

Melissa Ann Dowd, Attorney-at-Law
P. O. Box 309
Monterey, VA 24465

7853

Invoice submitted to:
Highland County Board of Supervisors
P. O. Box 130
Monterey, VA 24465
Jerri Botkin, Interim County Administrator

\$3808.00

March 04, 2024

In Reference To: County Attorney Fees

Invoice #14946

100 012210 3150

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/1/2024 Telephone calls from and to J. Botkin; edit work session minutes; legal research re: FOIA meeting requirements	4.20 180.00/hr	756.00
2/2/2024 Conference with Henry Budzinski re: FOIA	1.00 180.00/hr	180.00
E-mails re: meeting 2/6/2024	0.50 180.00/hr	90.00
2/6/2024 Meeting preparation; telephone calls and emails with J. Botkin	3.50 180.00/hr	630.00
Attend meeting	4.50 180.00/hr	810.00
2/8/2024 Email Saide Begoon; email Henry B.	0.40 180.00/hr	72.00
Conference with Henry B. re: EMS; telephone and emails with J. Botkin and Commissioner of Revenue re: clerical positions; edit County Administrators position; draft Board of Equalization position	3.50 180.00/hr	630.00
Conference with Richard Waybright re: Solid Waste issue; review old VTG file; telephone VTG; computer search for MSA & SS to review	0.80 180.00/hr	144.00
2/9/2024 Search for MSA & SS re: VTG Contract; telephone VTG	0.60 180.00/hr	108.00
2/12/2024 Review MSA & SS; make changes; emails with VTG and J. Botkin; email to Supervisors	2.50 180.00/hr	450.00

	<u>Hrs/Rate</u>	<u>Amount</u>
2/14/2024 Building and Zoning: conference with J. Simmons; telephone J. Simmons re: Lightner situation	1.00 180.00/hr	180.00
Email Henry B.	0.30 180.00/hr	54.00
2/21/2024 Telephone J. Botkin re: meeting; telephone from H. Sponaugle re: meeting; attend meeting virtually	2.40 180.00/hr	432.00
2/23/2024 Telephone Commissioner of Revenue; telephone J. Botkin re: Board of Equalization; review statutes; review BOE manual	3.00 180.00/hr	540.00
2/26/2024 Review Virtual Meeting requirements; review Code sections; email Supervisors re: same	1.20 180.00/hr	216.00
2/27/2024 Draft timeline re: Board of Equalization for J. Botkin and Commissioner of Revenue	2.00 180.00/hr	360.00
For professional services rendered	31.40	\$5,652.00
Additional Charges :		
2/28/2024 Bond - CFB767157600 - Sell delinquent real estate properties		208.00
Total costs		\$208.00
Total amount of this bill		\$5,860.00
3/4/2024 Credit 11.40 hours from February, 2023, leaving .20 hours for February, 2023.		(\$2,052.00)
Total payments and adjustments		(\$2,052.00)
Balance due		\$3,808.00

Overdue accounts are charged interest of 4.5% annually after 15 days

Contract hours for February 2024	20.00
Total hours for February 2024	31.40
Hours Not Used	
Credit Hours not used from previous months	11.40

Extra hours not covered by credit hours

Total hours for Department of Social Services 000 hours (billed to DSS)

Carried over hours not used:

February 2023 .20 hours

March 2023 5.80 hours

April 2023 10.60 hours

May 2023 12.10 hours

June 2023 6.60 hours

Zurich Surety

Agency Bill Premium Advice



Bond Number: CFB767157600

Bond Penalty/Contract Price: \$52,000.00

Transaction Type: NEW BUSINESS

Transaction Effective Date: 01/08/2024

Effective Date: 01/08/2024

Expiration Date: 01/08/2025

Execution Date:

Bond Issued by: Fidelity and Deposit Company of Maryland

Principal: Melissa A. Dowd
1487 Wimer Mt. Rd.
Blue Grass VA 24413

Obligee: Highland Co. Circuit Court
PO Box 190
Monterey VA 24465

Agent Number: 1763228

Form of Renewal: Continuous

Agent: DELBERT REXRODE, JR.
527 WINDRUSH LN
DOE HILL, VA 244332311

	Premium & Commission		
Premium	Commission	Commission Amount	Amount Due Zurich
\$208.00	30.000%	\$62.40	\$145.60

Total Premium:		\$208.00
Taxes:		\$0.00
Fees:		\$0.00
Surcharges:		\$0.00
Grand Total:		\$208.00
Total Commission:	\$62.40	
Total Due Zurich:	\$145.60	