

7947

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

Retainer / Balance

March

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

100 012210 3150

\$3613.00

April 02, 2024

In Reference To: County Attorney Fees

Invoice #14953

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
3/1/2024 Telephone from H. Budzinski re: closed session rules; EMS committee	1.20 180.00/hr	216.00
3/5/2024 Draft 2 virtual communications policies for meeting; edit and revise; email to J. Botkin re: same	1.50 180.00/hr	270.00
Review previous OMD contracts; edit and revise OMD Contract; telephone N. Fialo re: same	1.50 180.00/hr	270.00
Attend Board of Supervisors meeting	3.00 180.00/hr	540.00
3/6/2024 Review email; legal research re: FOIA and emails; email to BOS members re: same	1.50 180.00/hr	270.00
Telephone from H. Budzinski re: issues	0.40 180.00/hr	72.00
Conference with H. Budzinski re: EMS	1.00 180.00/hr	180.00
Conference with J. Hupman re: Treasurer close-out and Order required	0.50 180.00/hr	90.00
Telephone from Commissioner of Revenue re: EMS Ordinance and possible changes	0.50 180.00/hr	90.00
3/7/2024 Review statute; draft Treasurer turnover Certificates for Board and School Board	1.00 180.00/hr	180.00

	<u>Hrs/Rate</u>	<u>Amount</u>
3/7/2024 Conference with H. Budzinski re: EMS situation	1.50 180.00/hr	270.00
Telephone from Commissioner of Revenue re: changes to EMS Ordinance	0.50 180.00/hr	90.00
3/8/2024 Research re: funding EMS; emails with Commissioner of Revenue; telephone Treasurer	2.00 180.00/hr	360.00
Conference with H. Budzinski re: emails among Board members; EMS issues	1.00 180.00/hr	180.00
Draft Resolution for Starlink	0.50 180.00/hr	90.00
Telephone from H. Sponaugle re: EMS; emails among members; funding EMS program	0.80 180.00/hr	144.00
3/11/2024 Legal research re: Board of Equalization	1.30 180.00/hr	234.00
Emails, telephone calls to J. Botkin and Y. Wimer	0.70 180.00/hr	126.00
3/13/2024 Attend meeting	1.60 180.00/hr	288.00
3/19/2024 Telephone from H. Budzinski re: EMS	0.40 180.00/hr	72.00
3/20/2024 Building and Zoning: telephone J. Simmons; telephone the Berkley Group re: appeal to BZA question	1.00 180.00/hr	180.00
Attend Board of Supervisors meeting	2.00 180.00/hr	360.00
3/21/2024 Telephone J. Botkin re: Treasurer's Certificate; Starlink Certificate	0.10 180.00/hr	18.00
Conference with Secretary re: Enterprise Fee and Emergency Medical Services Fee Delinquent 2022 Lawsuits; sign documents for lawsuits	0.60 180.00/hr	108.00
Building and Zoning: conference with H. Lightner re: BZA Appeal	0.80 180.00/hr	144.00
Research re: radio towers; meet with Sheriff Kelly re: same	1.00 180.00/hr	180.00
Attend meeting	1.50 180.00/hr	270.00

	<u>Hrs/Rate</u>	<u>Amount</u>
3/21/2024 Draft Petition for Treasurer	1.10 180.00/hr	198.00
3/22/2024 Finish Petition and Orders for Treasurer Audit; telephone calls to Circuit Court	2.00 180.00/hr	360.00
Title examination re: radio sites	1.50 180.00/hr	270.00
3/26/2024 Finalized Treasurer's Audit filing; draft box ad for public hearing on Enterprise Fee and Emergency Medical Services Fee	2.00 180.00/hr	360.00
3/27/2024 Legal research re: statutes on emergency medical services; payments to EMS volunteers	3.00 180.00/hr	540.00
3/28/2024 Draft equalization Order; get copy of prior one; instruct Secretary	1.00 180.00/hr	180.00
Legal research re: ordinance re: use of natural resources	1.50 180.00/hr	270.00
3/30/2024 Telephone from H. Sponaugle re: County issues and EMS proposal; email ordinance and policy and Mou to him	1.40 180.00/hr	252.00
For professional services rendered	42.90	\$7,722.00
Additional Charges :		
3/22/2024 Cost Advance - Stamps for Delinquent Emergency Medical Services Fee/Enterprise Fee Warrants-in-Debts		13.60
Total costs		\$13.60
Total amount of this bill		\$7,735.60
4/1/2024 Credit .20 hour from February, 2023; 5.8 hours from March, 2023, 10.6 hours from April, 2023, and 6.3 hours from May, 2023, leaving 5.8 hours for May, 2023		(\$4,122.00)
Total payments and adjustments		(\$4,122.00)
Balance due		\$3,613.60

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

Contract hours for March 2024 20.00

Total hours for March 2024 42.90

Hours Not Used

Credit Hours not used from previous months 22.90

Extra hours not covered by credit hours

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

Carried over hours not used:

May 2023 5.80 hours

June 2023 6.60 hours

Delinquent
Ems/Enterprise
Fee

Cost Advance
County



**UNITED STATES
POSTAL SERVICE.**

MONTEREY
66 E MAIN ST
MONTEREY, VA 24465-2000
(800) 275-8777

03/22/2024

12:28 PM

Product	Qty	Unit Price	Price
US Flag Bklt/20	1	\$13.60	\$13.60
Grand Total:			\$13.60
Personal/Bus Check			\$13.60

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