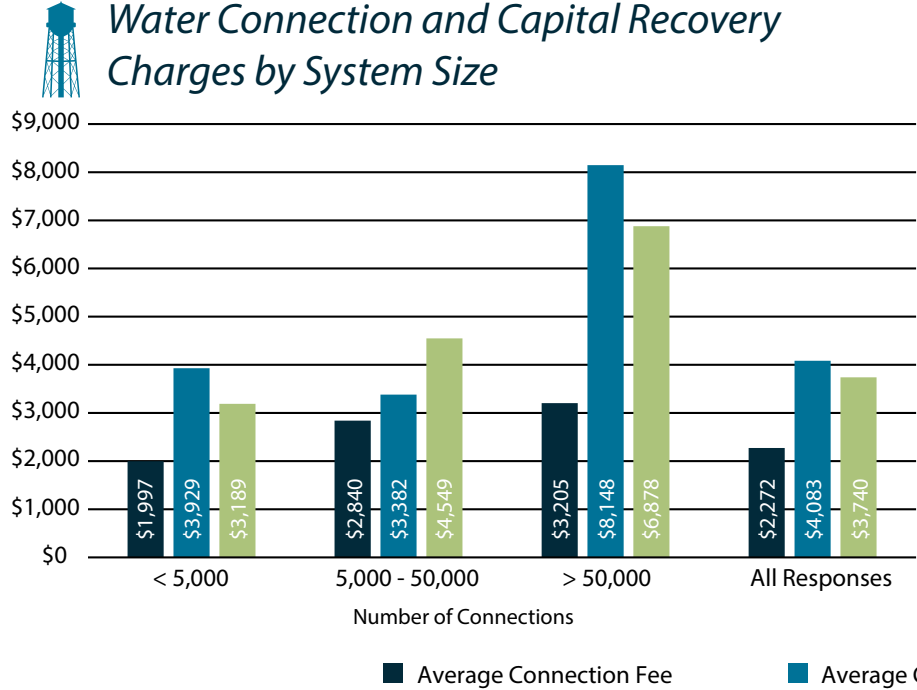


# Connection and Capital Recovery Charges

Residential connection fees and capital recovery charges are shown below. Connection fees are charges for tapping into the water main and running a line to the water meter or for tapping into the sewer line and running a lateral to the property line. Capital recovery charges are capital charges for buying into the existing system or charges that recognize the cost of adding capacity to the system. Providers were asked to furnish the charges for a residential connection using a 5/8- or 3/4-inch meter.

	Connection Fees		Capital Recovery Charges		Combined Charges	
	Water	Wastewater	Water	Wastewater	Water	Wastewater
Average	\$2,272	\$3,363	\$4,083	\$4,787	\$3,740	\$4,976
Median	\$1,288	\$2,000	\$3,000	\$4,375	\$3,000	\$4,000
High	\$24,754	\$22,750	\$18,100	\$16,200	\$25,754	\$22,750
Low	\$75	\$50	\$400	\$375	\$75	\$50

\*Fees and charges in this table are for residential connections using a 5/8- or 3/4-inch meter





# Water Data

	# Residential Water Units	# Non-residential Water Units	Residential Water Rate Inside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Outside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Inside (4,000 gal./mo.)	Residential Water Rate Outside (4,000 gal./mo.)	Residential Water Rate Inside (5,000 gal./mo.)	Residential Water Rate Outside (5,000 gal./mo.)	Last Water Rate Change	Water Rate - Business Inside (1 million gal./mo.)	Water Source <sup>2</sup>	Residential Connection Fee <sup>3</sup>	Last Water Connection Rate Change	Residential Capital Recovery C	Last Water Rate Change
Albemarle County Service Authority	29,478	1,458	\$20.97		\$29.52		\$38.07		2018	\$8,379	S	\$1,026	2013	\$6,650	2017
Alleghany County	2,661	187	\$44.00		\$44.00		\$44.00		2018	\$8,999	S				
Altavista, Town of	1,640	56	\$6.54	\$13.08	\$8.72	\$17.44	\$10.90	\$21.80	2015	\$2,140	C	\$350			
Amelia County	294	147	\$22.50		\$27.00		\$31.50			\$4,725	G			\$3,000	2013
Amherst County Authority	6,341	533	\$30.23		\$36.46		\$42.72		2018	\$6,266	S	\$1,285	2015	\$2,790	2015
Amherst, Town of	1,125	166	\$38.85	\$77.70	\$46.60	\$93.20	\$54.35	\$108.70	2017	\$12,550	S	\$2,700			
Appalachia, Town of	1,030	35	\$23.75	\$34.90	\$28.00	\$42.05	\$32.25	\$49.20	2016		S				
Appomattox, Town of	944	231	\$15.80		\$21.60		\$27.40		2012	\$5,798	S	\$1,500	2013	\$1,500	2013
Arlington County	35,521	1,966	\$13.59		\$18.12		\$22.65		2017	\$4,530	S	\$3,200	2008	\$85/DFU	2013
Augusta County Service Authority	13,989	1,094	\$24.21		\$29.74		\$35.27		2018	\$5,759	C	\$1,250	2016	\$2,645	2008
Bedford Regional Water Authority (Forest, Lakes, Stewartsville, Montvale)	12,783	1,009	\$33.10	\$36.10	\$36.80	\$39.80	\$40.50	\$43.50	2018	\$4,384	C	\$1,500		\$4,000	
Berryville, Town of	1,519	207	\$25.20		\$33.60		\$42.00		2015	\$8,400	S	\$5,575	2008		
Big Stone Gap, Town of	3,570	303	\$27.51	\$44.25	\$33.66	\$54.10	\$39.81	\$63.95	2018	\$6,159	S				
Blacksburg, Town of	9,352	332	\$23.64	\$41.39	\$30.54	\$53.47	\$37.44	\$65.55	2018	\$6,903	S	\$625	2018	\$1,255	2018
Bluefield, Town of	2,200	100	\$32.60	\$48.90	\$40.50	\$60.75	\$48.40	\$72.60	2018	\$6,076	S	\$450	2016		
Bowling Green, Town of	760	100	\$17.42	\$34.84	\$17.42	\$38.21	\$20.79	\$41.57	2018	\$2,275	G	\$750	2007	\$6,000	2017
Bridgewater, Town of	1,993	194	\$15.48	\$19.10	\$19.10	\$24.53	\$22.72	\$29.96	2018		C	\$2,660	2018		
Buchanan County Public Service Authority	7,880	800	\$32.50	\$37.25	\$41.50	\$46.25	\$50.50	\$55.25	2018		S				
Buckingham County	321	95	\$25.36		\$25.36		\$38.56		2018	\$13,000	S	\$2,000	1994		
Buena Vista, Town of	2,520	199	\$22.44		\$29.92		\$37.40		2014	\$7,480	G				
Campbell County Utilities and Service Authority	10,156	553	\$26.65		\$32.88		\$39.09		2012	\$6,293	C	\$1,500	2010	\$1,900	2010
Cape Charles, Town of	1,148	105	\$32.84		\$35.47		\$38.10		2017	\$4,994	G	\$875	2012	\$4,000	2012
Caroline County	1,508	165	\$23.16		\$24.67		\$26.50		2014	\$2,043	G	\$1,000	2018	\$5,000	2018
Carroll County PSA	3,675	208	\$34.60		\$41.20		\$47.80		2016	\$4,773	C	\$1,250	2009		
Charlotte Court House, Town of	257	58	\$37.00		\$41.00		\$45.00		2015		S	\$1,450			
Charlottesville, City of	13,117	1,496	\$23.46		\$31.30		\$39.08		2018	\$7,822	C	\$3,655	2018		
Chase City, Town of	1,200	50	\$25.10	\$32.13	\$30.77	\$39.39	\$36.44	\$46.64	2013	\$4,940	S				
Chesapeake, City of	67,453	3,450	\$27.46		\$32.51		\$37.56		2016	\$7,045	C	\$3,108	2007		
Chesterfield County	125,434	5,845	\$18.48		\$21.25		\$24.03		2018	\$2,961	S	\$1,980	2018	\$5,725	2018

<sup>1</sup>"Inside" refers to inside of municipal boundary. "Outside" rates are listed where the utility has implemented higher rates to users outside of the municipal boundary.

<sup>2</sup>Water Source: S = surface water, G = groundwater, and C = combination.

<sup>3</sup>Connection and Capital Recovery Charge (CRC) Fees: "Cost" = customer pays the cost of making the connection; "Cost +" = the customer pays the cost to make the connection, plus additional charges, "fixture" or DFU means the customer is charged that fee per the number of drainage fixture units in the structure.



# Water Data

	# Residential Water Units	# Non-residential Water Units	Residential Water Rate Inside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Outside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Inside (4,000 gal./mo.)	Residential Water Rate Outside (4,000 gal./mo.)	Residential Water Rate Inside (5,000 gal./mo.)	Residential Water Rate Outside (5,000 gal./mo.)	Last Water Rate Change	Water Rate - Business Inside (1 million gal./mo.)	Water Source <sup>2</sup>	Residential Connection Fee <sup>3</sup>	Last Water Connection Rate Change	Residential Capital Recovery Change <sup>3</sup>	Last Water Rate Change
Chilhowie, Town of	2,095	144	\$22.35	\$44.96	\$26.82	\$53.97	\$31.29	\$62.98	2017	\$5,005	G	\$900	2017		
Chincoteague, Town of	2,507	1,038	\$15.48		\$19.84		\$24.20		2012	\$5,341	G	\$670	2012	\$3,708	
Christiansburg, Town of	9,644	793	\$25.00	\$37.50	\$34.00	\$51.00	\$43.00	\$64.50	2018	\$6,861	S	\$3,000	2015		
Clarke County Sanitary Authority	393	51	\$35.19		\$46.92		\$58.65		2017	\$11,736	G			\$13,800	2006
Clarksville, Town of	732	162	\$30.00	\$59.75	\$37.00	\$73.70	\$44.00	\$87.65	2016	\$7,009	S	\$1,000	2009	\$1,000	2009
Clifton Forge, Town of	1,800	160	\$32.80		\$32.80		\$32.80		2017	\$7,088	S	\$300	2000		
Coeburn, Town of	1,550	165	\$25.74	\$37.02	\$31.68	\$45.90	\$37.62	\$54.78	2015		S	Cost + \$50			
Colonial Beach, Town of	2,415	115	\$24.10	\$36.15	\$24.10	\$36.15	\$24.10	\$36.15			G	\$3,250	2009		
Courtland, Town of	667	48	\$11.00	\$13.00	\$11.00	\$13.00	\$11.00	\$13.00	1994		G	\$1,200	2005		
Craig New Castle Public Service Authority	481	69	\$23.26		\$29.01		\$34.76		2017	\$10,012	G	\$2,000	2005		
Craigsville, Town of	499	22	\$31.00		\$31.00		\$31.00		2018		G	\$2,000	2008		
Culpeper, Town of	6,621	738	\$19.60		\$25.80		\$32.00		2018	\$3,859	C	\$281	2012	\$6,500	2009
Danville, City of	17,374	2,502	\$18.45		\$21.65		\$24.93		2016	\$3,421	S	\$1,500	2018		
Dayton, Town of			\$10.30		\$13.70		\$17.10		2013	\$2,849	G				
Dinwiddie County Water Authority	3,520	182	\$15.70		\$20.01		\$24.32		2017	\$3,902	C	\$1,618	2015		
Dublin, Town of	2,533	155	\$26.21	\$35.01	\$31.48	\$41.03	\$36.75	\$47.05	2018		S	\$1,200	2018		
Dungannon, Town of	237	4	\$24.50	\$28.50	\$29.50	\$33.50	\$34.50	\$38.50	2016	\$5,010	G	\$125	2016	\$750	2016
Edinburg, Town of	567	51	\$27.50	\$41.25	\$33.50	\$47.25	\$39.50	\$53.25	2018	\$6,010	G	\$5,000	2009		
Emporia, City of	2,175		\$29.00		\$38.27		\$47.48		2015		S	\$3,000	2015		
Exmore, Town of	640	130	\$21.25	\$24.25	\$24.00	\$27.00	\$26.75	\$29.75	2017		G	\$1,000	2017		
Fairfax Water	359,849	12,606	\$12.89		\$15.83		\$18.77		2018	\$2,986	S	\$1,260	2018	\$17,570	2018
Farmville, Town of	3,193	636	\$26.81	\$35.22	\$30.49	\$40.74	\$34.17	\$46.26	2018	\$5,240	S	\$4,000	2013		
Fauquier County Water and Sanitation Authority	6,187	177	\$43.44		\$49.71		\$55.98		2018	\$10,585	G	\$11,120	2016		
Ferrum Water and Sewage Authority	192	30	\$24.00		\$29.50		\$35.00		2017	\$5,570	G	Cost + \$500	2014	\$1,500	2017
Fincastle, Town of	200	50	\$27.61		\$31.71		\$35.81		2017	\$5,239	G	\$2,000	2012	\$2,500	2012
Franklin, City of	3,292	252	\$23.82	\$29.86	\$27.02	\$33.82	\$30.22	\$37.78	2016	\$3,214	G	\$3,500	2005		
Frederick Water	14,948	777	\$21.69		\$26.01		\$30.33		2018		C	\$14,115	2018		
Fredericksburg, City of	6,240	1,847	\$13.71		\$16.22		\$18.73		2017	\$2,767	S	\$2,600	2012	\$3,000	2012
Front Royal, Town of	6,181		\$9.92	\$19.84	\$18.43	\$36.86	\$26.94	\$53.88	2014	\$8,573	S	\$4,340	2011		
Galax, City of	3,200	500	\$14.50	\$29.00	\$19.00	\$38.00	\$23.50	\$47.00	2017	\$4,501	S	\$1,000	2010		
Gate City, Town of			\$36.05		\$43.95		\$51.85		2013	\$7,912	S				
Glasgow, Town of	516	12	\$30.00	\$45.00	\$34.70	\$53.50	\$39.40	\$62.00	2017	\$576	G	\$2,500	2015		
Gloucester County	5,558	925	\$30.18		\$40.18		\$50.18		2013	\$10,397	C	\$3,500	2008	\$500	2008



# Water Data

	# Residential Water Units	# Non-residential Water Units	Residential Water Rate Inside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Outside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Inside (4,000 gal./mo.)	Residential Water Rate Outside (4,000 gal./mo.)	Residential Water Rate Inside (5,000 gal./mo.)	Residential Water Rate Outside (5,000 gal./mo.)	Last Water Rate Change	Water Rate - Business Inside (1 million gal./mo.)	Water Source <sup>2</sup>	Residential Connection Fee <sup>3</sup>	Last Water Connection Rate Change	Residential Capital Recovery C	Last Water Rate Change
Goochland County	1,650	274	\$24.31		\$30.53		\$36.75		2018	\$8,946	S	\$4,000	2012		
Greensville County	1,711	100	\$16.95		\$22.60		\$28.25			\$5,930	C	\$960		\$400	
Gretna, Town of	546	105	\$26.09	\$52.17	\$31.25	\$60.16	\$51.89	\$92.12	2018	\$5,171	G	\$300			
Halifax County Service Authority - UPA	3,890	420	\$23.00		\$28.00		\$33.00		2018		S			\$1,250	2007
Hamilton, Town of	667	32	\$16.80	\$22.95	\$22.40	\$30.60	\$34.90	\$44.60	2014	\$14,690	G	\$3,400	2006	\$18,100	2006
Hampton, City of	45,360		\$8.58		\$11.45		\$14.31		2013		S				
Hanover County	19,593	1,735	\$13.49		\$18.50		\$23.51		2018	\$4,025	C			\$5,982	2014
Harrisonburg, City of	12,935	2,893	\$11.88	\$18.12	\$15.20	\$23.49	\$18.50	\$28.86	2018	\$3,095	S	\$2,500	1998		
Henrico County	92,422	5,998	\$21.13		\$24.55		\$29.68		2018	\$4,703	S	\$4,635	2017		
Henry County Public Service Authority	12,496	919	\$30.00		\$30.00		\$34.70		2013	\$7,017	C	\$1,750	2013		
Herndon, Town of	7,973	473	\$12.23		\$15.19		\$18.25		2018	\$9,401	C	\$3,120	2010	\$7,800	2018
Hillsville, Town of	1,130	170	\$29.84	\$37.86	\$34.34	\$46.59	\$38.84	\$55.32	2018	\$8,014	S	\$690	2011		
Ivor, Town of	220	30	\$32.50	\$34.00	\$32.50	\$34.00	\$35.50	\$37.00	2016	\$4,017	G	\$100	2010	\$1,500	2010
James City Service Authority	21,571	969	\$14.35		\$17.96		\$21.60		2018	\$5,418	G	\$500/Fixture	2007	\$1,300	1987
Kenbridge, Town of	490	90	\$15.15	\$28.11	\$20.15	\$36.15	\$26.15	\$44.19	2012		G	\$500			
Keysville, Town of	400	5	\$27.00		\$32.00		\$37.00		2012		S	\$75	2012		
Kilmarnock, Town of	791	263	\$15.15	\$22.73	\$17.95	\$26.93	\$20.75	\$31.13	2008	\$5,627	G	\$2,055	2006		
King George County Service Authority	4,049		\$30.92		\$35.45		\$44.51		2017		G				
Lawrenceville, Town of	989	177	\$14.44	\$25.26	\$18.38	\$32.14	\$22.32	\$39.02	2018	\$3,947	S	Cost + \$400			
Leesburg, Town of	15,000	4,300	\$26.25	\$52.55	\$32.14		\$38.03	\$49.17	2018	\$6,536	S	\$4,683			
Lexington, City of	2,420	591	\$17.92	\$24.22	\$23.91	\$32.31	\$29.95	\$40.47	2017	\$13,394	S	\$1,625	2017	\$600	
Loudoun Water	73,708	2,402	\$36.02		\$56.42		\$76.82		2018	\$3,440	C			\$6,776	2017
Louisa County Water Authority - NorthEast Creek	97	72	\$22.00		\$22.00		\$27.50		2012	\$5,500	C	\$3,750	2004		
Louisa County Water Authority - Zion Crossroads	649	53	\$22.00		\$22.00		\$27.50		2012	\$5,500	C	\$3,750	2004		
Louisa, Town of	763	157	\$34.88	\$39.17	\$34.88	\$39.17	\$41.11	\$46.69	2017	\$6,240	S	\$4,780			
Luray, Town of	1,919	129	\$35.67	\$53.51	\$40.87	\$61.31	\$46.07	\$69.11	2017	\$5,569	G	\$1,200	2007	\$3,320	2018
Lynchburg, City of	22,000	2,000	\$13.92		\$17.50		\$21.09		2017	\$3,633	S	\$1,150	2016	\$1,220	2000
Martinsville, City of	7,000	500	\$25.31	\$31.50	\$25.31	\$31.50	\$28.50	\$35.68	2016	\$2,675	S	\$900	2014		
McDowell Water System	56	21	\$35.00		\$35.00		\$42.50		2006		G	\$200	1999		
Middletown, Town of	542	42	\$34.30	\$62.35	\$43.65	\$81.05	\$53.00	\$99.75	2018	\$10,470	S	\$4,500	2006		
Monterey, Town of	220	59	\$16.50		\$16.50		\$21.04		2015		G	\$1,125	2015		
Montgomery County Public Service Authority	2,526	224	\$33.66		\$42.63		\$51.60		2018	\$8,977	C	\$925	2017	\$2,500	
Montross, Town of	228	78	\$18.00	\$27.00	\$18.00	\$27.00	\$18.00	\$27.00	2018		G	\$500			





# Water Data

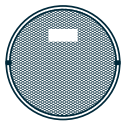
	# Residential Water Units	# Non-Residential Water Units	Residential Water Rate Inside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Outside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Inside (4,000 gal./mo.)	Residential Water Rate Outside (4,000 gal./mo.)	Residential Water Rate Inside (5,000 gal./mo.)	Residential Water Rate Outside (5,000 gal./mo.)	Last Water Rate Change	Water Rate - Business Inside (1 million gal./mo.)	Water Source <sup>2</sup>	Residential Connection Fee <sup>3</sup>	Last Water Connection Rate Change	Residential Capital Recovery Change <sup>3</sup>	Last Water Rate Change
Mt. Crawford, Town of	183		\$37.50		\$44.60		\$51.70				G	\$2,650			
Narrows, Town of	1,025	15	\$31.80	\$42.02	\$45.15	\$59.59	\$58.50	\$77.16	2018	\$5,227	G	\$200	2013	\$1,500	2017
Nelson County	87	14	\$29.90		\$29.90		\$36.00		2013		C	\$2,000	2006		
New Kent County			\$24.29		\$31.58		\$38.87		2017	\$8,552	G				
New Market, Town of	1,041	118	\$16.34	\$28.56	\$20.92	\$36.57	\$25.50	\$44.58	2018	\$4,583	G	\$2,000	2018		
Newport News Waterworks	125,000	5,000	\$26.84		\$31.78		\$36.69	\$36.69	2016	\$5,141	S	\$1,200	2016	\$2,520	2015
Norton, City of	1,838	349	\$28.20	\$42.70	\$34.00	\$54.30	\$42.30	\$68.40	2018	\$5,818	S	\$240	1988		
Phenix, Town of	127	3	\$34.00		\$38.00		\$42.00		2017		G	\$600	2017		
Pittsylvania County Service Authority / Danville SA	3,823	230	\$23.00		\$23.00		\$30.00		2013	\$6,995	C	\$955	2010		
Portsmouth, City of	30,277	2,474	\$20.72		\$25.95		\$31.21		2018	\$5,316	C	\$200	2013		
Pound, Town of	1,015	70	\$36.82	\$50.72	\$44.55	\$62.31	\$52.28	\$73.90	2018	\$7,735	C	\$800	2017		
Powhatan County	6	98	\$31.01		\$37.74		\$44.47		2018	\$7,000	C	\$4,100			
Prince William County Service Authority	116,806	3,604	\$15.50		\$18.85		\$22.20		2015	\$3,836	S	\$4,600	2012		
Pulaski County Public Service Authority	4,485	315	\$26.15		\$31.25		\$36.35		2018	\$4,636	S	\$700	2016		
Purcellville, Town of	2,581	312	\$27.99	\$55.98	\$36.62	\$73.24	\$45.25	\$90.50	2018	\$7,839	S	\$25,754			
Quantico, Town of	136	39	\$46.48		\$58.64		\$70.80		2012	\$1,226	G	\$1,000	2010		
Radford, City of	4,915	456	\$16.32		\$16.32		\$20.40		2014	\$3,680	S	\$1,000	2014	\$800	2014
Rapidan Service Authority	7,522	498	\$15.66		\$19.88		\$24.10		2018		S	\$10,000			
Richlands, Town of	2,277	278	\$17.50	\$23.50	\$21.50	\$29.00	\$25.50	\$34.50	2009	\$3,769	S	\$400	1986		
Richmond, City of	47,473	9,621	\$30.72		\$36.17		\$41.59		2017	\$2,684	S	\$5,650			
Rockbridge County Public Service Authority	2,546	380	\$26.53		\$31.63		\$36.73		2018	\$5,236	G	\$1,025	2007	\$4,000	2007
Rockbridge County Public Service Authority (Long Hollow, Riveria, Ridgemont)			\$35.53		\$43.63		\$51.73		2018		G				
Rockingham County	4,103	330	\$12.50		\$16.30		\$20.10		2017	\$3,799	G	\$625	2009	\$2,650	2009
Rocky Mount, Town of	2,449	472	\$17.01	\$34.02	\$20.36	\$40.72	\$23.71	\$47.42	2016	\$3,217	S	\$1,000	2016		
Rural Retreat, Town of			\$23.60	\$41.10	\$28.90	\$50.20	\$34.20	\$59.30	2017	\$7,045	G	\$1,000	2017		
Scott County Public Service Authority	4,900	500	\$35.47		\$44.60		\$53.73		2018	\$9,178	C	\$1,500	2015		
Shenandoah, Town of	941	76	\$22.65	\$35.50	\$27.15	\$43.00	\$31.65	\$50.50	2018	\$4,510	G	\$4,000	2008		
Smithfield, Town of	3,189	475	\$24.16	\$28.78	\$30.30	\$36.46	\$36.44	\$44.14	2018	\$6,146	G	\$660	1999	\$2,720	2007
Smyth County	2,526	35	\$40.01		\$49.30		\$58.59		2016	\$11,376	C	\$850	2016		
South Hill, Town of	2,900	900	\$17.50	\$35.00	\$24.00	\$48.00	\$28.00	\$52.00	2016	\$8,800	S	\$1,000	2012		
Southampton County	817	26	\$28.00		\$28.00		\$34.00		2017		G	\$1,000	2009	\$4,000	2009
Spotsylvania County	29,213	1,869	\$18.32		\$24.83		\$31.34		2018	\$10,549	S	\$1,290	2008	\$4,920	2008
St. Paul, Town of	638	83	\$23.92	\$41.37	\$30.37	\$51.62	\$36.82	\$61.52	2017	\$6,455	S	\$750	2012		
Stafford County	35,230	1,561	\$21.70		\$25.38		\$30.43		2018	\$5,386	S	\$1,450	2005		



## Water Data

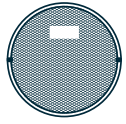
	# Residential Water Units	# Non-residential Water Units	Residential Water Rate Inside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Outside (3,000 gal./mo.) <sup>1</sup>	Residential Water Rate Inside (4,000 gal./mo.)	Residential Water Rate Outside (4,000 gal./mo.)	Residential Water Rate Inside (5,000 gal./mo.)	Residential Water Rate Outside (5,000 gal./mo.)	Last Water Rate Change	Water Rate - Business Inside (1 million gal./mo.)	Water Source <sup>2</sup>	Residential Connection Fee <sup>3</sup>	Last Water Connection Rate Change	Residential Capital Recovery Charge	Last Water Rate Change
Stanley, Town of	1,513	91	\$20.50	\$25.10	\$22.00	\$27.40	\$23.50	\$29.70	2018		G	\$2,700	2018	\$1,125	2018
Staunton, City of	8,297	1,192	\$14.00	\$21.00	\$17.50	\$26.25	\$22.75	\$34.13	2016	\$467	S	\$2,100	2018	\$3,500	2016
Strasburg, Town of	2,525	159	\$37.61	\$52.65	\$50.15	\$70.21	\$62.69	\$87.77	2018	\$17,675	S	\$6,500	2010		
Tazewell County Public Service Authority	6,184	334	\$41.13		\$49.58		\$58.03		2018	\$8,104	S	\$1,100	2016		
Tazewell, Town of	1,735	250	\$27.31	\$46.81	\$40.62	\$55.97	\$47.93	\$65.13	2017	\$7,321	S	\$540			
Town of Lovettsville	880	44	\$32.17	\$48.25	\$41.13	\$61.69	\$50.09	\$75.13	2017		G	\$2,000	2018	\$10,125	2018
Town of Mineral	256	51	\$26.50	\$30.00	\$34.50	\$39.00	\$42.50	\$48.00	2013	\$8,003	C	\$4,000	2007		
Wakefield, Town of	522	89	\$17.00	\$34.00	\$19.00	\$38.00	\$21.00	\$42.00	2012		G	\$1,400	2009		
Warrenton, Town of	4,238	623	\$10.63	\$15.95	\$15.94	\$23.92	\$21.25	\$31.89	2017	\$5,467	C	\$1,500	2017	\$4,950	2017
Waynesboro, City of	7,800	873	\$24.05	\$25.58	\$29.18	\$31.22	\$34.31	\$36.86	2018	\$5,285	G	\$800	1999	\$2,725	1999
West Point, Town of	1,114	195	\$22.45		\$22.45		\$22.45		2018	\$5,694	G	\$500	2007	\$3,500	2007
Western Virginia Water Authority (Botetourt Co.)	1,477	265	\$26.50		\$31.25		\$36.00			\$6,430	G	\$2,000		\$3,000	
Western Virginia Water Authority (Franklin Co.)	1,823	163	\$31.00		\$36.00		\$41.00			\$5,900	C	\$2,000		\$3,000	
Western Virginia Water Authority (Roanoke City/County)	52,489	8,241	\$21.25		\$24.25		\$27.25			\$4,493	C	\$2,000		\$3,000	
Windsor, Town of	1,135	5	\$22.50	\$24.00	\$30.00	\$32.00	\$37.50	\$40.00	2018	\$7,500	G	\$1,030	2006	\$5,000	2005
Wise County Public Service Authority	4,370	180	\$41.13		\$53.88					\$10,511	S	\$1,000			
Wythe County	3,073	184	\$37.80		\$47.25					\$9,459	S	\$1,000			2009
Wytheville, Town of	4,071	688	\$22.11	\$44.22	\$30.46			\$77.62		\$3,686	S	\$1,500/Meter			

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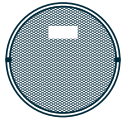
## Wastewater Data<sup>4</sup>

	# Residential Wastewater Units	# Non-residential Wastewater Units	Residential WW Rate Inside (3,000 gal./mo.)	Residential WW Rate Outside (3,000 gal./mo.)	Residential WW Rate Inside (4,000 gal./mo.)	Residential WW Rate Outside (4,000 gal./mo.)	Residential WW Rate Inside (5,000 gal./mo.)	Residential WW Rate Outside (5,000 gal./mo.)	Last WW Rate Change	WW Rate Business Inside (1 million gal./mo.)	Residential Connection Fee	Last WW Connection Rate Change	Residential Capital Recovery Charge	Last WW CRC Rate Change
Albemarle County Service Authority	26,316	1,123	\$26.79		\$35.72		\$44.65		2018	\$8,930	Cost	2013	\$6,820	2017
Alexandria Renew Enterprises	23,060	3,551	\$29.92		\$36.69		\$43.46		2017	\$7,491				
Alexandria, City of	41,822	2,965	\$6.84		\$9.12		\$11.40		2018	\$2,280	\$8,859	2018		
Alleghany County	1,952		\$44.00		\$44.00		\$44.00		2018					
Altavista, Town of	1,276	54	\$7.83	\$15.66	\$10.44	\$20.80	\$13.05	\$26.10	2015	\$2,669	\$500		\$600	
Amelia County	239	119	\$25.00		\$30.00		\$35.00		2017	\$5,250			\$4,000	2013
Amherst County Service Authority	927	249	\$28.73		\$37.80		\$46.89		2018	\$9,080	\$1,400	2015	\$3,810	2015
Amherst, Town of	678	143	\$47.90	\$95.80	\$54.75	\$109.50	\$61.60	\$123.20	2017	\$15,265	\$3,500			
Appomattox, Town of	754	188	\$45.85		\$62.10		\$78.35		2015	\$16,247	\$2,200	2013	\$2,200	2013



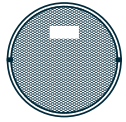
# Wastewater Data<sup>4</sup>

	# Residential Wastewater Units	# Non-residential Wastewater Units	Residential WW Rate Inside (3,000 gal./mo.)	Residential WW Rate Outside (3,000 gal./mo.)	Residential WW Rate Inside (4,000 gal./mo.)	Residential WW Rate Outside (4,000 gal./mo.)	Residential WW Rate Inside (5,000 gal./mo.)	Residential WW Rate Outside (5,000 gal./mo.)	Last WW Rate Change	WW Rate Business Inside (1 million gal./mo.)	Residential Connection Fee	Last WW Connection Rate Change	Residential Capital Recovery Charge	Last WW C Change
Arlington County	35,105	1,660	\$27.27		\$36.36		\$45.45		2017	\$9,090		2008		2013
Augusta County Service Authority	8,685	388	\$39.72		\$49.07		\$58.42		2018	\$9,644	\$1,250	2016	\$4,900	2008
Bedford Regional Water Authority (Forest, Lakes, Stewartsville, Montvale)	5,131	803	\$42.00	\$45.20	\$48.50	\$52.90	\$55.00	\$60.60	2018	\$6,194	\$1,500		\$5,000	
Berryville, Town of	1,466	207	\$51.00		\$68.00		\$85.00		2013	\$17,000	\$22,750	2008		
Big Stone Gap, Town of	2,327	258	\$31.27	\$51.96	\$37.13	\$61.31	\$42.99	\$70.66	2018	\$5,874				
Blacksburg, Town of	8,680	310	\$20.36	\$35.63	\$26.16	\$45.78	\$31.96	\$55.93	2018	\$5,803	\$958	2018	\$2,500	2018
Bowling Green, Town of	400	100	\$45.46	\$51.39	\$49.86	\$56.35	\$54.25	\$61.32	2018	\$9,983	\$750	2007	\$6,000	2017
Bridgewater, Town of	1,993	125	\$28.40		\$35.46		\$42.52		2018		\$6,917	2018		
Buckingham County	178	42	\$40.85		\$40.85		\$54.05		2018	\$13,586	\$2,500	1994		
Buena Vista, Town of	2,430		\$22.32		\$29.76		\$37.20		2014	\$7,440				
Campbell County Utilities and Service Authority	3,044	297	\$25.65		\$32.22		\$38.76		2012	\$6,556	\$1,900	2010	\$2,200	2010
Cape Charles, Town of	1,143	102	\$67.18		\$71.29		\$75.40		2017	\$7,807	\$875	2012	\$6,600	2012
Caroline County	889	120	\$52.12		\$61.67		\$71.52		2014	\$10,588	\$1,000	2018	\$6,000	2018
Carroll County PSA	851	79	\$36.00		\$43.00		\$52.00		2016	\$7,589	\$1,250	2009		
Charlottesville, City of	13,055	1,473	\$31.61		\$42.17		\$52.66		2018	\$10,538	\$5,350	2018		
Chase City, Town of	1,200	50	\$23.90	\$30.59	\$30.10	\$38.53	\$36.30	\$46.46	2013	\$3,544				
Chesapeake, City of	65,221	3,263	\$37.12		\$47.29		\$57.46		2016	\$7,506	\$2,702	2007		
Chesterfield County	110,357	3,989	\$25.68		\$28.68		\$31.67		2018	\$3,351		2018	\$5,400	2018
Chilhowie, Town of	1,015	121	\$22.35	\$52.16	\$26.82	\$62.62	\$31.29	\$73.08	2017	\$6,159	\$900	2017		
Christiansburg, Town of	8,900	355	\$30.50	\$45.76	\$40.75	\$61.14	\$51.00	\$76.52	2018	\$10,250	\$3,000	2015		
Clarke County Sanitary Authority	298	41	\$54.17		\$54.17		\$61.07		2017	\$13,906			\$16,200	2006
Clarksville, Town of	730	151	\$43.33	\$98.18	\$43.33	\$98.18	\$43.33	\$98.18	2016	\$12,978	\$800	2009	\$800	2009
Clifton Forge, Town of	1,800	160	\$74.20		\$74.20		\$74.20		2017	\$9,653	\$300	2000		
Coeburn, Town of	995	130	\$33.46	\$55.53	\$41.18	\$68.85	\$48.91	\$82.17	2015		Cost + \$50			
Colonial Beach, Town of	2,400	111	\$54.23	\$81.35	\$54.23	\$81.35	\$54.23	\$81.35			\$3,750	2009		
Craig New Castle Public Service Authority	383	68	\$35.95		\$42.23		\$48.48		2017	\$6,274	\$2,000	2005		
Craigsville, Town of	475	29	\$34.00		\$34.00		\$34.00		2018		\$3,000	2008		
Culpeper, Town of	6,387	650	\$24.46		\$32.28		\$40.10		2018	\$7,062	\$281	2012	\$10,000	2009
Danville, City of	16,195	2,281	\$24.32		\$27.76		\$31.29		2016	\$3,802	\$1,543	2018		
Dayton, Town of			\$14.65		\$19.50		\$24.35		2013	\$4,461				
Dinwiddie County Water Authority	3,425	137	\$20.82		\$26.82		\$32.82		2017	\$5,805	\$3,910	2015		
Dublin, Town of	1,158	130	\$15.66	\$18.43	\$19.91	\$23.48	\$24.16	\$28.53	2018		\$1,200	2018		
Dungannon, Town of	237	4	\$24.50	\$28.50	\$29.50	\$33.50	\$34.50	\$38.50	2016	\$5,010	\$175	2016	\$750	2016



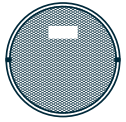
# Wastewater Data<sup>4</sup>

	# Residential Wastewater Units	# Non-residential Wastewater Units	Residential WW Rate Inside (3,000 gal./mo.)	Residential WW Rate Outside (3,000 gal./mo.)	Residential WW Rate Inside (4,000 gal./mo.)	Residential WW Rate Outside (4,000 gal./mo.)	Residential WW Rate Inside (5,000 gal./mo.)	Residential WW Rate Outside (5,000 gal./mo.)	Last WW Rate Change	WW Rate Business Inside (1 million gal./mo.)	Residential Connection Fee	Last WW Connection Rate Change	Residential Capital Recovery C	Last WW C Change
Edinburg, Town of	520	43	\$31.00	\$46.50	\$37.00	\$52.50	\$43.00	\$58.50	2018	\$6,013	\$10,000	2009		
Emporia, City of	2,118		\$29.06	\$29.06	\$38.27	\$38.27	\$47.48	\$47.48	2015		\$4,000	2015		
Exmore, Town of	300	50	\$39.50		\$39.50		\$39.50		2017		\$6,500	2017		
Fairfax County Wastewater	339,708	28,243	\$31.13		\$38.13		\$45.13				\$4,150	2017	\$8,100	2017
Farmville, Town of	3,168	631	\$20.17	\$30.26	\$24.58	\$36.88	\$29.00	\$43.51	2018	\$6,288	\$4,000	2013		
Fauquier County Water and Sanitation Authority	3,952	244	\$56.52		\$65.86		\$75.20		2018	\$10,195	\$14,000	2016		
Ferrum Water and Sewage Authority	148	30	\$31.50		\$39.00		\$46.50		2017	\$7,620	Cost + \$500	2014	\$2,500	2017
Fincastle, Town of	200	50	\$38.50		\$45.19		\$51.88		2017	\$7,234	\$2,000	2012	\$2,500	2012
Franklin, City of	4,500	252	\$32.30	\$39.95	\$36.73	\$45.62	\$41.16	\$51.29	2016	\$4,449	\$4,500	2005		
Frederick Water	14,556	714	\$16.79		\$19.38		\$21.96		2018	\$6,857	\$3,076	2018		
Fredericksburg, City of	6,200	1,847	\$24.46		\$29.38		\$34.30		2017	\$5,324	\$5,100	2012	\$5,000	2012
Front Royal, Town of	5,782		\$16.17	\$32.34	\$30.08	\$60.16	\$43.99	\$87.98	2014	\$13,884	\$9,750	2011		
Galax, City of	3,200	500	\$14.50	\$29.00	\$19.00	\$38.00	\$23.50	\$47.00	2017	\$4,501	\$1,000	2010		
Gate City, Town of			\$38.25		\$47.65		\$57.05		2013	\$10,958				
Glasgow, Town of	520	12	\$30.00	\$37.00	\$30.00	\$38.00	\$30.00	\$39.00	2017	\$1,029	\$2,500	2015		
Gloucester County	1,463	687	\$37.62		\$49.74		\$61.56		2013	\$10,532	\$5,195	2008	\$3,095	2008
Goochland County	1,370	175	\$37.73		\$44.60		\$51.47		2018	\$13,405	\$6,000	2012		
Greensville County	1,564	92	\$33.16		\$33.16		\$39.79			\$7,730	\$1,320		\$835	
Gretna, Town of			\$16.55	\$33.10	\$20.09	\$40.19	\$23.63	\$47.28	2018	\$7,102	\$400			
Halifax County Service Authority - UPA	4,040	425	\$35.60		\$41.30		\$47.00		2018	\$5,237			\$1,500	2007
Hamilton, Town of	547	28	\$21.75	\$28.05	\$29.00	\$29.40	\$46.50	\$49.90	2014	\$20,455	\$5,000	2006	\$12,400	2006
Hampton, City of	32,561	12,800	\$30.12		\$40.16		\$50.20		2013	\$10,039				
Hanover County	19,117	1,644	\$29.95		\$37.32		\$44.69		2018	\$5,548			\$6,149	2014
Harrisonburg, City of	11,702	2,373	\$16.06	\$23.39	\$22.18	\$32.59	\$28.30	\$41.81	2018	\$5,492	\$4,500	1998		
Henrico County	90,206	5,098	\$29.55		\$33.18		\$38.62		2018	\$4,992	\$5,605	2017		
Henry County Public Service Authority	7,128		\$60.00		\$60.00		\$69.40		2013	\$14,034	\$1,750	2013		
Herndon, Town of	7,973	472	\$17.51		\$23.29		\$29.07		2018	\$5,780	\$600	2010	\$10,800	2018
Hillsville, Town of	1,050	185	\$26.87	\$40.69	\$33.05	\$48.54	\$39.23	\$56.39	2018	\$7,352	\$683	2011		
James City Service Authority	23,207	1,078	\$32.76		\$43.02		\$53.28		2018	\$10,310	\$400/Fixture	2007	\$1,050	1989
Kenbridge, Town of	433	81	\$52.28	\$75.53	\$60.37	\$86.70	\$68.46	\$97.87	2012		\$500			
Keysville, Town of	400	5	\$22.00		\$26.00		\$30.00		2012		\$50	2012		
Kilmarnock, Town of	786	260	\$26.88	\$40.32	\$33.13	\$49.69	\$39.38	\$59.07	2008	\$12,533	\$8,040	2006		
King George County Service Authority	1,935	165	\$59.37		\$69.94		\$91.08		2018					



# Wastewater Data<sup>4</sup>

	# Residential Wastewater Units	# Non-residential Wastewater Units	Residential WW Rate Inside (3,000 gal./mo.)	Residential WW Rate Outside (3,000 gal./mo.)	Residential WW Rate Inside (4,000 gal./mo.)	Residential WW Rate Outside (4,000 gal./mo.)	Residential WW Rate Inside (5,000 gal./mo.)	Residential WW Rate Outside (5,000 gal./mo.)	Last WW Rate Change	WW Rate Business Inside (1 million gal./mo.)	Residential Connection Fee	Last WW Connection Rate Change	Residential Capital Recovery Charge	Last WW C Change
Lawrenceville, Town of	825	143	\$14.44	\$25.26	\$18.38	\$32.14	\$22.32	\$39.02	2018	\$3,947	Cost + \$400			
Leesburg, Town of	15,000	4,300	\$27.06	\$36.87	\$33.35	\$46.43	\$39.64	\$55.99	2018	\$6,494	\$7,292			
Lexington, City of	2,331	533	\$35.73	\$45.24	\$47.67	\$64.36	\$59.70	\$80.60	2017	\$26,698	\$1,575	2017	\$375	
Loudoun Water	73,708	2,402	\$51.14		\$51.14		\$51.14				\$8,209	2017		
Louisa County Water Authority - NorthEast Creek	37	47	\$33.16		\$33.16		\$41.45		2012	\$8,290	\$5,250	2004		
Louisa County Water Authority - Zion Crossroads	649	42	\$33.16		\$33.16		\$41.45		2012	\$8,290	\$5,250	2004		
Louisa, Town of	739	157	\$32.09	\$49.36	\$32.09	\$49.36	\$38.81	\$56.50	2017	\$6,725	\$7,720			
Luray, Town of	1,869	258	\$47.24	\$70.86	\$54.21	\$81.32	\$61.18	\$91.77	2017	\$8,443	\$1,200	2007	\$5,940	2018
Lynchburg, City of	18,500	2,000	\$28.67		\$36.72		\$44.75		2017	\$8,148	\$1,330	2016	\$1,950	2000
Martinsville, City of	7,000	500	\$23.64		\$23.64		\$26.37		2016	\$2,743	\$850	2014		
Middletown, Town of	542	42	\$34.30	\$58.60	\$42.40	\$74.80	\$50.50	\$91.00	2018	\$10,766	\$6,500	2006		
Monterey, Town of	180	53	\$34.50		\$34.50		\$38.15		2015		\$1,125	2015		
Montgomery County Public Service Authority	1,324	220	\$30.71		\$38.78		\$46.85		2018	\$8,077	\$950	2017	\$3,000	
Mt. Crawford, Town of	183	12	\$37.50		\$44.60		\$51.70				\$5,300			
Narrows, Town of	933	13	\$32.77	\$38.24	\$41.14	\$45.20	\$49.51	\$52.16	2018	\$2,900		2013	\$1,500	2017
Nelson County	178	18	\$38.60		\$38.60		\$45.45		2013		\$2,000	2006		
New Kent County			\$33.75		\$43.86		\$53.97		2017	\$12,047				
New Market, Town of	947	111	\$52.14	\$91.27	\$67.68	\$118.48	\$83.22	\$145.69	2018	\$15,546	\$3,000	2018		
Norton, City of	1,551	389	\$40.60	\$75.40	\$50.75	\$98.60	\$60.90	\$121.80	2018	\$10,160	\$175	1988		
Pittsylvania County Service Authority / Danville SA	1,407	185	\$25.00		\$25.00		\$25.00		2013	\$5,995	\$1,555	2010		
Portsmouth, City of	29,768	2,458	\$31.97		\$41.02		\$51.95		2018	\$10,684	\$150	2013		
Pound, Town of	443	55	\$31.93	\$47.90	\$40.17	\$60.26	\$48.41	\$72.62	2018	\$8,859	\$800	2017		
Powhatan County	94	98	\$33.46		\$40.07		\$46.68		2018	\$6,951	\$8,100			
Prince William County Service Authority	115,826	3,280	\$29.25		\$35.80		\$42.35		2015	\$7,390	\$10,800	2012		
Pulaski County Public Service Authority	1,170	140	\$34.76		\$42.09		\$49.42		2018	\$6,930	\$700	2016		
Purcellville, Town of	2,581	312	\$53.97	\$107.94	\$69.46	\$138.92	\$84.95	\$169.90	2018	\$15,677	\$21,600			
Radford, City of	4,915	456	\$18.36		\$24.48		\$30.60		2014	\$4,455	\$1,500	2014	\$1,500	2014
Rapidan Service Authority	6,256	289	\$34.40		\$43.18		\$51.96		2018		\$10,000			
Rappahannock County WSA	163	46	\$40.00		\$40.00		\$40.00				\$7,500	2009		
Richlands, Town of	2,193	261	\$17.50	\$23.50	\$21.50	\$29.00	\$25.50	\$34.50	2009	\$3,769	\$300	1986		
Richmond, City of	48,791	7,797	\$45.57		\$55.03		\$64.50		2017	\$9,395	\$1,450			
Rockbridge County Public Service Authority	1,373	287	\$42.76		\$51.26		\$59.76		2018		\$850	2007	\$4,500	2007
Rockingham County	4,177	270	\$16.30		\$21.45		\$26.60		2017	\$5,151	\$625	2009	\$5,300	2009



# Wastewater Data<sup>4</sup>

	# Residential Wastewater Units	# Non-Residential Wastewater Units	Residential WW Rate Inside (3,000 gal./mo.)	Residential WW Rate Outside (3,000 gal./mo.)	Residential WW Rate Inside (4,000 gal./mo.)	Residential WW Rate Outside (4,000 gal./mo.)	Residential WW Rate Inside (5,000 gal./mo.)	Residential WW Rate Outside (5,000 gal./mo.)	Last WW Rate Change	WW Rate Business Inside (1 million gal./mo.)	Residential Connection Fee	Last WW Connection Rate Change	Residential Capital Recovery Charge	Last WW C Change
Rocky Mount, Town of	1,752	330	\$17.01	\$34.02	\$20.31	\$40.62	\$23.61	\$47.22	2016	\$3,172	\$1,000	2016		
Rural Retreat, Town of			\$24.15		\$28.95		\$33.75		2017	\$6,458	\$400			
Scott County Public Service Authority	1,000	50	\$39.73		\$51.77		\$63.81		2018	\$12,073	\$2,000	2015		
Shenandoah, Town of	849	68	\$22.65	\$35.50	\$27.15	\$43.00	\$31.65	\$50.50	2018	\$4,510	\$5,000	2008		
Smithfield, Town of	3,102	466	\$41.35	\$43.99	\$52.03	\$55.55	\$62.71	\$67.11	2018	\$10,688	\$1,580	1999	\$4,120	2007
Smyth County	1,167	10	\$40.01	\$40.01	\$49.30	\$49.30	\$58.59	\$58.59	2016	\$11,467	\$850	2016		
South Hill, Town of	2,500		\$19.25	\$38.50	\$26.40	\$52.80	\$30.80	\$57.20	2016		\$1,500	2012		
Southampton County	1,399	80	\$36.00		\$36.00		\$44.00		2017		\$1,800	2009	\$6,000	2009
Spotsylvania County	28,342	1,739	\$19.59		\$25.15		\$30.71		2018	\$6,102	\$2,220	2008	\$4,920	2008
St. Paul, Town of	356	62	\$25.12	\$43.44	\$31.36	\$54.20	\$37.93	\$64.96	2017	\$6,568	\$350	2012		
Stafford County	32,335	1,453	\$34.69		\$40.96		\$47.23		2018	\$6,602	\$2,100	2005		
Stanley, Town of	923	64	\$29.40		\$30.70		\$32.00		2018		\$3,000		\$1,625	
Staunton, City of	7,992	1,108	\$19.52	\$29.28	\$24.40	\$36.60	\$31.72	\$47.58	2016	\$651	\$2,100	2018	\$6,850	2016
Strasburg, Town of	2,479	152	\$32.87	\$46.02	\$45.16	\$63.22	\$57.45	\$80.43	2018	\$12,286	\$6,500	2010		
Tazewell County Public Service Authority	2,285	227	\$41.13		\$49.58		\$58.03		2018	\$8,110	\$900	2016		
Tazewell, Town of	1,648	231	\$35.35	\$51.00	\$43.20	\$61.00	\$51.05	\$71.00	2017	\$10,021	\$540			
Town of Lovettsville	838	39	\$37.44	\$56.16	\$51.67	\$77.50	\$65.90	\$98.85	2018		\$2,000	2018	\$14,875	2018
Town of Mineral	111	34	\$35.40		\$44.25		\$53.10		2013	\$8,859			\$4,500	2007
Warrenton, Town of	3,833	591	\$20.71	\$31.07	\$29.43	\$44.15	\$38.15	\$57.23	2017	\$9,080	\$2,000	2017	\$10,800	2017
Waynesboro, City of	7,305	776	\$40.19	\$42.80	\$48.89	\$52.37	\$57.59	\$61.94	2018	\$8,851	\$800 +	1999	\$4,250	1999
Western Virginia Water Authority (Botetourt Co.)	1,039	274	\$26.75		\$30.50		\$34.25			\$4,065	\$2,000		\$3,000	
Western Virginia Water Authority (Franklin Co.)	32	47	\$33.50		\$39.50		\$45.50			\$6,465	\$2,000		\$3,000	
Western Virginia Water Authority (Roanoke City/County)	49,218	8,687	\$26.75		\$30.50		\$34.25			\$4,066	\$2,000		\$3,000	
Wise County Public Service Authority	900	25	53.5		\$66.50		\$79.50		2018	\$13,015	\$1,100	2015		
Wythe County	639	91	22		\$28.90		\$35.80		2015	\$8,870	\$500	2009	\$500	2009
Wytheville, Town of	3853	688	16.93	\$33.86	\$23.06	\$46.12	\$29.19	\$58.38	2013	\$6,450	\$1,500	2005		

<sup>4</sup> Participants provided wastewater treatment services by the Hampton Roads Sanitation District (HRSD): City of Chesapeake, City of Hampton, City of Portsmouth, Town of Smithfield, Gloucester County and James City County included the HRSD wastewater treatment charges in their responses. As a result, the data listed in the wastewater section of this report includes the HRSD wastewater treatment charges as follows: 3,000 gallons per month (or 401 cubic feet) - \$21.53; 4,000 gallons per month (or 535 cubic feet) - \$28.73; 5,000 gallons per month (or 668 cubic feet) - \$35.87 and 1,000,000 gallons per month (or 133,681 cubic feet) - \$7,178.67. In addition, the HRSD facility charge of \$1,895 for a 5/8-inch meter is included in the capital recovery charges included in this section of the report.

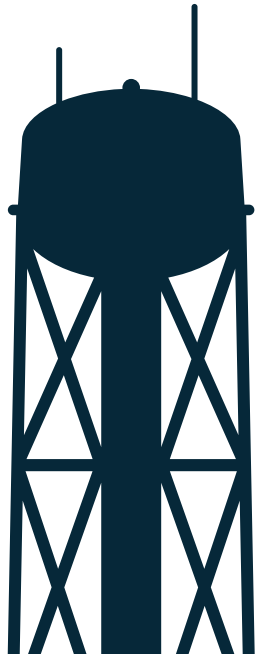


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Richmond, VA 23227





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Bills – October 2018

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Checks written to satisfy bills for items purchased and services rendered during the month of October

**ATTACHMENTS:**

Check Reports:

- 10/5/2018
- 10/17/2018
- 10/25/2018
- 11/1/2018 (will be placed at table night of meeting)

**REQUESTED ACTION:**

Approve Bills



37

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23841	1033	BOBCAT OF RICHMOND	000	10/05/2018	47,697.30	.00
		CLASS TOTAL			47,697.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			47,697.30	
		FINAL TOTAL			47,697.30	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 47,697.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

\_\_\_\_\_ DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	GENERAL	BATCH INV. DESCRIPTION
00000	BOBCAT OF RICHMOND	C02295	10/05/2018		4300-300100-8600-	47,697.30	23841		GENERAL	00691 BOBCAT
	DISC. TOTAL					.00	TOTAL		47,697.30	
						.00	TOTAL		47,697.30	
						.00	TOTAL		47,697.30	

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 THE TOTAL 47,697.30 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23845	1036	ANDREWS MICHAEL	000	10/12/2018	500.00	.00
23846	944	ATLANTIC BROADBAND /	000	10/12/2018	182.90	.00
23847	117	BAI MUNICIPAL SOFTWARE	000	10/12/2018	400.00	.00
23848	477	BEAZLEY A W	000	10/12/2018	600.00	.00
23849	999999	BEAZLEY JUDY	000	10/12/2018	193.49	.00
23850	119	BOWLING GREEN FIRE DEPT	000	10/12/2018	11,000.00	.00
23851	1037	BUCKLEY ANTHONY	000	10/12/2018	700.00	.00
23852	621	CAROLINE COUNTY	000	10/12/2018	600.00	.00
23853	1009	CAROLINE COUNTY HIGH	000	10/12/2018	500.00	.00
23854	47	CAROLINE COUNTY GARAGE	000	10/12/2018	47.94	.00
23855	500	CARTER MACHINERY CO INC	000	10/12/2018	147.41	.00
23856	865	CASH	000	10/12/2018	800.00	.00
23857	592	CHAD NEAL-LEADER	000	10/12/2018	550.00	.00
23858	1035	CHENAULT FRANKIE	000	10/12/2018	600.00	.00
23859	550	COLEMAN WICK	000	10/12/2018	100.00	.00
23860	10	DOMINION VIRGINIA POWER	000	10/12/2018	6,050.30	.00
23861	636	ENVIRONMENTAL RESOURCE	000	10/12/2018	155.12	.00
23862	805	FRENCH BILL	000	10/12/2018	500.00	.00
23863	931	HERDICK MICHAEL	000	10/12/2018	1,000.00	.00
23864	546	JOHNSON'S EXTERMINATING	000	10/12/2018	375.00	.00
23865	846	LAWHORNE RIK	000	10/12/2018	350.00	.00
23866	416	MAIN STAGE PRODUCTIONS	000	10/12/2018	2,400.00	.00
23867	519	MILFORD STATION	000	10/12/2018	600.00	.00
23868	257	ON SITE PC	000	10/12/2018	1,915.97	.00
23869	659	SOMETAL PRODUCTS INC	000	10/12/2018	300.59	.00
23870	1034	SPIMAN THOMAS & BATTLE	000	10/12/2018	9,000.00	.00
23871	148	THE FREE LANCE STAR	000	10/12/2018	34.00	.00
23872	861	THE UPS STORE #6358	000	10/12/2018	330.00	.00
23873	1038	VA EAGLE DISTRIBUTING	000	10/12/2018	1,950.00	.00
23874	728	VML INSURANCE	000	10/12/2018	51.45	.00
23875	44	VUBS	000	10/12/2018	43,085.17	.00
		CLASS TOTAL			43,085.17	.00
		ACH TOTAL			.00	
		CHECK TOTAL			43,085.17	
		FINAL TOTAL			43,085.17	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 43,085.17 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_





ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000010 DOMINION VIRGINIA POWER	2018-09	10/12/2018		4100-043100-5110-	57.53	23860		ELECTRICITY-STREETLIGHTS
00000	000010	2018-09	10/12/2018		4100-043100-5110-	1,670.96	23860		ELECTRICITY-STREETLIGHTS
00000	000010	2018-09	10/12/2018		4100-043100-7200-	525.75	23860		TOWN HALL EXPENSES
00000	000010	2018-09	10/12/2018		4100-031100-5110-	94.57	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4500-500100-5110-	679.74	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4500-500100-5110-	379.47	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4500-500100-5110-	104.62	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	115.77	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	61.96	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	2,253.73	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	32.43	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	73.77	23860		ELECTRICITY
00000	000010	2018-09	10/12/2018		4520-500100-5110-	.00	23860		ELECTRICITY
00000	000636 ENVIRONMENTAL RESOURCE	877024	10/12/2018		4520-500100-6030-	155.12	23861		PLANT & LAB SUPPLIES/CHEMICAL
00000	000636 FRENCH BILL	2018	10/12/2018		4400-071200-1210-	500.00	23862		HARVEST FESTIVAL
00000	000931 HEDRICK MICHAEL	2018	10/12/2018		4400-071200-1210-	1,000.00	23863		HARVEST FESTIVAL
00000	000546 JOHNSON'S EXTERMINATING	20181012	10/12/2018		4100-043100-7200-	375.00	23864		TOWN HALL EXPENSES
00000	000846 LAMHORNE RIK	2018	10/12/2018		4400-071200-1210-	550.00	23865		HARVEST FESTIVAL
00000	000416 MAIN STAGE PRODUCTIONS	2018	10/12/2018		4400-071200-1210-	2,400.00	23866		HARVEST FESTIVAL
00000	000519 MILFORD STATION	2018	10/12/2018		4400-071200-1210-	600.00	23867		HARVEST FESTIVAL
00000	000257 ON SITE PC	4102	10/12/2018		4100-012410-3310-	1,915.97	23868		OFFICE EQUIPMENT
00000	000659 SOSMETAL PRODUCTS INC	1352351	10/12/2018		4500-500100-6050-	300.59	23869		METER/FIRE HYDRANTS
00000	001034 SPILLMAN THOMAS & BATTLE	5343594	10/12/2018		4300-300100-8700-	9,000.00	23870		REFINANCING AND USDA PROJECTS
00000	000148 THE FREE LANCE STAR	2018-09	10/12/2018		4400-071200-1240-	34.00	23871		CLEAN SWEEP
00000	000861 THE UPS STORE #6358	3971	10/12/2018		4400-071200-1210-	330.00	23872		HARVEST FESTIVAL
00000	001038 VA EAGLE DISTRIBUTING	0967204	10/12/2018		4400-071200-1210-	1,950.00	23873		HARVEST FESTIVAL

INDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMOUNT	TOWN INSURANCE-GENERAL FUND	BATCH INV DESCRIPTION
00000	000728 VML INSURANCE	047447	10/12/2018		4100-012110-5300-	951.00	23874	TOTAL	951.00	00693 ****	
	DISC. TOTAL					.00					
00000	000044 VDPS	09180448	10/12/2018		4500-500100-5899-	25.72	23875	TOTAL	25.72	00693 TRANSMISSIONS	
00000	000044	09180448	10/12/2018		4520-500100-5899-	25.73	23875	TOTAL	25.73	00693 TRANSMISSIONS	
	DISC. TOTAL					.00			.00		
	CHECK TOTAL								43,085.17		
	CHECK TOTAL								43,085.17		
	CHECK TOTAL								.00		
	CHECK TOTAL								43,085.17		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 43,085.17- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23878	843	CAROLINE COUNTY PUBLIC	000	10/25/2018	321.00	.00
23879	500	CARTER MACHINERY CO INC	000	10/25/2018	8,679.95	.00
23880	813	FOLEY HEATHER, CPA	000	10/25/2018	5,000.00	.00
23881	55	GALLI'S LLC	000	10/25/2018	745.14	.00
23882	280	KUSTOM SIGNALS INC	000	10/25/2018	266.33	.00
23883	48	MID-ATLANTIC LAB	000	10/25/2018	410.00	.00
23884	257	ON SITE PC	000	10/25/2018	117.50	.00
23885	11	RAPPAHANNOCK ELEC COOP	000	10/25/2018	481.73	.00
23886	13	SHELL FLEET PLUS	000	10/25/2018	941.07	.00
23887	659	SOSMETAL PRODUCTS INC	000	10/25/2018	177.60	.00
23888	949	ULINE	000	10/25/2018	320.22	.00
23889	291	USA BLUE BOOK	000	10/25/2018	208.66	.00
23890	1002	VACORP	000	10/25/2018	116.79	.00
23891	256	VERIZON WIRELESS	000	10/25/2018	40.01	.00
23892	863	WILLIAMS MULLEN	000	10/25/2018	5,572.59	.00
		CLASS TOTAL			23,398.59	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,398.59	
		FINAL TOTAL			23,398.59	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 23,398.59- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	BATCH INV. DESCRIPTION
00000 000843	CAROLINE COUNTY PUBLIC	OSHA CERT	10/25/2018		4500-500100-5540-	321.00	23878	TOTAL	EDUCATION/TRAINING/LICENSES	00695 OSHA CERTIFICATION
DISC. TOTAL			321.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			321.00	
00000 000500	CARTER MACHINERY CO INC	344	10/25/2018		4520-500100-6007-	8,679.95	23879	TOTAL	REPAIR/ MAINTENANCE	00695 TREE ON GENERATOR
DISC. TOTAL			8,679.95	ACH PMT TOTAL	.00	CPA PMT TOTAL			8,679.95	
00000 000813	FOLEY HEATHER, CPA	20181025	10/25/2018		4100-012410-3150-	5,000.00	23880	TOTAL	PROFESSIONAL SERVICES - CPA	00695 CPA
DISC. TOTAL			5,000.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			5,000.00	
00000 000055	GALL'S LLC	010803785	10/25/2018		4100-031100-6011-	304.29	23881	TOTAL	UNIFORMS	00695 SHOES, HAT, PEP SRA
00000 000055		010845150	10/25/2018		4100-031100-6011-	137.92	23881	TOTAL	UNIFORMS	00695 TIE, SHIRT & TROUSER
00000 000055		010868259	10/25/2018		4100-031100-6011-	48.93	23881	TOTAL	UNIFORMS	00695 TROUSERS
00000 000055		010888220	10/25/2018		4100-031100-6011-	190.50	23881	TOTAL	UNIFORMS	00695 BADGES
00000 000055		010888221	10/25/2018		4100-031100-6011-	63.50	23881	TOTAL	UNIFORMS	00695 BADGES
DISC. TOTAL			745.14	ACH PMT TOTAL	.00	CPA PMT TOTAL			745.14	
00000 000280	KUSTOM SIGNALS INC	9806810	10/25/2018		4100-043100-6008-	266.33	23882	TOTAL	VEHICLE FUEL/ OIL	00695 PW
DISC. TOTAL			266.33	ACH PMT TOTAL	.00	CPA PMT TOTAL			266.33	
00000 000048	MID-ATLANTIC LAB	14599	10/25/2018		4500-500100-6022-	410.00	23883	TOTAL	WATER TESTING	00695 24 HR TESTING
DISC. TOTAL			410.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			410.00	
00000 000257	ON SITE PC	4119	10/25/2018		4100-012410-3320-	32.50	23884	TOTAL	COMPUTER LICENSES/SUPPORT	00695 REINSTALL JAVA
DISC. TOTAL			4120	ACH PMT TOTAL	.00	CPA PMT TOTAL			4120	00695 GENERAL ON SITE SR
00000 000011	RAPPANNOCK ELEC COOP	2018-09	10/25/2018		4100-043100-5110-	51.81	23885	TOTAL	ELECTRICITY-STREETLIGHTS	00695 CEDAR WAREHOUSE
00000 000011		2018-09	10/25/2018		4500-500100-5110-	248.70	23885	TOTAL	ELECTRICITY	00695 WRL #4
00000 000011		2018-09	10/25/2018		4500-500100-5110-	51.03	23885	TOTAL	ELECTRICITY	00695 TRANSFORM ON HILL
00000 000011		2018-09	10/25/2018		4500-500100-5110-	22.05	23885	TOTAL	ELECTRICITY	00695 TOWER LIGHT FRED TPK
00000 000011		2018-09	10/25/2018		4520-500100-5110-	24.80	23885	TOTAL	ELECTRICITY	00695 OAK RIDGE PMP STAT
00000 000011		2018-09	10/25/2018		4520-500100-5110-	83.34	23885	TOTAL	ELECTRICITY	00695 LAKEWOOD PMP STAT
DISC. TOTAL			481.73	ACH PMT TOTAL	.00	CPA PMT TOTAL			481.73	
00000 000013	SHELL FLEET PLUS	9806810	10/25/2018		4100-031100-6008-	408.43	23886	TOTAL	VEHICLE FUEL/OIL	00695 PC
00000 000013		9806810	10/25/2018		4500-500100-6008-	266.32	23886	TOTAL	VEHICLE FUEL/OIL	00695 WATER
00000 000013		9806810	10/25/2018		4520-500100-6008-	266.32	23886	TOTAL	VEHICLE FUEL & OIL	00695 SEWER
DISC. TOTAL			941.07	ACH PMT TOTAL	.00	CPA PMT TOTAL			941.07	
00000 000659	SOSMETAL PRODUCTS INC	1352617	10/25/2018		4520-500100-6030-	177.60	23887	TOTAL	PLANT & LAB SUPPLIES/CHEMICAL	00695 HYZYMS
DISC. TOTAL			177.60	ACH PMT TOTAL	.00	CPA PMT TOTAL			177.60	
00000 000949	ULINE	101839892	10/25/2018		4520-500100-6007-	320.22	23888	TOTAL	REPAIR/ MAINTENANCE	00695 WIRE RACK
DISC. TOTAL			320.22	ACH PMT TOTAL	.00	CPA PMT TOTAL			320.22	
00000 000291	USA BLUE BOOK	710052	10/25/2018		4520-500100-6030-	156.94	23889	TOTAL	PLANT & LAB SUPPLIES/CHEMICAL	00695 CHRISSELL CIR CHART
00000 000291		710052	10/25/2018		4520-500100-6030-	25.86	23889	TOTAL	PLANT & LAB SUPPLIES/CHEMICAL	00695 LIQUID DPDA
00000 000291		710052	10/25/2018		4520-500100-6030-	25.86	23889	TOTAL	PLANT & LAB SUPPLIES/CHEMICAL	00695 LIQUID DPDA
DISC. TOTAL			208.66	ACH PMT TOTAL	.00	CPA PMT TOTAL			208.66	
00000 001002	VACORE	2018-09	10/25/2018		4100-012410-2500-	15.42	23890	TOTAL	HYBRID DISABILITY INSURANCE	00695 TH

NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT	DISC.	BATCH INV.	DESCRIPTION
00000	001002		2018-09	10/25/2018		4100-043100-2500-	33.15	23890			HYBRID DISABILITY INSURANCE		00695	PW
00000	001002		2018-09	10/25/2018		4500-500100-2500-	14.42	23890			HYBRID DISABILITY INS		00695	WATER
00000	001002		2018-09	10/25/2018		4520-500100-2500-	53.80	23890			HYBRID DISABILITY INS		00695	SEWER
							.00				116.79			
								TOTAL						
00000	000256	VERIZON WIRELESS	9816185993	10/25/2018		4100-031100-5230-	40.01	23891			TELECOMMUNICATIONS		00695	PC
							.00				40.01			
								TOTAL						
00000	000863	WILLIAMS MULLEN	1054569	10/25/2018		4320-032100-0100-	5,572.59	23892			EDA LOANS AND GRANTS		00695	HOTEL DEVELOPMENT
							.00				5,572.59			
								TOTAL						
							.00				23,398.59			
								TOTAL						

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 23,398.59- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

A/P CHECK REGISTER  
 Check Date - 10/25/2018

46  
 10/25/2018 TOWN OF BOWLING GREEN  
 14:10:22  
 23893

VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
13	SHELL FLEET PLUS	000	10/25/2018	266.33	.00
	CLASS TOTAL			266.33	.00
	ACH TOTAL			.00	
	CHECK TOTAL			266.33	
	FINAL TOTAL			266.33	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 266.33- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

47

10/25/2018 TOWN OF BOWLING GREEN A/P CHECK REGISTER TIME-14:10:22 ActPd - 2018/10 PAGE 1

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	VEHICLE FUEL/ OIL	BATCH INV. DESCRIPTION
00000	000013 SHELL FLEET PLUS	9806810 1	10/25/2018		4100-043100-6008-	266.33	23893	TOTAL	266.33	00696 PW
	DISC. TOTAL					.00		TOTAL	266.33	
						.00		TOTAL	266.33	
						.00		TOTAL	266.33	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 266.33 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Minutes – October 4, 2018 Town Council Meeting

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**  
Transcribed minutes from the October 4, 2018 Town Council Meeting

**ATTACHMENTS:**  
Draft 10/4/2018 Town Council Meeting minutes

**REQUESTED ACTION:**  
Approve the minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday October 04, 2018  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

**PRESENT**

- Mayor Jason Satterwhite
- Vice-Mayor Glenn McDearmon
- Council Member Otis Wright
- Council Member Mark Gaines
- Council Member Mary Frances Coleman
- Council Member Jean Davis
- Council Member Tyler Gibson
- Council Member Valarie Coyle

Mayor Satterwhite introduced new Council Member Valarie Coyle and welcomed her to her first Town Council Meeting.

**PUBLIC HEARINGS:**

There were no Public Hearings.

**DELEGATIONS:**

There were no Delegations.

**PUBLIC COMMENTS:**

There were no Public Comments.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were noted:

- Police Department Monthly Report to Council September 2018
- Public Works and Utilities Monthly Report to Council September 2018
- Events Coordinator Council Monthly Report for September 2018
- Town Clerk/Treasurer's Monthly Report to Council September 2018
- Town Manager Monthly Report to Council September 2018



### **CONSENT AGENDA:**

**Bills - September 2018** – Attached to these minutes

**Town Council Meeting Minutes – September 6, 2018**

**Town Council Worksession Minutes – September 24, 2018**

**Adoption of R-2018-010 - USDA Resolution of Governing Body - Water Distribution PER**

**Adoption of R-2018-011 - USDA Resolution of Governing Body – Skid Steer Loader**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to approve the consent agenda as presented.

Voting Yea: Vice-Mayor McDearmon, Council Member Wright, Council Member Gaines, Council Member Coleman, Council Member Davis, Council Member Gibson, Council Member Coyle

### **UNFINISHED BUSINESS:**

**Bulk Septic Billing of sewage dump fees** - Staff recommended that the past billing to Doug's Septic be waived due to mis-information provided to the owner of Doug's at the time of dumping and that the September 3, 2018 fees be billed directly to the land owner.

Motion made by Council Member Gaines, Seconded by Council Member Gibson to approve staff's recommendation as outlined in the agenda.

Voting Yea: Vice-Mayor McDearmon, Council Member Wright, Council Member Gaines, Council Member Coleman, Council Member Davis, Council Member Gibson, Council Member Coyle

### **NEW BUSINESS:**

The Mayor noted that he had an additional item of business.

**Letter of resignation from Planning Commission submitted by Council Member Jean Davis** – Council Member Davis submitted her letter to the Mayor with a recommendation to appoint Council Member Valarie Coyle to the Council's Representative position on the Planning Commission.

Motion made by Council Member Davis, Seconded by Council Member Gaines to accept Council Member Davis' letter of resignation from the Planning Commission and appoint Council Member Coyle to her vacant seat.

Voting Yea: Vice-Mayor McDearmon, Council Member Wright, Council Member Gaines, Council Member Coleman, Council Member Davis, Council Member Gibson.

Abstaining: Council Member Coyle – due to conflict

### **INFORMATIONAL ITEMS:**

**Law Enforcement Award** - The Mayor congratulated the Police Chief for being recognized for his efforts.

### **REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

Glenn McDearmon – Mr. McDearmon stated that the Facility Committee had met and discussed a timeline for construction on the sewer line replacement project. Also discussed was the ongoing replacement of fire hydrants and a grant received from the US Dept. of Agriculture

Rural Development for the purchase of a skid steer Bobcat. Council Member McDearmon noted that the residents of Bowling Green Meadows had asked for the Town's assistance in seeking a grant to provide street lights in their neighborhood.

Mayor Satterwhite said he would contact Dominion Energy to see how they might help.

Otis Wright – had no comments.

Mark Gaines – had no comments.

Mary Frances Coleman – had no comments.

Jean Davis – had no comments.

Tyler Gibson – had no comments.

Jason Satterwhite, Mayor – had no comments.

### **ADJOURNMENT**

On motion made by Council Member Davis, Seconded by Vice-Mayor McDearmon Council voted unanimously to adjourn the meeting at 7:25 P.M.

52

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23768	679	DAVID L BROOKS HAULING &	000	9/14/2018	1,036.48	.00
23769	672	DAVIS AND ASSOCIATES	000	9/14/2018	2,041.00	.00
23770	936	MATERN STAFFING	000	9/14/2018	802.95	.00
23771	257	ON SITE PC	000	9/14/2018	85.00	.00
23772	1031	PURKS KENNETH	000	9/14/2018	418.89	.00
23773	1030	RED WING SHOES	000	9/14/2018	1,019.80	.00
23774	999999	RUSH LAUREN	000	9/14/2018	150.00	.00
23775	999999	SOUTHWORTH WILLIAM ROY	000	9/14/2018	150.00	.00
23776	148	THE FREE LANCE STAR	000	9/14/2018	2,400.00	.00
23777	955	ZERBE'S MOVING & DELIVERY	000	9/14/2018	675.00	.00
		CLASS TOTAL			8,779.12	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,779.12	
		FINAL TOTAL			8,779.12	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,779.12- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

5

9/20/2018 TOWN OF BOWLING GREEN A/P CHECK REGISTER  
 13:28:39 Check Date - 9/20/2018

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23778	999999	BOWLING GREEN SHELL	000	9/20/2018	167.92	.00
23779	999999	LADYSMITH REALTY, INC	000	9/20/2018	116.85	.00
23780	999999	RAYNES DONNA	000	9/20/2018	162.50	.00
		CLASS TOTAL			447.27	.00
		ACH TOTAL			.00	
		CHECK TOTAL			447.27	
		FINAL TOTAL			447.27	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 447.27- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

54

TR	DATE	AMOUNT	DISCOUNT
23781	9/21/2018	200.00	.00
23782	9/21/2018	408.00	.00
23783	9/21/2018	75.00	.00
23784	9/21/2018	550.00	.00
23785	9/21/2018	727.20	.00
23786	9/21/2018	500.00	.00
23787	9/21/2018	1,900.00	.00
23788	9/21/2018	543.68	.00
23789	9/21/2018	1,186.58	.00
23790	9/21/2018	270.07	.00
23791	9/21/2018	151.75	.00
23792	9/21/2018	40.01	.00
23793	9/21/2018	38.85	.00
23794	9/21/2018	7,380.40	.00
		13,971.54	.00
		ACH TOTAL	.00
		CHECK TOTAL	13,971.54
		FINAL TOTAL	13,971.54

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,971.54 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

55

TRK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23797	117	BAI MUNICIPAL SOFTWARE	000	9/28/2018	4,850.00	.00
23798	999999	C W EDWARDS FUNERAL HOME	000	9/28/2018	150.00	.00
23799	125	E M GRAY & SON	000	9/28/2018	2,875.41	.00
23800	936	MATERN STAFFING	000	9/28/2018	696.90	.00
23801	515	MEMORABLE MOMENTS	000	9/28/2018	226.15	.00
23802	48	MID-ATLANTIC LAB	000	9/28/2018	60.00	.00
23803	999999	PARKER VANNITTY	000	9/28/2018	150.00	.00
23804	653	STEMMLE PLUMBING REPAIR	000	9/28/2018	2,500.00	.00
23805	861	THE UPS STORE #6358	000	9/28/2018	70.00	.00
23806	949	U/LINE	000	9/28/2018	148.94	.00
23807	291	USA BLUE BOOK	000	9/28/2018	74.99	.00
23808	19	VERIZON	000	9/28/2018	307.30	.00
		CLASS TOTAL			12,109.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,109.69	
		FINAL TOTAL			12,109.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 12,109.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

\_\_\_\_\_ DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



10/04/2018 TOWN OF BOWLING GREEN  
 4:48:19  
 5  
 CHECK#

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23809	18	A & M HOME CENTER	000	10/05/2018	108.69	.00
23810	644	BMS DIRECT	000	10/05/2018	1,522.33	.00
23811	1010	CENTRAL VIRGINIA DISTRIBU	000	10/05/2018	115.00	.00
23812	897	CINTAS CORPORATION	000	10/05/2018	92.43	.00
23813	14	CINTAS OF RICHMOND	000	10/05/2018	1,256.56	.00
23814	1014	COOPERATIVE LIVING	000	10/05/2018	990.00	.00
23815	679	DAVID L BROOKS HAULING &	000	10/05/2018	92.76	.00
23816	939	DRAINFIELD SOLUTIONS, LLC	000	10/05/2018	220.00	.00
23817	234	ENVIROCOMPLIANCE LAB INC	000	10/05/2018	1,285.00	.00
23818	234	ENVIROCOMPLIANCE LAB INC	000	10/05/2018	270.00	.00
23819	28	G & G MILFORD FARM SERV.	000	10/05/2018	590.59	.00
23820	932	IBM CORPORATION	000	10/05/2018	854.59	.00
23821	898	JAMES MARY	000	10/05/2018	140.00	.00
23822	836	JOHN ALLISON	000	10/05/2018	175.00	.00
23823	546	JOHNSON'S EXTERMINATING	000	10/05/2018	615.00	.00
23824	999999	LEWIS MELISSA	000	10/05/2018	155.86	.00
23825	743	LOCAL SERVICES	000	10/05/2018	80.00	.00
23826	34	MARTIN MARIETTA MATERIALS	000	10/05/2018	274.80	.00
23827	725	MCGINLEY MICHELLE B	000	10/05/2018	70.00	.00
23828	919	PRO SHRED SECURITY	000	10/05/2018	45.00	.00
23829	1015	RED BUD SUPPLY INC	000	10/05/2018	121.19	.00
23830	991	RSS&S COMMERCIAL CLEANING	000	10/05/2018	289.00	.00
23831	918	STAPLES ADVANTAGE	000	10/05/2018	991.99	.00
23832	918	STAPLES ADVANTAGE	000	10/05/2018	56.16	.00
23833	15	TREASURER OF VIRGINIA	000	10/05/2018	799.49	.00
23834	291	USA BLUE BOOK	000	10/05/2018	1,019.52	.00
23835	19	VERIZON	000	10/05/2018	15.12	.00
23836	256	VERIZON WIRELESS	000	10/05/2018	494.11	.00
23837	12	WASTE MANAGEMENT	000	10/05/2018	7,070.68	.00
23838	930	WEBB EMILY	000	10/05/2018	210.00	.00
23839	451	XEROX CORPORATION	000	10/05/2018	250.85	.00
		CLASS TOTAL			20,271.72	.00
		ACH TOTAL			.00	
		CHECK TOTAL			20,271.72	
		FINAL TOTAL			20,271.72	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 20,271.72- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

57

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23840	648	ERARD ANDREA G	000	10/05/2018	1,667.00	.00
			CLASS TOTAL		1,667.00	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,667.00	
			FINAL TOTAL		1,667.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,667.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

8  
 7:40:46

10/10/2018 TOWN OF BOWLING GREEN  
 CHECK# 23844  
 VEND# 234 ENVIROCOMPLIANCE LAB INC 000 10/05/2018  
 CLASS 000  
 AMOUNT 115.00  
 DISCOUNT .00  
 CHECK TOTAL 115.00  
 ACH TOTAL .00  
 FINAL TOTAL 115.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 115.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Part-time Office Assistant Pay Range Adjustment  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The Police Chief has requested that the pay rang for part-time administrative help be changed from \$10-\$14 per hour to \$10-\$15 per hour. The Budget and Personnel committee approved bringing this increase to the full council for approval.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Approve



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Budget Transfers  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

To cover the cost of detailing the newly purchased public works vehicles and the cost of purchasing and installing windows in the Town Hall's Ballroom.

This involves re-allocating the general fund transfer from the debt service and CIP funds. The excess debt service funds are being reallocated to the CIP fund with corresponding adjustment to the expenditure levels. These transfers are budget neutral.

**ATTACHMENTS:**

Budget Action Form

**REQUESTED ACTION:**

Approve



Town of Bowling Green  
VIRGINIA

BUDGET ACTION FORM

BAF#

(Assigned by Finance Dept.)

Requesting Dept. /Organization: Town Manager

FY 2018-2019

Explanation of Request (please attach second page of form if additional space is required):

To cover the cost of detailing the newly purchased public works vehicles and the cost of purchasing and installing widows in the Town Hall's Ball Room.

This involves reallocating the general fund transfer from the debt service and CIP funds. The excess debt service funds are being reallocated to the CIP fund with corresponding adjustment to the expenditure levels. These transfers are budget neutral.

Budget Supplement:

Budget Transfer:

Journal Entry:

Funding Details (for additional space, please go to second page of form)

From		To		
Source	Budget Code	Amount	Budget Code	Amount
REV. Debt Service	3-100-410501-0420	(\$30,000)	3-100-410501-0300	\$30,000
EXP. Debt Service	4-420-500400-0002	(\$30,000)	4-300-300100-8600	\$30,000
Total		(\$60,000)		\$60,000

Department Head Signature: \_\_\_\_\_

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

Treasurer Recommendation:

Approve: Yes  No

Signature Melvin Luvv

Date: 10/23/18

Town Manager Recommendation (if required):

Approve: Yes  No

Signature A. Russ Peck

Date: 10/23/18

Council Action (if required):

Approval: Yes  No

Signature \_\_\_\_\_

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

Yes Administrator granted approval authority





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Proposed Budget Amendment  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The reason for this amendment is to provide funds for water and sewer system repairs, fund EDA development activities and to fund certain capital improvements. Since the adoption of the FY18-FY19 budget, the Town has received two grants and has another grant application awaiting approval, and a budget amendment is needed to allow expenditure of these funds. Additionally, several capital projects and water projects have been identified that need attention this fiscal year. And finally, funds are needed to bring to fruition an economic development project the Town has been working on for many years.

**ATTACHMENTS:**

Proposed Budget Amendment  
Draft Public Hearing Notice

**REQUESTED ACTION:**

Set Public Hearing Date  
Approve Publication of Hearing Notice

### Proposed Budget Amendment

<b>REVENUE INCREASES</b>		
	<b>FUND #300 CIP (From USDA Loan/Grants and Fund Balance)</b>	\$1,535,000
	<b>FUND #320 Economic Development Authority (EDA Fund Balance)</b>	\$25,000
	<b>FUND #500 Water (From Fund Balance and USDA SEARCH Grant)</b>	\$110,000
	<b>FUND #520 Sewer (Transfer from General Fund Unassigned Balance)</b>	\$120,000
<b>TOTAL REVENUE INCREASES</b>		<b>\$1,790,000</b>
<b>EXPENDITURE INCREASES</b>		
<b>GENERAL FUND TRANSFERS</b>		
	<b>FUND #520 Sewer Operations (From GF Unassigned Fund Balance)</b>	\$120,000
	<b>Total Transfers</b>	<b>\$120,000</b>
<b>OTHER FUND EXPENDITURES INCREASES</b>		
	<b>FUND #300 CIP</b>	\$1,535,000
	<b>FUND #320 Economic Development Authority</b>	\$25,000
	<b>FUND #500 Water Operations</b>	\$130,000
	<b>Total Other Funds</b>	<b>\$1,690,000</b>
<b>TOTAL EXPENDITURE INCREASES (Net of Transfers)</b>		<b>\$1,690,000</b>

**TOWN OF BOWLING GREEN  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that on December 6, 2018 at 7:00 P.M. the Bowling Green Town Council will conduct a public hearing in Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on the following matter:

**AN AMENDMENT AND APPROPRIATION TO THE FY2018-2019 TOWN BUDGET**

<b>Proposed Budget Amendment</b>		
<b>REVENUE INCREASES</b>		
	FUND #300 CIP (From USDA Loan/Grants and Fund Balance)	\$1,535,000
	FUND #320 Economic Development Authority (EDA Fund Balance)	\$25,000
	FUND #500 Water (From Fund Balance and USDA SEARCH Grant)	\$110,000
	FUND #520 Sewer (Transfer from General Fund Unassigned Balance)	<u>\$120,000</u>
<b>TOTAL REVENUE INCREASES</b>		<b>\$1,790,000</b>
<b>EXPENDITURE INCREASES</b>		
<b>GENERAL FUND TRANSFERS</b>		
	FUND #520 Sewer Operations (From GF Unassigned Fund Balance)	<u>\$120,000</u>
	<b>Total Transfers</b>	<b>\$120,000</b>
<b>OTHER FUND EXPENDITURES INCREASES</b>		
	FUND #300 CIP	\$1,535,000
	FUND #320 Economic Development Authority	\$25,000
	FUND #500 Water Operations	<u>\$130,000</u>
	<b>Total Other Funds</b>	<b>\$1,690,000</b>
<b>TOTAL EXPENDITURE INCREASES (Net of Transfers)</b>		<b>\$1,690,000</b>

The reason for this amendment is to provide funds for water and sewer system repairs, fund EDA development activities and to fund certain capital improvements.

The Bowling Green Town Council will take action on the proposed budget amendment on December 6, 2018. A complete copy of the budget amendment may be reviewed at Town Hall. Interested parties are encouraged to attend the meeting and express their views regarding this matter. If you require assistance in order to participate in the public hearing, please contact the Town Manager at (804) 633-6212.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Health Insurance Proposal  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Mark Gaines, markgaines@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Council is asked to consider allowing the Town’s staff to join the County’s health insurance plan beginning with the County’s 2019 renewal period. The Town has only 11 full time employees which makes it difficult to secure an adequate health insurance policy at an affordable price. In the past, the Town piggybacked on Peumensend Creek Regional Jail’s policy, but with the closing of the PCRJ the Town was forced to secure its own policy.

Informal discussions took place between County Administrator Culley and Councilman Gaines at which time a census of Town employees was requested and that the Town Council formally make the request to join the County’s self-insurance pool.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Authorize staff to submit a letter to Caroline County formally asking their consideration in allowing the Town Staff to join the County Health Insurance Policy.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Property Maintenance MOU with Caroline County  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Bowling Green currently has no personnel qualified to carry out property maintenance responsibilities under the State’s Uniform Building Code. This would allow County staff to perform this function on behalf of the Town. The County has been enforcing this part of the Building Code for Port Royal since 2010 (see the attached agreement that the County has with Port Royal).

**ATTACHMENTS:**

Caroline County’s Property Maintenance Agreement with Port Royal.

**REQUESTED ACTION:**

Approve staff to develop a draft agreement with county staff for consideration by the Town Council and County Board of Supervisors.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN CAROLINE COUNTY, VIRGINIA  
AND THE TOWN OF PORT ROYAL, VIRGINIA,  
REGARDING THE TOWN’S UTILIZATION OF COUNTY PERSONNEL TO  
ENFORCE THE VIRGINIA MAINTENANCE CODE, PART III, OF THE VIRGINIA  
UNIFORM STATEWIDE BUILDING CODE AND THE CHESAPEAKE BAY  
PRESERVATION ACT**

**THIS MEMORANDUM OF UNDERSTANDING** is made as of this \_\_\_\_ day of \_\_\_\_\_, 2009, between the Board of Supervisors of Caroline County (**the “County”**), a political subdivision of the Commonwealth of Virginia and the Town of Port Royal, Virginia (**the “Town”**), and is intended to set forth the mutual interests and present intention of the parties with regard to the Town’s utilization of County personnel to enforce the Virginia Maintenance Code, Part III, of the Virginia Uniform Statewide Building Code (the **“Property Maintenance Code”**), and the Chesapeake Bay Preservation Act (the **“Act”**).

**RECITALS:**

1. The Town has adopted an ordinance (the **“Ordinance”**) implementing, among other things, the Property Maintenance Code, and establishing minimum requirements and standards for premises, structure, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.
2. The Ordinance provides that the Town Administration and its designated officials shall be responsible for the administration and enforcement of the Ordinance.
3. The Town seeks to designate the Building & Inspections staff of the Caroline County Department of Planning and Community Development (**“Building Staff”**) as officials authorized to administer and enforce the Ordinance.
4. The County believes it is in the best interest of the residents of the County and the Town to allow the Building Staff to administer and enforce the Ordinance.
5. The Town has also requested that the Planning and Zoning staff of the Caroline County Department of Planning and Community Development (**“Planning Staff”**) be permitted to assist the Town with the administration and enforcement of the provisions of the Act, which the Town is required to implement and enforce pursuant to state law.
6. The County believes it is in the best interest of the residents of the County and the Town to allow the Planning Staff to help the Town in administering and enforcing the Act.
7. The parties desire to enter into this Memorandum of Understanding to acknowledge their mutual interests and concerns, and to memorialize the general nature of their discussions and understandings to date, but the parties do not intend by entering into this



Memorandum to bind themselves one to the other, or to agree to take any present action whatsoever towards the execution of a binding agreement, except to agree in good faith to work together towards their mutual interests.

8. The execution of this Memorandum of Understanding does not create a binding agreement between the parties, but designates the Building Staff and Planning Staff as Town officials for the purposes and in the conditions set forth herein, until such time as the Town or County may unilaterally or mutually decides otherwise. Neither this Memorandum nor anything contained herein shall be legally enforceable upon either party, the sole remedy of either party hereunder being termination of the authority and relationship set forth herein.

**MEMORANDUM**

Based upon, and subject to, the foregoing recitals, the parties to this Memorandum acknowledge and set forth the following as an expression of their present intent and understanding with respect to the Building Staff and Planning Staff’s administration and enforcement of the Ordinance and the Act as officials of the Town.

1. The Building Staff and Planning Staff are hereby designated as Town officials for all purposes set forth herein, including without limitation, the administration and enforcement of the Act and the Ordinance, and shall have all authority of Town officials set forth therein.
2. The Building Staff and Planning Staff will be available to the Town on an as needed basis to administer and enforce and/or assist with the administration and enforcement of the Ordinance and the Act, provided that such assistance does not interfere with the administration and/or enforcement of the County’s own ordinances.
3. Building Staff and Planning Staff would be available during normal business and inspection hours.
4. Any costs incurred by the Building Staff and/or Planning Staff in administering and/or enforcing the Ordinance and/or the Act and which are over and above the normal and ordinary costs incurred by the County in conducting its own inspections and enforcement activities shall be reimbursed by the Town to the County unless otherwise waived by the County.
5. Neither Building Staff nor Planning Staff will undertake or provide for any additional services, facilities, equipment, or materials without prior written agreement from the Town.
6. The County and the Town will meet at least annually to coordinate Chesapeake Bay Preservation Act Program delivery for maximum effectiveness.

This memorandum is intended to express the present intent of the parties to it and to set forth certain understandings and parameters regarding the matters set forth herein. Nothing herein contained is intended to be legally binding on the parties to this memorandum, and any

binding agreement between the County and the Town as to the matters contemplated herein shall be set forth in writing in a future agreement. The terms, provisions and conditions set forth in this memorandum may change or be modified as discussions are undertaken between the parties.

**WITNESS** the following signatures and seals as of the date first printed above.

**TOWN OF PORT ROYAL, VIRGINIA**

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

**BOARD OF SUPERVISORS OF  
CAROLINE COUNTY, VIRGINIA**

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

Percy C. Ashcraft  
County Administrator



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

**AGENDA ITEM:** Groundwater Withdrawal Permit

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Reese Peck, [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

The water supply for Bowling Green is provided by groundwater. Effective January 1, 2014, the State expanded the Eastern Virginia Groundwater Management Area that requires groundwater users to get withdrawal permits to continue their use groundwater. The due to number of users affected the State has taken four years to process the backlog. Attached is Bowling Green's Draft permit governing withdrawal for the next ten years. Under the conditions of this permit, the state is going to require the Town to abandon one well (within seven years), raise its pumps in remaining two wells and drill a replacement well.

### **ATTACHMENTS:**

Groundwater Withdrawal Permit and Fact Sheet

### **REQUESTED ACTION:**

None



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY

**[DRAFT] EXISTING USER PERMIT August 13, 2018**  
TO WITHDRAW GROUNDWATER IN THE  
EASTERN VIRGINIA GROUNDWATER MANAGEMENT AREA

**Permit Number: GW00138EU**

Effective Date: **Mo Dy, 2018**

Expiration Date: **Mo Dy, 2028**

Pursuant to Section 62.1-256 of the Ground Water Management Act of 1992 (Chapter 25, Title 62.1 of the Code of Virginia) and the Groundwater Withdrawal Regulations (Regulations)(9VAC25-610-10 *et seq.*), the State Water Control Board (Board) hereby authorizes the Permittee to withdraw and use groundwater in accordance with this permit.

Permittee	<u>Town of Bowling Green</u>
Facility	<u>Town of Bowling Green Public Water System</u>
Facility Address	<u>PO Box 468, 117 Butler Street</u>
	<u>Bowling Green, VA 22427</u>

The Permittee's authorized groundwater withdrawal shall not exceed:

<u>69,520,000</u>	gallons per year,
<u>7,830,000</u>	gallons per month,
<u>360,000</u>	gallons per day.

The permitted withdrawal will be used to a municipal public water supply. Other uses are not authorized by this permit.

The Permittee shall comply with all conditions and requirements of the permit.

By direction of the State Water Control Board, this Permit is granted by:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director, Office of Water Supply

This permit is based on the Permittee's application submitted on June 11, 2014, and subsequently amended to include supplemental information provided by the Permittee. The following are conditions applicable to all permits and govern the system set-up and operation, monitoring, reporting, and recordkeeping pertinent to the Regulations.

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**Part I**  
**Operating Conditions**

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**A. Authorized Withdrawal**

1. The withdrawal of groundwater shall be limited to the following wells identified in the table below. Withdrawals from wells not included in Table 1 are not authorized by this permit and are therefore prohibited. 9VAC25-610-140.A

**Table 1**

<i>Owner Well Name</i>	<i>DEQ Well #</i>	<i>Well Depth (ft)</i>	<i>Screen Intervals (ft)</i>	<i>Aquifer</i>	<i>Latitude</i>	<i>Longitude</i>
Well #1A	116-00387	420	370-410	Potomac	38° 03' 2.0"	-77° 20' 43.0"
Well #4	116-00343	412	350-355, 368-373, 378-388, 392-412	Potomac	38° 34' 0.0"	-77° 20' 48.0"
Well #5	116-00388	429	379-419	Potomac	38° 03' 4.0"	-77° 21' 19.0"

2. Any actions that result in a change to the status, construction, or pump intake setting of wells included in this permit must be pre-approved by the Department of Environmental Quality (Department) in writing prior to implementing the change, and a revised GW-2 Form must be submitted to the Department within 30 days after the physical construction of a well is altered or the pump intake setting has been changed. If changes are a result of an emergency, notify the Department within 5 days from the change. 9VAC25-610-140.C

**B. Public Water Supplies**

1. Daily withdrawal limits set forth in this permit are consistent with the requirements and conditions of the Virginia Department of Health (VDH) Waterworks Operation Permit No. 6033550, 9VAC25-610-140.A.5
2. The Permittee shall submit copies of an updated Waterworks Operation Permit and the associated Engineering Description Sheets to the Department within 30 days of receipt from the Virginia Department of Health. 9VAC25-610-140.C

**C. Pump Intake Settings**

1. The Permittee shall not knowingly place a pump or water intake device lower than the top of the uppermost confined aquifer that a well utilizes as a groundwater source or lower than the bottom of an unconfined aquifer that a well utilizes as a groundwater source in order to prevent dewatering of the aquifer, loss of inelastic storage, or damage to the aquifer from compaction. 9VAC25-610-140.A.6

2. Pump settings in individual wells are limited as follows and must be met by the time of reapplication. Any change in the pump setting must receive prior approval by the Department.

Owner Well Name	DEQ Well #	Maximum Pump Setting (feet below land surface)*
Well #1A	116-00387	265
Well #4	116-00343	300
Well #5	116-00388	214

#### D. Withdrawal Reporting

1. Water withdrawn from each well shall be recorded monthly at the end of each month and reported to the Groundwater Withdrawal Permitting Program, in a paper or electronic format provided by the Department, by the tenth (10<sup>th</sup>) day of each January, April, July and October for the respective previous calendar quarter. Records of water use shall be maintained by the Permittee in accordance with Part III.F, of this permit. 9VAC25-610-140.A.9
2. The Permittee shall report any amount in excess of the permitted withdrawal limit by the fifth (5<sup>th</sup>) day of the month following the month when such a withdrawal occurred. Failure to report may result in compliance or enforcement activities. 9VAC25-610-140.C

#### E. Well Tags

1. Each well that is included in this permit shall have affixed to the well casing, in a prominent place, a permanent well identification plate that records, at a minimum, the DEQ well identification number, the groundwater withdrawal permit number, the total depth of the well, and the screened intervals in the well. Such well identification plates shall be in a format specified by the Board and are available from the Department. 9VAC25-610-140.A.12
2. Well tags shall be affixed to the appropriate well casing within 30 days of receiving the tags from the Department. The accompanying well tag installation certification form shall be returned to the Department within 60 days of receipt of the tags. 9VAC25-610-140.C

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### Part II Special Conditions

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Pursuant to 9VAC25-610-140.B and C, the following Special Conditions apply to this permit in order to protect the public welfare, safety, and health or conserve, protect and help ensure the beneficial use of groundwater.

#### A. Well Abandonment

1. Within 2 years of the effective date of this permit (Mo Dy, 2020), the Permittee shall either confirm the prior abandonment or permanently abandon Well #2 (DEQ Well #116-00030) and Well #3 (DEQ Well #116-00344) in accordance with the Virginia Department of Health's Regulations and submit documentation to the Department of Environmental Quality within 30 days of abandonment.



2. Within 7 years of the effective date of this permit (**Mo Dy, 2025**), the Permittee shall permanently abandon Well #4 (DEQ Well #116-00343) in accordance with the Virginia Department of Health's Regulations and submit documentation to the Department of Environmental Quality within 30 days of abandonment.

At least two weeks prior to the scheduled abandonments, the Permittee shall notify the Department of the scheduled abandonment dates.

## **B. Pump Intake Depth Determination and/or Reset**

Prior to a request for expansion, and no later than **Mo Dy, 2027**, whichever comes first, the Permittee shall ensure that the pump intake depths for all wells are set above the maximum pump setting depth as provided by Department staff based on new geophysical log data obtained by the Permittee. At least two weeks prior to the scheduled pump intake determinations the Permittee shall notify the Department of the work schedule. The Permittee shall advise DEQ, in writing, of the pump setting within 30 days of the depth determination or pump depth adjustment.

## **C. Water Conservation and Management**

The Permittee is required to maintain individual in-line totalizing flow meters on the system connections and conduct regular monitoring of the meters. The permitted amount includes a water savings allotment of 710,000 g/mo. and 6.3 MGY based on all connections being metered. This value will be added to the currently permitted withdrawal limit (adjusted maximum annual withdrawal limit of 69,500,000 gpy, adjusted maximum monthly withdrawal limit of 7,800,000 g/mo.). Annual water system audit reports based on the meter data shall be submitted following the end of the first year of the permit cycle (**Mo Dy, 2019**), and the end of years four (**Mo Dy, 2022**) and eight (**Mo Dy, 2026**) of the permit term.

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## **Part III General Conditions**

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### **A. Duty to Comply**

The Permittee shall comply with all conditions of this permit. Nothing in this permit shall be construed to relieve the permit holder of the duty to comply with all applicable federal and state statutes, regulations and prohibitions. Any permit violation is a violation of the law and is grounds for enforcement action, permit termination, revocation, modification, or denial of a permit application.  
9VAC25-610-130.A

### **B. Duty to Cease or Confine Activity**

It shall not be a defense for a Permittee in an enforcement action that it would have been necessary to halt or reduce the activity for which a permit has been granted in order to maintain compliance with the conditions of the permit. 9VAC25-610-130.B

### **C. Duty to Mitigate**

The Permittee shall take all reasonable steps to avoid all adverse impacts that may result from this withdrawal as defined in 9VAC25-610-10 and provide mitigation of the adverse impact when necessary

as described in 9VAC25-610-110.D.3.g. 9VAC25-610-130.C

#### **D. Inspection, Entry, and Information Requests**

Upon presentation of credentials, the Permittee shall allow the Board, the Department, or any duly authorized agent of the Board, at reasonable times and under reasonable circumstances, to enter upon the Permittee's property, public or private, and have access to, inspect and copy any records that must be kept as part of the permit conditions, and to inspect any facilities, well(s), water supply system, operations, or practices (including sampling, monitoring and withdrawal) regulated or required under the permit. For the purpose of this section, the time for inspection shall be deemed reasonable during regular business hours. Nothing contained herein shall make an inspection time unreasonable during an emergency. 9VAC25-610-130.D

#### **E. Duty to Provide Information**

The Permittee shall furnish to the Board or Department, within a reasonable time, any information that the Board may request to determine whether cause exists for modifying or revoking, reissuing, or terminating the permit, or to determine compliance with the permit. The Permittee shall also furnish to the Board or Department, upon request, copies of records required to be kept by regulation or this permit. 9VAC25-610-130.E

#### **F. Monitoring and Records Requirements**

1. The Permittee shall maintain a copy of the permit on-site and/or shall make the permit available upon request. 9VAC25-610-130.E
2. Monitoring of parameters shall be conducted according to approved analytical methods as specified in the permit. 9VAC25-610-130.F.1
3. Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity. 9VAC25-610-130.F.2
4. The Permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart or electronic recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit, for a period of at least three years from the date of the expiration of a granted permit. This period may be extended by request of the Board at any time. 9VAC25-610-130.F.3
5. Records of monitoring information shall include as appropriate (9VAC25-610-130.F.4):
  - a. The date, exact place and time of sampling or measurements;
  - b. The name(s) of the individual(s) who performed the sampling or measurements;
  - c. The date the analyses were performed;
  - d. The name(s) of the individual(s) who performed the analyses;
  - e. The analytical techniques or methods supporting the information, such as observations, readings, calculations and bench data used;
  - f. The results of such analyses; and
  - g. Chain of custody documentation.

## **G. Environmental Laboratory Certification**

The Permittee shall comply with the requirement for certification of laboratories conducting any tests, analyses, measurements, or monitoring required pursuant to the State Water Control Law (§ 62.1-44.2 et seq.), Environmental Laboratory Certification Program (§ 2.2-1105 *et seq.*), Certification for Noncommercial Environmental Laboratories (1VAC30-45), and/or Accreditation for Commercial Environmental Laboratories (1VAC30-46), and:

- a. Ensure that all samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
- b. Conduct monitoring according to procedures approved under 40CFR Part 136 or alternative methods approved by the U.S. Environmental Protection Agency.
- c. Periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements. (1VAC30-45-20)

## **H. Future Permitting Actions**

1. A permit may be modified or revoked as set forth in Part VI of the Regulations. 9VAC25-610-290 and 9VAC25-610-130.G
2. If a Permittee files a request for permit modification or revocation, or files a notification of planned changes, or anticipated noncompliance, the permit terms and conditions shall remain effective until the Board makes a final case decision. This provision shall not be used to extend the expiration date of the effective permit. 9VAC25-610-130.G
3. Permits may be modified or revoked upon the request of the Permittee, or upon Board initiative, to reflect the requirements of any changes in the statutes or regulations. 9VAC25-610-130.G
4. The Permittee shall schedule a meeting with the Department prior to submitting a new, expanded or modified permit application. 9VAC25-610-85
5. A new permit application shall be submitted 270 days prior to the expiration date of this permit, unless permission for a later date has been granted by the Board, to continue a withdrawal greater than 300,000 gallons in any month while an application for a renewal is being processed. 9VAC25-610-96
6. A new permit application shall be submitted 270 days prior to any proposed modification to this permit that will (i) result in an increase of withdrawal above permitted limits; or (ii) violate the terms and conditions of this permit. 9VAC25610-96
7. The applicant shall provide all information described in 9VAC25-610-94 for any reapplication. 9VAC25-610-96.C
8. The Permittee must notify the Department in writing of any changes to owner and facility contact information within 30 days of the change. 9VAC25-610-140.C

## **I. Metering and Equipment Requirements**

1. Each well and/or impoundment or impoundment system shall have installed an in-line totalizing flow meter to read gallons, cubic feet, or cubic meters on each permitted well prior to beginning the permitted use. Meters shall produce volume determinations within plus or minus 10% of actual

flows. 9VAC25-610-140.7.A.b

- a. A defective meter or other device must be repaired or replaced within 30 days.
  - b. A defective meter is not grounds for not reporting withdrawals. During any period when a meter is defective, generally accepted engineering methods shall be used to estimate withdrawals. The period during which the meter was defective must be clearly identified in the groundwater withdrawal report required by Part I, Subsection D of this permit. An alternative method for determining flow may be approved by the Board on a case-by-case basis.
2. Each well shall be equipped in a manner such that water levels can be measured during pumping and non-pumping periods without dismantling any equipment. Any opening for tape measurement of water levels shall have an inside diameter of at least 0.5 inches and be sealed by a removable plug or cap. The Permittee shall provide a tap for taking raw water samples from each permitted well.  
9VAC25-610-140.A.7.e

## J. Minor Modifications

1. A minor modification to this permit must be made to replace an existing well(s) or add an additional well(s) provided that the well(s) is screened in the same aquifer(s) as the existing well(s) and is in the near vicinity of the existing well(s), the total groundwater withdrawal does not increase, the area of impact does not increase, and the well has been approved by the Department prior to construction.  
9VAC25-610-330.B.4 and 5
2. A minor modification to this permit must be made to combine withdrawals governed by multiple permits when the systems are physically connected as long as interconnection will not result in additional groundwater withdrawal and the area of impact will not increase. 9VAC25-610-330.B.6
3. Minor modifications to this permit must also be made to.
  - a. Change an interim compliance date up to 120 days from the original compliance date, as long as the change does not interfere with the final compliance date. 9VAC25-610-330.B.7
  - b. Allow for change in ownership when the Board determines no other change in the permit is necessary and the appropriate written agreements are provided in accordance with the transferability of permits and special exceptions. 9VAC25-610-320 and 9VAC25-610-330.B.8
  - c. Revise a Water Conservation and Management Plan to update conservation measures being implemented by the Permittee that increase the amount of groundwater conserved. 9VAC25-610-330.B..

## K. Well Construction

At least two weeks prior to the scheduled construction of any well(s), the Permittee shall notify the Department of the construction timetable and receive prior approval of the well(s) location(s) and acquire the DEQ Well number. All wells shall be constructed in accordance with the following requirements.

1. A well site approval letter or well construction permit must be obtained from the Virginia Department of Health prior to construction of the well. 9VAC25-610-130.A
2. A complete suite of geophysical logs (Spontaneous Potential, Single Point Resistance, 16/64 Short and Long Normal, Natural Gamma) shall be completed for the well and submitted to the Department

along with the corresponding completion report. 9VAC25-610-140.C

3. The Permittee shall evaluate the geophysical log and driller's log information to estimate the top of the target aquifer, and therefore, a depth below which the pump shall not be set. The Permittee's determination of the top of the target aquifer shall be submitted to the Department for review and approval, or approved on site by the Department's Groundwater Characterization staff, prior to installation of any pump. 9VAC25-610-140.A.6
4. The Permittee shall install gravel packs and grout in a manner that prevents leakage between aquifers. Gravel pack shall be terminated close to the top of the well screen(s) and shall not extend above the top of the target aquifer. 9VAC25-610-140.C
5. A completed GW-2 Form and any additional water well construction documents shall be submitted to the Department within 30 days of the completion of any well and prior to the initiation of any withdrawal from the well. 9VAC25-610-140.C
6. The assigned DEQ Well number shall be included on all well documents. 9VAC25-610-140.C

#### **L. Permit Reopening**

This permit may be reopened for the purpose of modifying the conditions of the permit as follows:

1. To meet new regulatory standards duly adopted by the Board. 9VAC25-610-140.A.11
2. When new information becomes available about the permitted withdrawal, or the impact of the withdrawal, which had not been available at permit issuance and would have justified the application of different conditions at the time of issuance. 9VAC25-610-310.B.1
3. When the reported withdrawal is less than 60% of the permitted withdrawal amount for a five year period. 9VAC25-610-310.B.2
4. If monitoring information indicates the potential for adverse impacts to groundwater quality or level due to this withdrawal. 9VAC25-610-140.C

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#### **Part IV**

#### **Items needed for Re-Application, Expansion, or Modification**

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To ensure uninterrupted operation of the Permittee's withdrawal system, a complete application must be submitted 270 days prior to the expiration date of this permit (*date*) unless permission for a later date has been granted by the Board. Also, a new permit application must be submitted 270 days prior to the start of a proposed modification that would violate the terms and conditions of this permit. The following is a list of items or actions that, along with the completed application and completion of Special Conditions required in Part II of this permit, will be required, at a minimum, to ensure an application would be deemed complete. 9VAC25-610-10 *et seq.*

1. A pre-application meeting with Department staff
2. A Water Conservation and Management Plan

A Water Conservation and Management Plan (WCMP) is an operational plan and shall be consistent with local and regional water supply plans in the Permittee's geographic area. The WCMP shall be specific to the type of water use and include the following: 9VAC25-610-100.B

- a. Requirements for the use of water saving equipment and processes to ensure the most efficient use of groundwater and decrease the water demand;
  - b. A water loss reduction program which defines the applicant's leak detection and repair program;
  - c. A water use education program which contains requirements for the education of water users and training of employees controlling water consuming processes to assure that water conservation principles are well known by the users of the resource;
  - d. An evaluation of potential water reuse options and assurances that water shall be reused in all instances where reuse is practicable and not prohibited by other regulatory programs; and
  - e. Requirements for mandatory water use reductions and compliance with restrictions during water shortage emergencies declared by the local governing body or water authority consistent with §§ 15.2-923 and 15.2-924 of the Code of Virginia. This should include, where appropriate, ordinances in municipal systems prohibiting the waste of water generally and requirements providing for mandatory water use restrictions in accordance with drought response and contingency ordinances implemented to comply with 9VAC25-780-120 during water shortage emergencies. Penalties for failure to comply with mandatory water use restrictions should be included in municipal system plans.
3. Evaluation of potential alternative water sources, including potential reuse sources, storm water capture, and surface water sources, municipal supplies, etc.
  4. Signed Local Government Ordinance Form (LGOF). This is a form supplied by the Department. The applicant sends the LGOF to the local governing body in which the withdrawal is to occur to obtain notification that the location and operation of the withdrawing facility is in compliance with all ordinances adopted pursuant to Chapter 22 (§ 15.2-2200 *et seq.*) of Title 15.2 of the Code of Virginia.
  5. Mitigation Plan. This is a plan to mitigate potential adverse impacts from the proposed withdrawal on existing groundwater users for systems where the predicted area of impact extends beyond the property owned by the Permittee; and
  6. Permit fee for non-agricultural applicants.



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY

**DRAFT PERMIT ISSUANCE FACT August 13, 2018**  
**EXISTING USER**

Groundwater Withdrawal Permit Number: GW00138EU  
Application Date: June 11, 2018

DEQ has reviewed the application for a Groundwater Withdrawal Permit for an Existing User in the expanded Eastern Virginia Groundwater Management Area. Based on the information provided in the application and subsequent revisions, DEQ has determined that there is a reasonable assurance that the activity authorized by the permit is an approvable beneficial use as defined by the regulations. The following details the application review process and summarizes relevant information for developing the Permit and applicable conditions.

**Permittee / Legal Responsible Party**

Name & Address: Town Of Bowling Green  
PO Box 468  
Bowling Green, VA 22427  
Phone: (804) 633-6212

**Facility Name and Address:**

Name & Address: Town Of Bowling Green  
117 Butler Street  
Bowling Green, VA 22427  
Phone: (804) 633-6212

**Contact Information:**

Name: A. Reese Peck, Town Manager  
E-mail: townmanager@townofbowlinggreen.com  
Phone: (804) 633-6212

Name: Billy Deavers, Public Works Director  
E-mail: bdeavers@townofbowlinggreen.com  
Phone: (804) 633-9474

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### Processing Dates

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Processing Action	Date Occurred / Received
Notification of Expansion:	
Application Received:	June 17, 2013
Permit Fee Deposited by Accounting:	December 24, 2014
Application Review Conducted :	June 30, 2014
Request for Additional Information Sent:	December 1, 2014
Response to Request for Additional Information Received:	January 31, 2015
Application Complete Letter:	N/A
Notice of Deficiency Letter Sent:	N/A
Response to Notice of Deficiency Letter Received:	N/A
Draft Permit Package Sent:	August Dy, 2018

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### Application

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#### Description:

##### Background / Purpose of Facility / Water Use Category:

The Town of Bowling Green (Town) operates a municipal water supply system which supplies water within the town limits and along the Route 2 corridor north, including areas along Route 31 and south to the Maury Heights Subdivision, where it abuts the Milford Service Area. The Bowling Green comprehensive Plan dated August 7, 2008 notes that the Water System has 780 connections, of which 685 are residential and 95 are commercial. Connecting pipe diameters range from 1.5" to 8" diameters, indicating a wide range of needs and volumes across connections.

The system is supplied by three active wells; Wells 1A, 4, and 5. Wells 1, 2, and 3 are out of service with only Well #1 being permanently abandoned. From the records, Well #1 experienced casing failure in 1995. Well #2 is out of service (OSS) as of May 27, 2004 due to failure to meet the Radionuclides Rule for community water systems. The exact status of Well #3 (DEQ Well #116-00344) is unknown; however, it may be OSS due to casing failure as 1996 documentation notes a leak at 197' in depth and a 41 gpm yield drop was also documented from 1944-1995. The system also includes a 60,000 gallon elevated storage tank, a 200,000 gallon ground storage tank, 2 booster pumps, and 3 hypochlorination systems.

Owner Well Name	DEQ Well #	Driller	Construction Date	Depth	Screens
Well #1	116-00049	Mitchell's Well & Pump	1954	312	302-312
Well #1A	116-00387	Sydnor Hydrodynamics	1995	420	370-410
Well #2	116-00030	Mitchell's Well & Pump	1957	364	344-364
Well #3	116-00344	Sydnor Hydrodynamics	1944	415	367-405
Well #4	116-00343	Sydnor Hydrodynamics	1982	412	350-355, 368-373, 378-388, 392-412
Well #5	116-00388	Sydnor Hydrodynamics	2004	429	379-419

The applicant advises that they do not anticipate any significant changes to usage or the need for any additional wells at this time.

### **Location of Facility / Withdrawal:**

Water Supply Region: Caroline County and Bowling Green  
County: Caroline County  
Aquifer: Potomac  
Conjunctive Use Water body: This is not a conjunctive system.

### **Withdrawal Use, Current Need, and Projected Demand:**

#### Historic Use Claim and Demonstration of Claim including any Estimations and Conservation Measures with additional water requested:

The applicant initially requested an annual limit of 60,600,000 gallons per year (gpy) based on the historic use for the period of January 1, 2013 to December 31, 2013. Monthly water usage records for the historical and consecutive twelve month period of note were provided.

A review of available monthly water usage reporting determined that the highest consecutive 12-month period was January 1, 2010 to December 31, 2010 at 63,195,000 gpy. This amount was discussed with the applicant and became the requested amount.

#### Withdrawal Volumes Requested

The applicant requested the following withdrawal volumes based upon the system's historic groundwater use.

<b>Period of Withdrawal</b>	<b>Actual Volume (gal.)</b>	<b>Volume in MGD</b>
Maximum Annual:	63,195,000	0.17

#### Historic Withdrawals:

Water usage reporting from 2006-2016 under the Virginia Water Usage Data System (VWUDS) was reviewed for trends and usage. Only water usage from July 2009 to June 2014, however, is eligible for consideration of the historic usage under 9VAC25-610-110.C

During the historical time period of record, the highest monthly usage has been 7,120,000 gallons per month (g/mo.), with an average monthly usage of 5,266,250 g/mo. Review of individual and combined well data shows a seasonal spike from for all wells from March to May, with an apparent seasonal lull from September through January. Wells #1A and 5 show the highest usage of the three active wells.

#### DEQ Recommended Withdrawal Limits:

Based on a review of the annual and monthly data, as noted above, usage has varied from a low of 46 to 63 million gallons per year over the last 10 years (2006-2016), with varied usage but an apparent slow growth trend. As growth appears to be slow and sporadic, this will need to be watched closely during this permit period. The seasonal spike in water usage does appear to regularly exceed the average monthly usage of 5,266,250 g/mo., with the highest monthly usage of 7,120,000 gallons (March 2010) providing an adequate allowance for seasonal and monthly variation, based on the current withdrawal records.

As all individual connections are metered, a 10% water conservation allotment for metered connections has been added to the recommended water withdrawal limits. An annual withdrawal limit of 69,500,000 gpy (rounded up from the requested  $63,195,000 * 10\% = 69,514,500$ , in accordance with DEQ's April 6, 2015 "Rounding Memo") and a similarly rounded 7,830,000 g/mo. is expected to be sufficient to meet the needs during this permit term, based on the withdrawal trends to date.

While an Existing User permit is solely based on a review of historical usage from July 2009 to June 2014, DEQ staff discussed current usage with Town staff in an effort to assess whether recent growth would affect compliance with the proposed withdrawal limits. A hotel is currently in the design/construction phase in part of the Town which was itself recently designated a federally designated Qualified Opportunity Zone by Governor Northam in May of 2018. Town staff believes the proposed withdrawal limits and 10% water conservation allotment will allow them some flexibility within the ten year permit term.

Period of Withdrawal	Actual Volume (gal.)	Volume in MGD
Maximum Monthly:	7,830,000	0.26
Maximum Annual:	69,520,000	0.19

### Part I Operating Conditions

#### Authorized Withdrawals:

Owner Well Name	DEQ Well #	Aquifer	Type	Pump Intake Limit bls
Well #1A	116-00387	Potomac	Production	265
Well #4	116-00343	Potomac	Production	300
Well #5	116-00388	Potomac	Production	214

#### Additional Wells:

There are no known observation wells associated with this system.

#### Abandoned Wells:

Owner Well Name	DEQ Well #	Aquifer
Well #1	116-00049	Potomac

#### Out of Service Wells:

Owner Well Name	DEQ Well #	Aquifer
Well #2	116-00030	Potomac
Well #3	116-00344	Potomac

**Public Water Supply:**

The Town holds a Virginia Department of Health (VDH) Waterworks Operation Permit (WWOP) #6033550 with a design capacity of 360,000 gallons per day (gpd), limited by the cumulative source capacity of its three active wells (well #1A, Well #4, and Well #5). The permit was originally issued June 24, 1977 and has been updated and amended 5 times: October 31, 1979; October 11, 1982; December 21, 1990; March 26, 1999; and November 15, 2013.

**Pump Intake Settings:**

The pump intakes for Well #1A (DEQ Well #116-00387; Well #4 (DEQ Well #116-00343); and Well #5 (DEQ Well #116-00388) are reported at 380 feet, 350 feet, and 380 feet bls., respectively. Additionally, Well #2 (DEQ Well #116-00030) and Well #3 (DEQ Well #116-00344) are reported at 275 and 336 feet bls, respectively.

**Withdrawal Reporting:**

Monthly withdrawals for all active production wells will be reported to DEQ Central Office on a quarterly basis.

**Well Tags:**

Well tags will be ordered and provided to the permittee by DEQ for all wells associated with the system.

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**Part II**  
**Special Conditions**

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**Unknown Well Construction:**

Well construction documentation was received for all wells; no camera surveys will be necessary.

**Well Abandonments:**

Well # 2 (DEQ Well #116-00030) has been determined inoperable and has been out of service (OSS) since May 27, 2004. The status of Well #3 is unclear, but Town staff have confirmed it is OSS and may be abandoned. OSS wells that have not been permanently abandoned per VDH regulations can provide a pathway for surface contaminants to enter subsurface aquifers or other means of adverse impact to the aquifer system. OSS wells that will not be brought back into service are required to be abandoned within two (2) years of permit issuance (Mo Dy, 2020). The Permittee is to submit written documentation of the abandonment procedure within 30 days of the completed work.

In addition, wells constructed with gravel packs extending into overlying aquifers or screened in multiple aquifers pose health and environmental risks by linking multiple aquifers together and thereby creating a potential pathway by which water may be transferred between aquifers. This type of well construction poses a potential risk to groundwater quality and aquifer water levels, and it can also lead to the need to properly abandon wells during the permitting process. The grout for Wells #1A and #5 (DEQ Well # 116-00387 and 116-00388, respectively) extends into the Potomac aquifer and no issues regarding gravel pack were identified. The gravel packing for Well #4 (DEQ Well #116-00343), however, is noted on the GW2 forms to be from 50 feet bls to the depth of the well, which allows for a connection between the Potomac and Aquia aquifers. This well will need to be abandoned by year seven (7) of permit issuance (Mo, Dy, 2027).

### Pump Intake Depth Determination / Reset

Prior to a request for expansion or renewal of the permit, and no later than 270 days prior to the expiration date of the permit (Mo Dy, 2027), the Permittee shall ensure that all pump intake depths meet the allowable depth limit as provided by Department staff based on existing data or new geophysical log data obtained by the Permittee. The Permittee is to notify the Department of the work schedule and to submit written documentation of the pump setting within 30 days of the work. If new geophysical data is being collected during the permit term, the pump intake investigation or re-set (if warranted) should be timed after the collection of geophysical logs and DEQ evaluation of the logs so that a second pump adjustment is not required.

A review by DEQ's staff geologist has determined that the pump intakes need to be set at 265 feet bls for Well #1A and 214 feet bls for Well #5 based on existing well and geophysical borehole log data. If the Town determines they will replace Well #4, then the geophysical logs for that replacement well will be evaluated to determine if there are any changes to the determinations of appropriate pump intake depths for well # 1A and #5. DEQ recognizes that raising the pumps will reduce the height of the water column above the pump intake and therefore reduce the capacity available for each well to some extent. Given this, raising the pumps needs to be done with VDH coordination.

### Geophysical Borehole Logging:

DEQ's staff geologist has reviewed available information and made the following determination regarding the location of the aquifer tops, as shown in the table. Information reviewed in this process included GW-2's (well completion forms) for all wells, a geophysical borehole log for Well #4 (DEQ Well #161-00343), and the Virginia Coastal Plain Hydrogeologic Framework or VCPHF (USGS Professional Paper 1731). The staff geologist indicated that the Piney Point is absent at this location and estimated the aquifer top depths as follows:

Unit	Well #1A (ft. bls)	Well # 4(ft. bls)	Well # 5(ft. bls)
Top of the Aquia	Not determined	127	Not determined
Bottom of the Aquia	Not determined	194	Not determined
Top of the Potomac	265	300	214
Bottom of the Potomac	Not determined	550	Not determined

### Water Conservation and Management:

Meters are in-place on the connections and read on a regular basis. Given this, a water saving allotment of 10% was added to the documented historic withdrawal amount. The Permittee must maintain records of the meter data and make them available to the Department upon request. This data will be helpful for audit and leak detection efforts if the situation arises.

Results of an audit of the total amount of groundwater used in the water system are due by the end of the first (Mo Dy, 2019), fourth (Mo Dy, 2022), and eighth (Mo Dy, 2026) years of the permit term.

### Other conditions:

There are no other conditions for this permit.

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**Part III  
General Conditions**

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General Conditions are applied to all Groundwater Withdrawal Permits, as stated in the Groundwater Withdrawal Regulations, 9VAC25-610-10 *et seq.*

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**Part IV  
Items needed for Re-Application, Expansion, or Modification**

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The items listed in Part IV of the Permit are items or actions that will be needed along with a completed application if the Permittee applies for renewal, expansion or modification. They have been included in the permit to help plan for fiscal impacts and project management activities and ensure uninterrupted operation of the withdrawal system during future permitting processes.

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**Staff Findings and Recommendations**

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DEQ staff believes that the Town of Bowling Green has provided a complete application to the maximum extent practicable and should be allowed to withdraw groundwater based on the application submitted.

Approved: \_\_\_\_\_  
Director, Office of Water Supply

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