



HIGHLAND COUNTY BOARD OF SUPERVISORS
HIGHLAND MODULAR CONFERENCE CENTER
89 HIGHLAND CENTER DRIVE
MONTEREY, VIRGINIA
Work Session Agenda
DATE: 5/21/2025
TIME: 7:30pm

A. Call to Order

B. Items for Action, Discussion, Review or Information

C. Old Business

1. Dr. Drew Maerz, Superintendent Highland County Public Schools-
update
2. Solid Waste and Collection site bid process update (TAB 2C)

D. New Business

1. Consideration of purchasing an IBM server for county offices (TAB 1D)
2. Consideration of proclamation for Foster Care Awareness month (TAB
2D)
3. Consideration of renewing Timmons Annual contract (TAB 3D)
4. Consideration of a Bonus Ordinance, this will assist it funding for the
Department of Social Services when State bonuses are awarded (TAB
4D)

E. Closed Meeting (as needed)

F. Adjourn / Recess

NEXT MEETING(S)

Joint Public Hearing with the Planning Commission
89 HIGHLAND CENTER DRIVE
MONTEREY, VIRGINIA
DATE: May 22, 2025
TIME: 7:30pm

McDowell Compactor Site

2C

McDowell, Va.

BIDS FOR McDowell Compactor Site

SCOPE OF WORK

Highland County is seeking a contractor to complete concrete and grading work located at the solid waste compactor site in McDowell. This includes but is not limited to site improvement, grading, concrete forming, pouring, welding and removal of dirt. (Please see attached bid sheet for full scope of work).

Contractor will provide all labor, supervision, equipment, tools, materials, and incidentals to complete the work. The contractor will work with Alleghany Disposal, LLC., for site improvement to accommodate the new compactor equipment.

QUALIFICATIONS OF BIDDERS AND BIDDING PROCESS:

Bids must be placed in a sealed envelope with "MCDOWELL SITE" written on the front of the envelope. Bids are due June 1, 2025

Bids may be submitted to Jerri Botkin, County Administrator's Office at the Courthouse (P. O. Box 130, Monterey, VA)

The attached BID Sheet must be completed in its entirety in order to be considered.

The successful bidder shall purchase and maintain such liability and other insurance as is appropriate for the work being performed including worker's compensation insurance and shall provide the county with Certificates of Insurance.

Highland County reserves the right to reject any or all bids in whole or in part and to waive any irregularities or informalities in the bidding.

HIGHLAND COUNTY BOARD OF SUPERVISORS

BID SHEET

PROJECT: McDowell Compactor Site

Contractor Name: _____

Contact Information: _____

Date: _____

Item No.	Description	Quantity / Size	Unit Price (\$) Inclusive of all labor, profit, and overhead	Total Price (\$)
1	Demolition of existing retaining walls (Rt. 250 & VDOT sides)	Lump Sum		
2	Excavation of area 30'x50'x4' approximately 220 cubic yards of material this will start at the existing retaining wall and continue to route 250 MUST BE HAULED OFF SITE	220 cubic yards of material		
3	Install footers and pour 6" of gravel for pad area, this will need to be backfilled/finish grade			
4	Grass seed and straw placed on all excavated areas			
5	Concrete footers totaling 110' lineal foot 3' width, 8" thick, reinforced and poured with a 3,000-psi mix	110 lineal feet		

Item No.	Description	Quantity / Size	Unit Price (\$) Inclusive of all labor, profit, and overhead	Total Price (\$)
6	Retaining wall (8' H x 8" thick, 4,000 PSI, match brick form)	58 linear feet		
7	Concrete curbs (2' W x 8" above slab, 4,000 PSI)	80 linear feet		
8	Concrete pad (13' 6" x 44', 8" thick, 4,000 PSI)	594 sq. ft. (approx.)		
9	Welding-24" high expanded handrail to be installed on 8' concrete wall on ramp side			
10	Modifications to factory supplied compactor chute to attach the chute to retaining wall			
	Total			

Notes:

- All concrete work to be reinforced and conform to listed PSI standards.
- Brick form on the retaining wall must match existing for aesthetic continuity.
- Contractor is responsible for all labor, equipment, materials, permits, and site cleanup.
- There will be no change in orders accepted after the bid is accepted.
- The selected bidder will work with Allegheny Disposal, L.L.C. for site improvement to accommodate new compactor equipment

Headwaters Compactor Site

Headwaters, Va.

BIDS FOR Headwaters Compactor Site

SCOPE OF WORK

Highland County is seeking a contractor to complete concrete and grading work located at the solid waste compactor site in Headwaters. This includes but is not limited to site improvement, grading, concrete forming, pouring, welding and removal of dirt. (Please see attached bid sheet for full scope of work).

Contractor will provide all labor, supervision, equipment, tools, materials, and incidentals to complete the work. The contractor will work with Alleghany Disposal, LLC., for site improvement to accommodate the new compactor equipment.

QUALIFICATIONS OF BIDDERS AND BIDDING PROCESS:

Bids must be placed in a sealed envelope with "HEADWATERS SITE" written on the front of the envelope. Bids are due June 1, 2025

Bids may be submitted to Jerri Botkin, County Administrator's Office at the Courthouse (P. O. Box 130, Monterey, VA)

The attached BID Sheet must be completed in its entirety in order to be considered.

The successful bidder shall purchase and maintain such liability and other insurance as is appropriate for the work being performed including worker's compensation insurance and shall provide the county with Certificates of Insurance.

Highland County reserves the right to reject any or all bids in whole or in part and to waive any irregularities or informalities in the bidding.

HIGHLAND COUNTY BOARD OF SUPERVISORS

BID SHEET

PROJECT: Headwaters Compactor Site

Contractor Name: _____

Contact Information: _____

Date: _____

Item No.	Description	Quantity / Size	Unit Price (\$) Inclusive of all labor, profit, and overhead	Total Price (\$)
1	Demolition of partial 10' by 24' existing slab	Lump Sum		
2	Excavation of area for additional pad length- material must be hauled off site			
3	Digging of footers-6" of gravel			
4	Grass seed and straw placed on all excavated areas			
5	Concrete footers totaling 80' lineal foot 3' width, 8" thick, reinforced and poured with a 3,000-psi mix	80 lineal feet		
6	Retaining wall (8' H x 8" thick, 4,000 PSI, match brick form)	58 linear feet		
7	Concrete curbs 80' lineal feet by 2' width 4,000PSI	80 linear feet		

Item No.	Description	Quantity / Size	Unit Price (\$) Inclusive of all labor, profit, and overhead	Total Price (\$)
	**curbs must be 8" above slab elevation			
8	Concrete pad (13' 6" x 52' 8" thick, 4,000 PSI) broom finish	713sq. ft. (approx.)		
9	Welding-24" high expanded handrail to be installed on 8' concrete wall on ramp side			
10	Modifications to factory supplied compactor chute to attach the chute to retaining wall			
	Total			

Notes:

- All concrete work to be reinforced and conform to listed PSI standards.
- Brick form on the retaining wall must match existing for aesthetic continuity.
- Contractor is responsible for all labor, equipment, materials, permits, and site cleanup.
- There will be no change in orders accepted after the bid is accepted.
- The selected bidder will work with Allegheny Disposal, L.L.C. for site improvement to accommodate new compactor equipment

Highland County Final IBM Power10 IBM Server Recommendations

ID



May 8, 2025

Submitted by:

Kathy Evans
Senior Account Executive
kevans@cassevern.com
301.873.9843

Proprietary Notice: The information contained in this proposal constitutes a trade secret and is confidential. It is furnished to Highland County with the understanding that it will not be disclosed to other parties or vendors.

May 8, 2025
Final Power10 Production Server Summary

Ms. Jerri Botkin
County Administrator
Highland County
165 West Main Street
Monterey, VA 24465

Dear Jerri:

CAS Severn, Inc. is recommending IBM Power10 Production Systems that will provide the necessary server environment for your BAI applications. The timeline is important as your IBM System will be 5 years old in 2025. In addition, IBM has announced that the existing Power9 System hardware components can no longer be upgraded after December 2024 and maintenance support will no longer be available after December 2025.

The proposed Power10 will require two LAN connections for the standard LAN interface for the server and the system console. Any additional cabling services are the responsibility of the County Schools. CAS Severn has installed most of the systems throughout the Commonwealth of Virginia using our thoroughly tested migration philosophy.

IBM Power10 Technology

The proposed Power10 System is a 4-core (25125 CPW performance rating), desktide system that includes, (1) i OS processor license, 32GB Memory, (2) 800GB Mirrored NVMe Flash Drives, V7R5 Operating System, LAN Console Support, 5-Year IBM Hardware and Software Maintenance and Support Warranty, and CAS Severn Installation and Migration Services. The existing LT06 Tape Drive on the Production System has been retained, reducing the investment price of our recommendations. We have also included an additional 2-year warranty on the existing UPS, extending the life of the unit since replacement is not required.

Proposed Server Benefits

- ✓ New Generation Technology
- ✓ Provides a solid 7 Year Technology Plan/New Generation Technology
- ✓ An increase in Memory, Disk Capacity and Performance
- ✓ The proposed Power10 System recommendations include a Five-Year IBM 24x7 Hardware and Software Maintenance and Support Warranty

CAS Severn Cooperative Purchasing Agreement

Highland County has the option to leverage the Fairfax Cooperative Purchasing Contract #4400006324. Virginia Commonwealth municipalities are approved to use cooperative marketing purchasing vehicles as a means to secure IT purchases. Cooperative purchasing contracts are available to all schools and municipalities and include advantageous pricing discounts.

Thank you for your consideration of IBM and CAS Severn products and services. Please do not hesitate to call me with any questions that you have at 301.873.9843.

Regards,
Kathy Evans
Senior Account Executive
CAS Severn, Inc.
301.873.9843

IBM Power10 Server Investment Summary**Fixed Fee Budget**

New Power10 Production System with (2) 800GB NVMe Flash Drives, \$60,357
5-Year Warranty and CAS Severn Implementation Services
as described above

Important Notes

- *This document is valid for thirty days and is for planning purposes only.
- * IBM Hardware and Software products and services are not returnable.

Pricing

- * Applicable travel, travel time, and incidental expenses are included.

***PAYMENT IS DUE FOR THE POWER10 SYSTEM UPON ARRIVAL AT HIGHLAND COUNTY. THE SYSTEM PAYMENT IS NOT ASSOCIATED WITH THE DATE OF THE SERVICES ENGAGEMENT OR THE COMPLETION OF THE INSTALLATION AND MIGRATION SERVICES.**

*The final pricing is based on exclusive discounts from IBM which may be withdrawn at any time until the proposed IBM server is shipped. If IBM withdraws the exclusive discounts, the pricing in the CAS Severn Proposal will change. This purchase is not intended to be acquired through CAS Severn's GSA Contract.

*An approved Highland County credit card can be used for the purchase. If an approved credit card is used, CAS Severn, Inc. will apply a 4.5% processing fee to the Final Purchase Investment Price.

****Payment Terms: 10% Retainer plus full payment upon delivery. If the system is leased, the retainer is waived if CAS receives the signed Certificate of Acceptance.***

*The price quoted for CAS assumes a standard unmodified Customer Agreement. Revisions to the terms and conditions of the agreement may result in the proposal being rebid or declined. A Highland County Purchase Order is also acceptable.

Statement of Work – Implementation Services Summary

CAS Severn will provide engineering services for the hardware installation and migration services to Highland County for the replacement of the existing IBM Power9 Server.

Implementation Services

1. New Power10 System Installation

- ✓ Plan the upgrade
 - Review upgrade timeline
 - Review upgrade steps
- ✓ Install the system
 - Unpack and inventory hardware and software
 - Install system in client location
 - Install external tape drive
 - Customize for Access Solutions on client supplied workstation
 - Load current fix and program images on Power system
- ✓ Prepare source system
 - Review and document current system settings
 - Create full save for the migration
- ✓ Migrate system
 - Load client/IBM programs and data
 - Upgrade IBM code levels to 7.5
 - Load current fixes
 - Update IBM Service Agent
 - Install IBM license keys

2. On-going T&M Services Upon Request

CAS Severn Responsibilities

CAS Severn will provide technical direction and management of CAS Severn engineering and/or project personnel. This direction will provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity includes:

Planning

1. Review the SOW and the contractual responsibilities of both parties with Highland County designated point of contact.
2. Maintain project communications and/or status of scope of work.
3. Establish documentation and procedural standards for the deliverables identified in the Scope of Work.

Project Tracking and Reporting

1. Review scope or project tasks, schedules, and resources and make changes or additions, as appropriate.
2. Review the CAS Severn standard invoice format and billing procedure to be used on the project, with the Highland County designated point of contact.
3. Conduct regularly scheduled project status meetings, if necessary.

4. Administer the Change Control Procedure with the Highland County designated point of contact.
5. Coordinate and manage the technical activities of CAS Severn project personnel.

Highland County Responsibilities

Highland County must designate an authorized individual who will be CAS Severn's primary contact and liaison. This person is responsible for all critical and non-critical engagement tasks including, but not limited to, the following:

1. Reserve facilities (conference rooms, labs, staging areas, etc.).
2. Provide any prerequisite documentation, configuration, information, and diagrams needed to complete the tasks described in the scope of work.
3. Provide access to grounds, facilities, and equipment as required.

In the case that the Scope of Work requires CAS Severn to have access to computer systems for purposes of installation, changes and/or analysis, Highland County will be responsible for the following:

1. Provide guidance on Highland County's operational security policies.
2. Provide access or assist CAS Severn project staff in gaining access to systems for the purpose of the work being performed.
3. Ensure that backups are completed of all data that may be affected by any work performed by CAS Severn.
4. Ensure necessary power and cooling exists to support any new equipment prior to equipment arrival/installation.
5. Ensure rack system, network connections, and storage connections related to new installation/upgrade are in place and operational prior to CAS Severn's equipment installation.

Schedule

The project or scope of work schedule for CAS Severn technical and engineering services will be determined upon the receipt of written authorization from Highland County of the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

Change Order Procedures

Changes to this Statement of Work must be agreed upon by CAS Severn and Highland County in writing and can be requested by contacting Kathy Evans at 301.873.9843.

Completion Criteria for Fixed Price Services

CAS Severn will have fulfilled its obligations under this SOW when one of the following first occurs:

1. CAS Severn accomplishes all of the CAS Severn activities described in Section 1 Scope of Work.
2. Term of the Agreement has been reached.
3. The Highland County or CAS Severn terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

Pricing for Fixed Price Services

1. The table below provides pricing information. CAS Severn will invoice Highland County at the completion of all activities identified in the Scope of Work. CAS Severn travel time and expenses are included in the rates listed below.
2. On-going services are offered on a standard Time and Materials basis and Highland County will be billed for actual work performed. CAS Severn will track and invoice travel and other material expenses at actual cost.

Installation Services	Fixed Fee/Hourly Rate
1. CAS Severn Implementation Services per Project Scope above. Senior Systems Engineer –L-ENG-04.	Included
2. Optional On-going T&M Services Upon Request	\$260/Hour

1. Travel Expenses are included in #1 above.
2. The term of this services agreement expires on December 1, 2026, if either party requests termination in writing.
3. The price quoted above is valid for 30 days.

Additional Terms and Conditions for Fixed Price Services

CAS Severn will provide the services as stated in Section 1, Scope of Work under the following Terms and Conditions.

1. CAS Severn will make a reasonable effort to respond via telephone to support service requests within four business hours.
2. CAS Severn will make a reasonable effort to respond to requests for on-site support within two business days.
3. This work will be performed during CAS Severn's normal business hours, Monday-Friday, 8am-6pm. Evening, holiday, or weekend work must be scheduled a minimum of one week in advance. Unscheduled services will be charged at a premium rate of 150% the standard hourly rate.
4. In the event of system outage, which renders mission-critical applications or IT computer resources unusable, CAS Severn will make a reasonable effort to provide a service technician on site within 24 hours of an emergency request (where applicable in the Scope of Work).
5. In cases where Highland County's equipment or software is not currently under maintenance and support from the Original Equipment Manufacturer (such as third-party maintenance suppliers), CAS Severn may be constrained in resolving problems or making changes where such support is not in place. CAS Severn, with authorization from the customer, will assist the customer on a time and materials basis in any attempts to resolve issues with equipment and software where feasible

but cannot guarantee the outcome. The customer is responsible for acquiring OEM support for problem resolution.

6. The services offered are on a fixed price basis. CAS Severn will invoice Highland County for the total amount (or predetermined incremental amounts) at the completion of the services identified in the Scope of Work.
7. CAS Severn and Highland County may extend the term or funding of this agreement by mutual consent and in writing.
8. The price quoted for CAS Severn services assumes a standard unmodified CAS Severn services agreement is in place between CAS Severn and Highland County. Revisions to the terms and conditions of the services agreement may result in the services being rebid or declined.

Authorization

Signing below indicates Highland County's acceptance of this Proposal and Statement of Work.

Accepted by:
CAS Severn, Inc.

By

Authorized Signature

Steven Muchow

Name (Type or Print)

Vice President

Title (Type or Print)

Date (Type or Print)

Highland County

Client Name

By

Authorized Signature

Name (Type or Print)

Title (Type or Print)

Date (Type or Print)

2D

HIGHLAND COUNTY BOARD OF SUPERVISORS

PROCLAMATION

FOSTER CARE AWARENESS MONTH — MAY 2025

WHEREAS, the children and youth of Highland County are our hope for the future, and we believe that every child deserves a safe, loving, stable, and nurturing home; and

WHEREAS, families serve as the cornerstone of our community, providing love, identity, self-esteem, and support—foundations essential to the strength of Highland County, the Commonwealth of Virginia, and our nation; and

WHEREAS, a child's success is best supported within a child welfare system that is family-focused, child-centered, and grounded in the values of compassion, community, and dignity, with the preservation and reunification of families as its highest goal; and

WHEREAS, in Virginia, more than 4,500 children and youth are currently in foster care, and at least 3,700 of them are supported by a committed network of over 5,300 approved kinship, foster, and adoptive families; and

WHEREAS, kinship and foster families in Highland County and throughout Virginia provide vital support—not as a replacement but as partners to birth families—helping to reunite families or provide stability when reunification is not possible; and

WHEREAS, kinship care ensures children remain connected to familiar caregivers, offering improved outcomes, increased permanency, and sustained cultural and familial bonds; and

WHEREAS, many foster families in Highland County have built lifelong connections with children through adoption, offering a permanent, loving home when returning to birth families is not an option; and

WHEREAS, partnerships among kinship caregivers, foster and adoptive families, child welfare professionals, and community organizations help ensure that youth voices are heard and supported as they transition toward independence; and

WHEREAS, statewide programs such as the Parental Placement and Child Safety Program and the Safe and Sound initiative have successfully supported kinship care and addressed urgent placement needs, ensuring more children remain in safe and nurturing homes; and

WHEREAS, the Right Help, Right Now initiative continues to expand behavioral health services for children and families, empowering parents to overcome challenges such as substance use and mental health struggles; and

WHEREAS, the dedicated child welfare workers and family services specialists serving Highland County work tirelessly to support and protect the children in our care, helping to build a stronger and more compassionate community for all; and

WHEREAS, we honor and express deep gratitude to all kinship, foster, and adoptive families in Highland County for their selfless service and commitment to the children and youth who need them most;

NOW, THEREFORE, BE IT RESOLVED, that the Highland County Board of Supervisors hereby proclaims May 2025 as FOSTER CARE AWARENESS MONTH in Highland County, Virginia, and calls upon all residents to join in recognizing the vital role of foster care in supporting children and strengthening families in our community.

Adopted this 21st day of May 2025.

Harry B. Sponaule, Chairman, Highland County Board of Supervisors

Attest:
Jerri N. Botkin, Clerk of the Board

**TIMMONS GROUP
LETTER OF AGREEMENT**

3D

Client	Highland County, VA	Project Name	Web GIS Managed Services 2025
Contact	Jerri Botkin jbotkin@highlandcova.org 540.468.2347	Principal	Matt McCracken Matt.McCracken@timmons.com 804-433-2981
Address	PO Box 130 165 West Main St. Monterey, VA 24465	Project Manager	Brock Ryan Brock.Ryan@timmons.com 404-313-2935

Thank you for allowing Timmons Group to provide professional services on this project. We will provide the requested services, complying with established standards, while being mindful of costs to **Highland County** (the "Client") named above according to the terms and conditions of this Letter of Agreement (the "Agreement"). We will proceed upon receipt of this signed Agreement.

SCOPE OF WORK & SCHEDULE OF SERVICES

Timmons Group will provide the services outlined in *Attachment A - Scope of Work*. Services will be provided on a **Fixed Fee** basis, for a period of **one (1) year**, from **March 1, 2025, through February 28, 2026**, as mutually agreed upon by **Highland County** and Timmons Group.

Services will be provided in a timely and efficient manner. Timmons Group will keep you informed of the job status and any necessary modifications/addendums. Acknowledgement and acceptance of this Letter of Agreement constitutes SOW and fee schedule acceptance by **Client** and Timmons Group.

The attached SOW generally defines the work to be performed in support of the defined Project. It is understood by Timmons Group and the Association that a variety of modifications / addendums / revisions to the defined SOW may be required, at various times during the performance of the SOW, to achieve desired Project results. Such modifications / addendums / revisions will be agreed to by both Timmons Group and the client and incorporated into the SOW. Significant alterations / deviations from the SOW will be incorporated by written addendum. Timmons Group shall submit invoices monthly for services provided during the previous month in order for those invoices to be processed within a thirty-day period.

PAYMENT SCHEDULE: Client agrees to pay Timmons Group for its Services as selected and set forth below:

☒ **FIXED FEE** - Fees for this Agreement will be billed on an annual basis as a fixed fee per the Scope of Services in Exhibit A.

☐ **TIME AND MATERIALS**

Unless otherwise provided under the terms of this Agreement, all payments are due upon receipt. Interest shall accrue at the rate of six percent (6%) per annum on all unpaid invoices older than thirty (30) days. We reserve the right to stop work on any Client account that becomes sixty (60) days past due.

EXHIBITS: The following Exhibits are attached hereto and expressly made part of this Agreement.

[X] EXHIBIT A - SCOPE OF SERVICES

[X] EXHIBIT B - TERMS AND CONDITIONS

This Agreement shall be controlled by the provisions listed above and the Terms and Conditions in the attached Exhibit B. If there is any conflict between the provisions of this Letter of Agreement and the Terms and Conditions, the Terms and Conditions shall control.

Timmons Group will proceed upon receipt of this signed agreement. Should you have any questions, you can reach the Project Manager directly via the contact info provided above.

Brock Ryan 4/11/2025
Timmons Group Date

ACKNOWLEDGED AND ACCEPTED:

On behalf of the Client, this Agreement, including Exhibit A [Scope of Services] and Exhibit B [Terms and Conditions], is accepted and agreed to as of the date written below.

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A – Scope of Work

Web GIS – Managed Services

Full Service Cloud and Application Maintenance

Timmons Group’s “Full Service Cloud” option for hosting is targeted for organizations who have the desire to offload their server infrastructure, operations, database, and web server management to the cloud. Timmons has provided Web LoGIStics to the client for the past several years but will be retiring the Web LoGIStics platform at the end of 2025. Timmons is proposing the following services to help the client migrate to hosting its GIS website and web applications in MapInsights. The use of MapInsights combined with the professional services and expertise that Timmons provides will allow the client to continue to rely on Timmons to manage its GIS infrastructure so that the client can focus on day-to-day operations.

Benefits

- Offload the work of running a scalable, secure solution so your staff can focus on your organizations mission critical goals
- Free up your organizational bandwidth normally needed support the necessary infrastructure in-house, year round
- Avoid large upfront costs on infrastructure and software licensing

What we Provide

- Administration & maintenance of the Web LoGIStics platform throughout the duration of the migration to MapInsights
- Additional extended support for Web LoGIStics beyond the migration data (if needed) until the sunset date of December 31, 2025
- Monthly data refreshes; requests and details must be provided through Timmons’ designated portal (e.g. Basecamp, or other as determined by Timmons)

Contract Terms

- Data and Hosting Agreement as indicated in agreement listed above
- Fixed Fee
- Annual Billing

Annual Fee

- This is a one-year Web GIS and maintenance contract. The client will be billed for the year in advance.

Item	Fee
Web GIS and Maintenance – 1 year	\$6,500
Adjustments / Discounts	-\$500
Subtotal	\$6,000 (fixed fee)

Continued Support and Migration Assistance

This addendum outlines Timmons Group's commitment to the client regarding the migration of hosting and maintenance of client data from the Web LoGISTics platform to Timmons' new offering *MapInsights* and the subsequent administration and maintenance of MapInsights.

Hosting and Maintenance for 2025

- Timmons Group will continue to host and maintain the client's Web LoGISTics platform throughout the duration of the MapInsights migration.
- Ensure availability and performance of the Web LoGISTics platform to facilitate access to the client's end users.
 - Provide technical support for issues relating to the client's Web LoGISTics site.

Ongoing Site Updates

- The Web LoGISTics site will be updated at once per month during the migration to MapInsights as new data is provided by the client, ensuring that all users have access to current data.
- Data updates will continue to be received through basecamp.

Migration to MapInsights

- Timmons Group will assist the client in the migration from Web LoGISTics to MapInsights before the beginning of 2026.
- Ensure the data integrity and accuracy throughout the migration process.
- Monitor web application performance (in MapInsights) and user feedback to ensure the platform meets the client's needs.

Maintenance of MapInsights

- Once the GIS content has been fully migrated to MapInsights, Timmons Group will provide ongoing maintenance and administration for the MapInsights platform for the remaining term of this agreement.

Annual Fee

Item	Fee
Continued Support and Migration Assistance	Included in fixed fee above

Fee Table

Item	Fee Type	Fee
Web GIS – Managed Services	Fixed Fee	\$6,500
Adjustments & Discounts	Fixed Fee	(-\$500)
Total Annual Fee:		\$6,000

Note: fixed fees for the above annual services are due up front unless otherwise noted.

EXHIBIT B

TERMS AND CONDITIONS

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
2. **STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
3. **INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
4. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the place of the Project, without regard to its conflicts of laws provisions.
5. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
6. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
7. **PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.
8. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding

any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.

- 9. DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. If Timmons Group initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees and other expenses related to the proceedings. Such expense shall include the cost, at the Timmons Group normal hourly billing rates, of the time devoted to such proceedings by its employees. The parties agree to litigation in a court of competent jurisdiction or in the jurisdiction where the Project is located.
- 10. INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- 11. MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. **This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.**

TIMMONS GROUP LETTER OF AGREEMENT

Client	Highland County, VA	Project Name	NG911 GIS Data Maintenance 2025
Contact	Bonnie Botkin hcco.bebotkin@gmail.com 540.468.2347	Principal	Matt McCracken Matt.McCracken@timmons.com 804-433-2981
Address	PO Box 130 165 West Main St. Monterey, VA 24465	Project Manager	Brock Ryan Brock.Ryan@timmons.com 404-313-2935

Thank you for allowing Timmons Group to provide professional services on this project. We will provide the requested services, complying with established standards, while being mindful of costs to **Highland County** (the "Client") named above according to the terms and conditions of this Letter of Agreement (the "Agreement"). We will proceed upon receipt of this signed Agreement.

SCOPE OF WORK & SCHEDULE OF SERVICES

Timmons Group will provide the services outlined in *Attachment A - Scope of Work*. Services will be provided on a **Fixed Fee** basis, for a period of one (1) year, from **March 1, 2025, through February 28, 2026**, as mutually agreed upon by **Highland County** and Timmons Group.

Services will be provided in a timely and efficient manner. Timmons Group will keep you informed of the job status and any necessary modifications/addendums. Acknowledgement and acceptance of this Letter of Agreement constitutes SOW and fee schedule acceptance by **Client** and Timmons Group.

The attached SOW generally defines the work to be performed in support of the defined Project. It is understood by Timmons Group and the Association that a variety of modifications / addendums / revisions to the defined SOW may be required, at various times during the performance of the SOW, to achieve desired Project results. Such modifications / addendums / revisions will be agreed to by both Timmons Group and the client and incorporated into the SOW. Significant alterations / deviations from the SOW will be incorporated by written addendum. Timmons Group shall submit invoices monthly for services provided during the previous month in order for those invoices to be processed within a thirty-day period.

PAYMENT SCHEDULE: Client agrees to pay Timmons Group for its Services as selected and set forth below:

☒ **FIXED FEE** - Fees for this Agreement will be billed on an annual basis as a fixed fee per the Scope of Services in Exhibit A.

☐ **TIME AND MATERIALS**

Unless otherwise provided under the terms of this Agreement, all payments are due upon receipt. Interest shall accrue at the rate of six percent (6%) per annum on all unpaid invoices older than thirty (30) days. We reserve the right to stop work on any Client account that becomes sixty (60) days past due.

EXHIBITS: The following Exhibits are attached hereto and expressly made part of this Agreement.

[X] EXHIBIT A - SCOPE OF SERVICES

[X] EXHIBIT B - TERMS AND CONDITIONS

This Agreement shall be controlled by the provisions listed above and the Terms and Conditions in the attached Exhibit B. If there is any conflict between the provisions of this Letter of Agreement and the Terms and Conditions, the Terms and Conditions shall control.

Timmons Group will proceed upon receipt of this signed agreement. Should you have any questions, you can reach the Project Manager directly via the contact info provided above.

Brock Ryan 4/11/2025
Timmons Group Date

ACKNOWLEDGED AND ACCEPTED:

On behalf of the Client, this Agreement, including Exhibit A [Scope of Services] and Exhibit B [Terms and Conditions], is accepted and agreed to as of the date written below.

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A – Scope of Work

NG911 GIS Data Maintenance

Phase 1000: 911 Addressing

Timmons Group will update MapInsights with data provided by the client on a monthly basis. Updates will be processed by Timmons as wholesale data replacement operations, rather than individual updates of data points. The following requirements, conditions, and schedule terms apply:

Data Requirements

- The data must be sent to Timmons Group using the same data model as the data that is hosted in MapInsights.
- The data must be sent in a consistent format in each delivery
- Plats and surveys sent to Timmons must include the following items in order to be processed:
 - Imagery
 - At least one coordinate or tie line
 - Description of all parcel changes

Scope of Data

- GIS Layers included:
 - Parcels
 - Real-estate Updates
 - Address Points
 - Road Centerlines
 - County Boundaries
 - PSAP Boundaries
 - ESN Boundaries

Update Schedule

- Data updates received will be available on the website within 3-6 business days
- Any unforeseen circumstances which may affect this schedule will be communicated to the Client as soon as possible

Data Update Conditions

- Data provided for updates must be sent through Basecamp in a zipped format
- The client must notify Timmons Group that the update has been sent (through Basecamp).
- Timmons Group will provide documentation on how to provide data updates through Basecamp.
- Updates apply only to vector data, tabular data; raster data such as whole locality imagery and house pictures or sketches may be updated on a quarterly basis if provided by the Client
- If updates received from the Client do not match the current website model, they will be returned to Client for correction
- If the Client is unable to correct the data, the data will not be updated and posted to the website
- The Client may engage Timmons Group to aid in correcting data issues on a time and materials

Phase 2000: CAD Quarterly GIS Data Transfer

Timmons Group will assist Highland County with the quarterly transfer and integration of CAD data into the County's GIS system. This ensures that the GIS layers are updated and aligned with the most recent CAD data provided by the Client.

Data Requirements

- Highland County must provide the files in a consistent and agreed-upon format containing the most up-to date CAD data
- Relevant documents such as plats, legal descriptions, or any other supporting documentation to ensure the correct interpretation of the CAD data
- The data provided should be consistent, accurate, and in a complete state for processing.
- Highland County must submit the required CAD data and documentation in a timely manner

Scope of Work

- Timmons Group will process and integrate CAD data into the GIS system on a quarterly basis.
- CAD files will be converted into GIS-compatible formats (e.g., shapefiles or geodatabases)
- Georeferencing of CAD files as necessary to match the County's coordinate system
- Each update will include checks for format consistency, data completeness, and spatial accuracy.

Schedule

- CAD data transfers and integrations will occur once per quarter
- Upon receipt of CAD data, processed updates will be posted to GIS platforms within 7-10 business days

Conditions

- Highland County will provide accurate and complete CAD data on a quarterly basis.
- CAD data must be in a consistent file format (e.g. .DWG)
- Timmons Group will convert and integrate the data into the GIS system upon receipt
- Highland County shall notify Timmons Group of each submission and provide relevant project documentation (e.g., plats, legal documents)
- Timmons Group will notify the Client of any inconsistencies or formatting issues discovered during integration. Corrections to these issues will be the responsibility of the Client
- Highland County will ensure timely submissions of CAD data to support the agreed update schedule
- Any changes to the CAD structure must be communicated to Timmons Group in advance to prevent delays or errors

Phase 3000: 911 Addressing Data Call – Yearly Report

Timmons Group will assist Highland County with the preparation and submission of the official 911 Addressing

Data Call Report to the Virginia Department of Emergency Management (VDEM) or other relevant state authorities. This report ensures that Highland County's addressing data is accurate, up-to-date, and compliant with the state's requirements for Next Generation (NG911) services.

Data Requirements

- Highland County will provide the most current address points data, including accurate point location for all addressable locations within the County
- Highland County will provide any address range data along with road centerlines that is necessary for the reporting process
- Highland must provide any relevant documents to support the addressing data
- Highland County is responsible for ensuring that all data is up-to-date, complete, and in a format suitable for integration and reporting
- If available, any metadata related to the addressing data to help ensure proper integration and interpretation of the data
- Highland County must provide all required data on time to allow for the timely preparation of the report

Scope of Work

- Data Collection: Timmons Group will collaborate with Highland County to gather all necessary 911 addressing data, including:
 - Updated address points
 - Address ranges on road centerlines
 - Parcel data, as applicable
 - Other required data components per Virginia's NG911 guidelines
- Data Validation: Timmons Group will perform data validation to ensure that the addressing data meets the required standards and is accurate for the 911 response purposes
- Report Preparation: Timmons Group will prepare the 911 Addressing Data Call Report
- Review and Coordination: Timmons Group will work with the Client to review and finalize the report, ensuring the data's accuracy and compliance with state reporting requirements
- Submission: Timmons Group will submit the finalized 911 Addressing Data Call Report to the relevant state agency (e.g., VGIN or VDEM) on behalf of Highland County

Schedule

- The 911 Addressing Data Call report will be completed once per year, following the reporting deadline provided by the state
- Data collection, preparation, and validation will be completed in advance of the annual submission deadline
- Timmons Group will provide Highland County with the complete draft for review two weeks prior to the required submission date

Conditions

- Highland County is responsible for providing the relevant and up-to-date 911 addressing data to Timmons Group in a timely manner to ensure the report can be completed on schedule.

- Any issues identified during the data validation process will be communicated to the Client for resolution prior to finalizing the report
- Timmons Group will ensure that the 911 Addressing Data Report meets the necessary requirements set forth by VDEM, but Timmons Group is not liable for any inaccuracies in the data provided by the Client

Annual Fee

Item	Fee
Phase 1000: 911 Addressing	\$2,500 (fixed fee)
Phase 2000: CAD Quarterly GIS Data Transfer	\$3,000 (fixed fee)
Phase 3000: 911 Addressing Data Call – Yearly Report	\$1,800 (fixed fee)
Subtotal	\$7,300
Adjustments / Discounts	-\$500
Total	\$6,800 (fixed fee)

Fee Table

Item	Fee Type	Fee
GIS Data Updates - Managed Services	Fixed Fee	\$7,300
Adjustments & Discounts	One-time Discount	(-\$500)
Total Annual Fee:		\$6,800

Note: fixed fees for the above annual services are due up front unless otherwise noted.

EXHIBIT B

TERMS AND CONDITIONS

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms

and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."

2. **STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
3. **INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
4. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the place of the Project, without regard to its conflicts of laws provisions.
5. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
6. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
7. **PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.
8. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.
9. **DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all

costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. If Timmons Group initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees and other expenses related to the proceedings. Such expense shall include the cost, at the Timmons Group normal hourly billing rates, of the time devoted to such proceedings by its employees. The parties agree to litigation in a court of competent jurisdiction or in the jurisdiction where the Project is located.

- 10. INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- 11. MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. **This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.**

4D

FOR CONSIDERATION

AN ORDINANCE PROVIDING PAYMENT OF MONETARY BONUSES TO THE
HIGHLAND COUNTY CONSTITUTIONAL OFFICERS AND DEPARTMENT OF
SOCIAL SERVICES EMPLOYEES, AND PERMITTING THE AWARD OF
FUTURE BONUSES FOR LOCAL EMPLOYEES

The Virginia State Code Section 15.2-1508 requires local governing bodies to authorize payment of bonuses for local employees. Furthermore, the General Assembly and Governor have included a one-time bonus payment for constitutional officers and local social services department employees in the State's FY26 budget.

This ordinance authorizes the payment of the aforementioned bonus through the County's FY 2026 budget, as well as permits any future additional bonuses approved locally or through state initiatives to any County-affiliated employee (to include employees of all departments and constitutional officers), and allows for such bonus payments to continue as funding becomes available in future budget cycles.

ADOPTED:

A COPY TESTE:

APPROVED BY:

Jerri N. Botkin
Clerk to the Board of Supervisors
County Administrator

Harry B. Sponaugle
Chairman
Highland County Board of Supervisors

FY 2026 Local Government Bonus Certification

One-time bonus

The General Assembly amendments added a one-time bonus of 1.5 percent of base salary on July 1, 2025, for full-time employees of local departments of social services. The bonus must be paid and reimbursed in FY 2026. A local ordinance regarding payment of bonuses must be in place per the Code of Virginia, [§ 15.2-1508](#), to provide a bonus. If the local ordinance is in place and the locality provides a bonus that is less than 1.5 percent in fiscal year 2026, funding will be decreased proportionately and removed by the end of LFY 2026.

Localities should enter the bonus expenditure in the applicable account code, which may be accessed in [Section 4.30 -LASER Account Codes](#) of the Finance Guidelines Manual for Local Departments of Social Services. Localities are required to provide a signed certification to the Budget Office stating that the local bonus was approved via local ordinance.

§ 15.2-1508. Bonuses for employees of local governments.

Notwithstanding any contrary provision of law, general or special, the governing body of any locality may provide for payment of monetary bonuses to its officers and employees. The payment of a bonus shall be *authorized by ordinance*.

1985, c. 142, § 15.1-7.4; 1997, c. 587; 2003, c. [204](#).

In accordance with this section, applications for the one-time bonus of 1.5 percent will not be considered complete until the certification statement is submitted to the Department of Social Services Home Office - Finance Budget Team: Tina.Tarkington@dss.virginia.gov. Applicants may use the bottom of this page to transmit the request to participate in the State-Supported Local Employee Bonus, if the locality has a current local ordinance in place. This certification form is due back to Finance by October 20, 2025.

Name of Locality _____

County, City, or Town Administrator/ Manager _____

Signature** _____

Date: _____

_____ (1) Certifies they will participate in the State Supported Local Employee Bonus of 1.5%

_____ (2) Certifies they will NOT participate in the State Supported Local Employee Bonus of 1.5%

*** Electronic signatures are accepted and must include an email thread stating the certification has been reviewed and approved.*