

20. MISCELLANEOUS

A. STATEMENT OF ECONOMIC INTERESTS

At your places this evening is a copy of the latest Statement of Economic Interests form which must be completed and returned to me **no later than close of business on February 1, 2018** - they've now gone back to an annual filing requirement for local officials.

This filing is for ALL economic activity between January 1, 2017 and December 31, 2017. **Please note that filings may NOT be dated or submitted before January 1.** As you may recall, I'm bound by statute to report any late filings to the Commonwealth Attorney who is also required by statute to assess a \$250 penalty to all elected officials who fail to submit their forms on time. **PLEASE COMPLETE AND RETURN THE FORM NO LATER THAN FEBRUARY 1, 2018 TO AVOID THE PENALTY.**

B. RECREATIONAL SERVICES AGREEMENT

Attached for your reference please find an executed copy of the Recreational Services Agreement between the County, the City of Franklin and the Cypress Cove Country Club. Contract consideration was remitted on November 21.

C. NOTICES

- 1) **Environmental Notices** - attached for your reference, please find a copy of correspondence from the Virginia Department of Health, Office of Drinking Water to the owners of the 460 Café revoking their waterworks permit.
- 2) **Board of Zoning Appeals** - attached for your reference, please find a copy of the public notice associated with two matters to be heard by the Southampton County Board of Zoning Appeals on December 19 relative to an application by Dominion Energy Transmission for special use permits to install a natural gas pipeline in certain areas designated as special flood hazard areas.
- 3) **Foreclosure Notices** – Section 15.2-979 of the Code of Virginia was amended in 2013 requiring any Trustee or Substitute Trustee that conducts a sale under a Deed of Trust to provide notice to the Chief Administrative Officer. Attached for your reference, please find copies of several of these notices.

D. CORRESPONDENCE

Please find copies attached of correspondence that may be of interest.

Mike Johnson

From: Ethics Council <ethicscouncil@dls.virginia.gov>
Sent: Wednesday, December 06, 2017 4:17 PM
Subject: Conflict of Interest 2018
Attachments: 2017 2.0 Disclosure of Real Estate FINAL.pdf; 2017 2.0 Financial Disclosure Statement FINAL.pdf; 2017 2.0 SLSOEI FINAL.pdf

Please find attached the forms approved by the Council for use for the **February 1, 2018** filing deadline. The forms are also accessible via the Council's website here: <http://ethics.dls.virginia.gov/filing-resources.asp>. **You are required to provide the appropriate form(s) to your required filers no later than 20 days before the filing deadline.**

Filings submitted using the previous version of the forms are not valid and do not satisfy the filing requirements for February 1, 2018.

Points of Interest for the 2018 Filing

- [Forms are due annually February 1](#)
- **This year, the filing deadline is Thursday, February 1, 2018. *Filings may NOT be dated or submitted before January 1.***
- **This filing covers the prior calendar year of January 1, 2017 to December 31, 2017**
- **There is a \$250 late filing penalty for Statement of Economic Interests disclosures received after the deadline. Please note this late filing penalty DOES NOT apply to those required to submit a Financial Disclosure Statement or a Disclosure of Real Estate Holdings.**
- ***If you fail to provide the appropriate form to filers until after the deadline, you will be fined \$250***

We are pleased to announce that we are providing all of the disclosure forms in a fillable pdf format. Filers can use Adobe to type on their forms as opposed to handwriting all necessary information. Of course, they may still print the blank form and complete it by hand if they so wish. Please note that filers MAY NOT electronically sign their forms. They will still need to provide their handwritten signature on their form for it to be properly completed.

Please instruct all required persons to complete and sign their required disclosure forms and return it to you no later than Thursday, February 1, 2018.

Please note that Constitutional Officers are required to file electronically using the Council's online filing system. You do not need to provide them with with any forms, nor should you accept any from them.

The disclosure filings must be retained as a public record in the Clerk's office for five years.

If you have any questions, including clarification regarding the filing requirements of your localities' officers and employees, please contact Council staff at [\(804\) 698-1810](tel:8046981810) or via e-mail at ethics@dls.virginia.gov. Thank you for your cooperation.

Virginia Conflict of Interest and Ethics Advisory Council
900 E. Main St., 8th Floor
Richmond, VA 23219
[\(804\) 698-1810](tel:8046981810)
Email: ethics@dls.virginia.gov
Website: www.ethics.dls.virginia.gov

Virginia Conflict of Interest and Ethics Advisory Council

STATE AND LOCAL

STATEMENT OF ECONOMIC INTERESTS



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Instructions

State and local officers and employees required to file pursuant to §§ 2.2-3114, 2.2-3115, or 2.2-3116, or as designated by their local governing body are **REQUIRED** to complete and file the Statement of Economic Interests as a condition to assuming office, and then annually while serving as an officer or employee.

The filing deadline is February 1 for the prior calendar year. Statements may not be dated or submitted prior to January 1.

For State Filers: You must file this form with the Virginia Conflict of Interest and Ethics Advisory Council.

For Local Filers: You must file this form with the clerk of the appropriate local governing body.

You are not required to list the names of minor children on this form. Instead, you may indicate minor children by listing them as “Minor Child A, Minor Child B, etc.”

The tables on Schedules A through I are to be completed **ONLY** if you answer “Yes” to any of the questions on those Schedules.

You may provide any additional comments you wish to include with this statement at the end of the form. Please note that any such comments are a part of your filing and will be available to the public. You may not add attachments as a substitute for properly filling out any part of this form.

Candidates must comply with §§ 24.2-500 through 24.2-503 and §§ 2.2-3114, 2.2-3115, and 2.2-3116 of the Code of Virginia.

DEFINITIONS

"ADVISORY AGENCY" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"BUSINESS" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"CLOSE FINANCIAL ASSOCIATION" means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency.

"CONTINGENT DEBT" means a debt that is not presently fixed or determined but may become fixed or determined in the future with the occurrence of some certain event.

"GIFT" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

"GIFT" does not include (i) any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; (ii) honorary degrees; (iii) any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution, or program's financial aid standards and procedures applicable to the general public; (iv) a campaign contribution properly received and reported pursuant to Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2; (v) any gift related to the private profession or occupation or volunteer service of an officer or employee or of a member of his immediate family; (vi) food or beverages consumed while attending an event at which the filer is performing official duties related to his public service; (vii) food and beverages received at or registration or attendance fees waived for any event at which the filer is a featured speaker, presenter, or lecturer; (viii) unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento, or similar item that is given in recognition of public, civic, charitable, or professional service; (ix) a devise or inheritance; (x) travel disclosed pursuant to the Campaign Finance Disclosure Act (§ 24.2-945 et seq.); (xi) travel paid for or provided by the government of the United States, any of its territories, or any state or any political subdivision of such state; (xii) travel provided to facilitate attendance by a legislator at a regular or special session of the General Assembly, a meeting of a legislative committee or commission, or a national conference where attendance is approved by the House Committee on Rules or its Chairman or the Senate Committee on Rules or its Chairman; (xiii) travel related to an official meeting of, or any meal provided for attendance at such meeting by, the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; (xiv) gifts with a value of less than \$20; (xv) attendance at a reception or similar function where food, such as hors d'oeuvres, and beverages that can be conveniently consumed by a person while standing or walking are offered; or (xvi) gifts from relatives or personal friends.

"GOVERNMENTAL AGENCY" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties.

"IMMEDIATE FAMILY" means (i) a spouse and (ii) any other person who resides in the same household as the officer or employee and who is a dependent of the officer or employee.

"LOBBYIST" means:

1. An individual who is employed and receives payments, or who contracts for economic consideration, including reimbursement for reasonable travel and living expenses, for the purpose of lobbying;
2. An individual who represents an organization, association, or other group for the purpose of lobbying;
- or
3. A local government employee who lobbies.

"PERSONAL FRIEND" does not include any person that the filer knows or has reason to know is (a) a lobbyist registered pursuant to Article 3 (§ 2.2-418 et seq.) of Chapter 4 of Title 2.2, (b) a lobbyist's principal as defined in § 2.2-419, (c) for local officers and employees, a person, organization, or business who is or is seeking to become a party to a contract with the local agency of which he is an officer or an employee, or (d) for state officers and employees, a person, organization, or business who is or is seeking to become a party to a contract with the state governmental or advisory agency of which he is an officer or an employee or over which he has the authority to direct such agency's activities.

"RELATIVE" means, for the purposes of the definition of "gift," the donee's spouse, child, uncle, aunt, niece, nephew, or first cousin; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, sister, step-parent, step-grandparent, step-grandchild, step-brother, or step-sister; or the donee's brother's or sister's spouse or the donee's son-in-law or daughter-in-law.

"TRUST" If you or a member of your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. For purposes of this definition, "beneficiary" means a person with a vested present or future beneficial interest in a trust but does not include a person with a contingent beneficial interest in a trust.

If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust's assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust's assets.

If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

HOWEVER, if you or a member of your immediate family is the beneficiary of a trust that can be revoked without the beneficiaries' consent, do not treat the trust's assets as if you own them.

"WIDELY ATTENDED EVENT" means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who are members of a public, civic, charitable, or professional organization, ((ii) who are from a particular industry or profession, or (iii) who represent persons interested in a particular issue.

Virginia Conflict of Interest and Ethics Advisory Council

STATE AND LOCAL

STATEMENT OF ECONOMIC INTERESTS

NAME:			
OFFICE OR POSITION HELD OR SOUGHT:		AGENCY NAME	ARE YOU FILING THIS FORM AS A CANDIDATE FOR ELECTION TO THIS OFFICE? [] YES [] NO
BUSINESS ADDRESS:	STREET		TELEPHONE:
	CITY	STATE	ZIP
		OFFICE	HOME
EMAIL ADDRESS:			
FIRST AND LAST NAMES OF MEMBERS OF IMMEDIATE FAMILY:			

Online filings: This Statement of Economic Interests will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.

Local paper filings: This Statement of Economic Interests is open for public inspection, as required by § 2.2-3115.

REPORT TO THE BEST OF INFORMATION AND BELIEF Information required on this Statement must be provided on the basis of the best knowledge, information, and belief of the individual filing the Statement as of the date of this report.

AFFIRMATION

I swear or affirm that the information provided on this statement is full, true, and correct to the best of my knowledge.

Signature of Officer or Employee

Date

Any filer who knowingly and intentionally makes a false statement of a material fact on the Statement of Economic Interests is guilty of a Class 5 felony.

FOR OFFICE USE ONLY

Date Received:

Received By: _____

State and Local Statement of Economic Interests

SCHEDULE A OFFICES, DIRECTORSHIPS, AND EMPLOYMENT

NAME: _____

QUESTIONS:

1. Do you or a member of your immediate family receive remuneration, benefits, or compensation for service as an officer or director of a business?

Yes No

If yes, complete the table for each such business.

2. Do you or a member of your immediate family receive salary or wages in excess of \$5,000 annually from any employer? DO NOT INCLUDE salary received from a state or local governmental or advisory agency.

Yes No

If yes, complete the table for each such employer.

INSTRUCTIONS:

Disclose each:

- Business of which you or a member of your immediate family is an officer or director and receives remuneration, benefits, or compensation for service as an officer or director
- Employer paying you or a member of your immediate family salary or wages in excess of \$5,000 annually

NAME OF BUSINESS OR EMPLOYER	LOCATION OF BUSINESS OR EMPLOYER (CITY OR COUNTY, AND STATE)	POSITION HELD	BY WHOM	Check whether Office or Directorship OR Employment	
				OFFICE OR DIRECTORSHIP	EMPLOYMENT

State and Local Statement of Economic Interests

SCHEDULE B PERSONAL DEBTS

NAME: _____

QUESTIONS:

1. Do you owe more than \$5,000 to any one creditor, including any contingent debt to any one creditor?

DO NOT INCLUDE any debt owed to any government or any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan.

Yes [] No []

If yes, complete Table(s) 1A, 1B, and/or 1C

2. Does a member of your immediate family owe more than \$5,000 to any one creditor, including any contingent debt to any one creditor?

DO NOT INCLUDE any debt owed to any government or any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan.

Yes [] No []

If yes, complete Table(s) 2A, 2B, and/or 2C

State and Local Statement of Economic Interests**SCHEDULE B
PERSONAL DEBTS****NAME:**

TABLES 1A, 1B, and 1C**INSTRUCTIONS:**

Disclose personal debts, including contingent debts, owed by you to each category of creditor by checking the appropriate category listed in TABLE 1A. To calculate the amount of personal debt to disclose for each category of creditor, include all debts owed to creditors within each category, but **DO NOT INCLUDE** any debt owed to any one creditor in an amount of \$5,000 or less.

If you owe a personal debt to a business creditor that is not included in any category of creditor listed in TABLE 1A, disclose such debt in TABLE 1B. List the name of the business creditor and its principal business activity.

If you owe a personal debt to an individual creditor, disclose such debt in TABLE 1C. Identify the name of the individual creditor and his principal business or occupation.

If you owe a personal debt jointly with another person who is not a member of your immediate family, disclose only your share of the debt.

If you owe a personal debt jointly with a member of your immediate family, disclose any such debt in TABLE 1A, 1B, or 1C, as appropriate, as if you are solely liable for the total amount of the debt, and **DO NOT DISCLOSE** such debt in TABLE 2A, 2B, or 2C.

DO NOT REPORT:

- Any debt owed to any one creditor in an amount of \$5,000 or less
- Any debt owed to any government
- Any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan

State and Local Statement of Economic Interests

SCHEDULE B PERSONAL DEBTS

NAME: _____

My personal debts are as follows:

Table 1A. Creditor categories:

CHECK APPROPRIATE CATEGORIES	AMOUNT OF PERSONAL DEBT (check one)	
	\$5,001 to \$50,000	MORE THAN \$50,000
Banks, credit unions, and other savings institutions		
Other loan or finance companies		
Issuers of credit cards		
Insurance companies		
Stock, commodity, or other brokerage companies		

Table 1B. Other business creditors:

NAME OF CREDITOR	CREDITOR'S PRINCIPAL BUSINESS ACTIVITY	AMOUNT OF PERSONAL DEBT (check one)	
		\$5,001 to \$50,000	MORE THAN \$50,000

Table 1C. Individual Creditors:

NAME OF CREDITOR	CREDITOR'S PRINCIPAL BUSINESS OR OCCUPATION	AMOUNT OF PERSONAL DEBT (check one)	
		\$5,001 to \$50,000	MORE THAN \$50,000

State and Local Statement of Economic Interests**SCHEDULE B
PERSONAL DEBTS****NAME:**

TABLES 2A, 2B, and 2C**INSTRUCTIONS:**

Disclose personal debts, including contingent debts, owed by a member of your immediate family to each category of creditor by checking the appropriate category listed in TABLE 2A. To calculate the amount of personal debt to disclose for each category of creditor, include all debts owed to creditors within each category, but **DO NOT INCLUDE** any debt owed to any one creditor in an amount of \$5,000 or less.

If a member of your immediate family owes a personal debt to a business creditor that is not included in any category of creditor listed in TABLE 2A, disclose such debt in TABLE 2B. List the name of the business creditor and its principal business activity.

If a member of your immediate family owes a personal debt to an individual creditor, disclose such debt in TABLE 2C. Identify the name of the individual creditor and his principal business or occupation.

If a member of your immediate family owes a personal debt jointly with another person not yourself who is not a member of your immediate family, disclose only his share of the debt.

If you owe a personal debt jointly with a member of your immediate family, report any such debt in TABLE 1A, 1B, or 1C, as appropriate, as if you are solely liable for the total amount of the debt, and **DO NOT DISCLOSE** such debt in TABLE 2A, 2B, or 2C.

DO NOT REPORT:

- Any debt owed to any one creditor in an amount of \$5,000 or less
- Any debt owed to any government
- Any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan

State and Local Statement of Economic Interests

**SCHEDULE B
PERSONAL DEBTS**

NAME: _____

The personal debts of members of my immediate family are as follows:

Table 2A. Creditor categories:

CHECK APPROPRIATE CATEGORIES	AMOUNT OF PERSONAL DEBT (check one)	
	\$5,001 to \$50,000	MORE THAN \$50,000
Banks, credit unions, and other savings institutions		
Other loan or finance companies		
Issuers of credit cards		
Insurance companies		
Stock, commodity, or other brokerage companies		

Table 2B. Other business creditors:

NAME OF CREDITOR	CREDITOR'S PRINCIPAL BUSINESS ACTIVITY	AMOUNT OF PERSONAL DEBT (check one)	
		\$5,001 to \$50,000	MORE THAN \$50,000

Table 2C. Individual Creditors:

NAME OF CREDITOR	CREDITOR'S PRINCIPAL BUSINESS OR OCCUPATION	AMOUNT OF PERSONAL DEBT (check one)	
		\$5,001 to \$50,000	MORE THAN \$50,000

State and Local Statement of Economic Interests

SCHEDULE C SECURITIES

NAME:

QUESTION:

Do you or a member of your immediate family, separately or together, own securities valued in excess of \$5,000 invested in one business or Virginia governmental entity?

INCLUDE securities held in (i) trusts; (ii) individual retirement arrangements (IRAs); (iii) defined contribution plans, including plans established in accordance with sections 401, 403, or 457 of the Internal Revenue Code; and (iv) any other type of investment account.

INCLUDE securities not held in your name or the name of a member of your immediate family if you or a member of your immediate family retains the right to control such securities or the right to receive the income from such securities.

Yes [] No []

If yes, complete the table for each such security.

INSTRUCTIONS:

Disclose each business or Virginia governmental entity in which you or a member of your immediate family, separately or together, own securities valued in excess of \$5,000.

INCLUDE securities held in (i) trusts; (ii) individual retirement arrangements (IRAs); (iii) defined contribution plans, including plans established in accordance with sections 401, 403, or 457 of the Internal Revenue Code; and (iv) any other type of investment account.

INCLUDE securities not held in your name or the name of a member of your immediate family if you or a member of your immediate family retains the right to control such securities or the right to receive the income from such securities.

"Securities" INCLUDES:

- Stocks
- Bonds
- Mutual funds
- Limited partnerships
- Commodity futures contracts

"Securities" EXCLUDES:

- Defined benefit plans, including pension plans
- Certificates of deposit
- Money market funds
- Annuity contracts
- Insurance policies
- Securities issued by the U.S. government or other government securities not issued by the Commonwealth or its political subdivisions.

State and Local Statement of Economic Interests

SCHEDULE C
SECURITIES

NAME:

List the issuer and type of each security. List separately each security held in an IRA, defined contribution plan, or other type of investment account, if such security is valued in excess of \$5,000.

For defined contribution plans administered by the Commonwealth or its political subdivisions, list the administering agency as the issuer of the security, unless the security is held in a self-directed brokerage account, in which case list the issuer of the security.

Table with 5 columns: NAME OF ISSUER OF SECURITY, TYPE OF SECURITY (STOCKS, BONDS, MUTUAL FUNDS, IRA, ETC.), and VALUE OF SECURITY (Check one) with sub-columns for \$5,001 to \$50,000, \$50,001 to \$250,000, and MORE THAN \$250,000.

State and Local Statement of Economic Interests**SCHEDULE D
BUSINESS INTERESTS AND RENTAL PROPERTY****NAME:****QUESTIONS:**

1. Do you or a member of your immediate family own, separately or together, a business that has a value in excess of \$5,000?

OR

Do you or a member of your immediate family, separately or together, have an interest in a business and the interest owned by you or a member of your immediate family has a value in excess of \$5,000? DO NOT INCLUDE any securities disclosed on Schedule C.

Yes No ***If yes, complete Table 1.***

2. Do you or a member of your immediate family own, separately or together, a rental property that has a value in excess of \$5,000?

OR

Do you or a member of your immediate family, separately or together, have an interest in a rental property and the interest owned by you or a member of your immediate family has a value in excess of \$5,000?

Yes No ***If yes, complete Table 2.***

State and Local Statement of Economic Interests

SCHEDULE D
BUSINESS INTERESTS AND RENTAL PROPERTY

NAME:

Table 1: Business Interests

Disclose each business owned by you or a member of your immediate family with a value in excess of \$5,000 and each interest in a business owned by you or a member of your immediate family with a value in excess of \$5,000. DO NOT REPORT any securities disclosed on Schedule C.

If the business is owned or operated under a trade, partnership, or corporate name, list that name. If the business is not owned or operated under a trade, partnership, or corporate name, describe the nature of the business.

Table with 5 columns: NAME OF BUSINESS OR NATURE OF BUSINESS, LOCATION OF BUSINESS (CITY OR COUNTY, STATE, AND COUNTRY), and GROSS INCOME (CHECK ONE) with sub-columns for \$50,000 or LESS, \$50,001 to \$250,000, and MORE THAN \$250,000.

Table 2: Rental Property

Disclose each rental property owned by you or a member of your immediate family with a value in excess of \$5,000 and each interest in rental property owned by you or a member of your immediate family with a value in excess of \$5,000.

List each rental property individually.

If the rental property is owned or recorded under a trade, partnership, or corporate name, list that name. DO NOT LIST the street address for any rental property. No address will be redacted from this table.

Table with 6 columns: NAME IN WHICH RENTAL PROPERTY IS OWNED OR RECORDED, LOCATION OF RENTAL PROPERTY (CITY OR COUNTY, STATE, AND COUNTRY), TYPE OF RENTAL PROPERTY (RESIDENTIAL, COMMERCIAL, ETC.), and GROSS INCOME (CHECK ONE) with sub-columns for \$50,000 or LESS, \$50,001 to \$250,000, and MORE THAN \$250,000.

State and Local Statement of Economic Interests

SCHEDULE E REAL ESTATE

NAME:

QUESTION:

Do you or a member of your immediate family, separately or together, hold an interest valued at more than \$5,000 in real property? DO NOT INCLUDE your principal residence or any real estate disclosed on Schedule D. INCLUDE real estate held in trust.

Yes [] No []

If yes, complete the table below.

INSTRUCTIONS:

Disclose all real estate in which you or a member of your immediate family holds an interest valued at more than \$5,000. List each parcel individually. INCLUDE real estate held in trust.

DO NOT REPORT:

- Your principal residence
- Any real estate disclosed on Schedule D

List only the city or county, state, and country where each real estate is located. **DO NOT LIST any street addresses. No addresses will be redacted from this schedule.**

List the name or names in which the real estate is owned or recorded. If you or a member of your immediate family holds an interest in the real estate but it is owned or recorded in a name other than your name or your immediate family member's name, list that name.

TYPE OF REAL ESTATE	LOCATION OF REAL ESTATE (CITY OR COUNTY, STATE, AND COUNTRY)	NAME OR NAMES IN WHICH REAL ESTATE IS OWNED OR RECORDED

State and Local Statement of Economic Interests

SCHEDULE F PAYMENTS FOR TALKS, MEETINGS, AND CONFERENCES

NAME:

QUESTION:

Did you receive in your capacity as an officer or employee of your agency any lodging, transportation, money, or other thing of value with a combined value exceeding \$100 during the prior calendar year for:

- your presentation of a talk or series of talks at the same event, or participation in a meeting

OR

- your attendance at a meeting, conference, or event where your attendance at the meeting, conference, or event was designed to educate you on issues relevant to your duties as an officer or employee of your agency, or to enhance your knowledge and skills relative to your duties as an officer or employee of your agency?

DO NOT INCLUDE:

- Payments and reimbursements from the Commonwealth or its political subdivisions for meetings attended in your capacity as an officer or employee of your agency
- Payments and reimbursements from an employer already listed on Schedule A or from a source of income listed on Schedule D
- Payments and reimbursements if you returned the payment or reimbursement within 60 days

INCLUDE a payment if you donated it to a charity and claimed or plan to claim it as a charitable deduction on your taxes.

Disclose any lodging, transportation, money, or other thing of value received that does not satisfy the criteria listed above as a gift on Schedule G.

Yes No

If yes, complete the table below.

State and Local Statement of Economic Interests

SCHEDULE F
PAYMENTS FOR TALKS, MEETINGS, AND CONFERENCES

NAME:

INSTRUCTIONS:

Disclose each source from which you received in your capacity as an officer or employee of your agency lodging, transportation, money, or any other thing of value with a combined value exceeding \$100 for:

- your presentation of a talk or series of talks at the same event, or participation in a meeting

OR

- your attendance at a meeting, conference, or event where your attendance at the meeting, conference, or event was designed to educate you on issues relevant to your duties as an officer or employee of your agency, or to enhance your knowledge and skills relative to your duties as an officer or employee of your agency.

Table with 6 columns: SOURCE OF PAYMENT, DESCRIPTION OF EVENT, LOCATION OF EVENT (CITY OR COUNTY, STATE, AND COUNTRY), DATE(S) OF EVENT, TOTAL VALUE, CHECK IF YOU RECEIVED A TRAVEL WAIVER FROM THE COUNCIL FOR THIS EVENT. The table contains 8 empty rows for data entry.

State and Local Statement of Economic Interests**SCHEDULE G
GIFTS****NAME:**

QUESTION:

Did you or a member of your immediate family receive from any (i) lobbyist; (ii) lobbyist's principal; or (iii) contractor any gift or combination of gifts with a value exceeding \$50 during the prior calendar year??

For local officers and employees, a contractor is a person, organization, or business who is or is seeking to become a party to a contract with the local agency of which you are an officer or an employee.

For state officers and employees, a contractor is a person, organization, or business who is or is seeking to become a party to a contract with the state governmental or advisory agency of which you are an officer or an employee or over which you have the authority to direct such agency's activities.

DO NOT INCLUDE gifts with a value of less than \$20. Such items are exempted from the definition of a gift and should not be aggregated together or reported.

Yes [] No []

If yes, complete the table below.

State and Local Statement of Economic Interests

SCHEDULE G

GIFTS

NAME:

INSTRUCTIONS:

Disclose each lobbyist, lobbyist's principal, or contractor that, during the prior calendar year, gave you or a member of your immediate family any gift or combination of gifts with a value exceeding \$50.

Identify the recipient and donor of each such gift. Disclose the exact gift or event, the date on which you accepted it, and the value of the gift. If an exemption from the \$100 gift cap established in § 2.2-3103.1 applies, mark the applicable exemption.

NAME OF RECIPIENT	NAME OF DONOR	EXACT GIFT OR EVENT	DATE ACCEPTED	VALUE	GIFT CAP EXEMPTION
					<input type="checkbox"/> Widely attended event <input type="checkbox"/> Personal friend <input type="checkbox"/> Archived gift from a foreign dignitary
					<input type="checkbox"/> Widely attended event <input type="checkbox"/> Personal friend <input type="checkbox"/> Archived gift from a foreign dignitary
					<input type="checkbox"/> Widely attended event <input type="checkbox"/> Personal friend <input type="checkbox"/> Archived gift from a foreign dignitary

State and Local Statement of Economic Interests

SCHEDULE H

PAYMENTS FOR REPRESENTATIONS AND OTHER SERVICES GENERALLY

NAME: _____

QUESTIONS:

DO NOT COMPLETE Questions 1 and 2 if you are completing this disclosure statement in your capacity as an officer or employee of a LOCAL governmental or advisory agency.

PAYMENTS FOR REPRESENTATIONS BY YOU

1. Did you represent any business before any state governmental agency during the prior calendar year for which you received compensation in excess of \$5,000 for such representation?

DO NOT INCLUDE compensation for the performance of other services unrelated to the representation before the state governmental agency when calculating the amount of compensation received from a business. If you have job responsibilities other than those involving such representation, you should prorate your salary to determine the portion attributable to your representation.

DO NOT REPORT any business that you represented before a court or judicial officer, or where the representation consisted solely of the filing of mandatory papers and any subsequent representation regarding the mandatory papers.

Yes No

If yes, complete Table 1.

PAYMENTS FOR REPRESENTATIONS BY ASSOCIATES

2. Did persons with whom you have a close financial association represent any business before any state governmental agency during the prior calendar year for which compensation was received in excess of \$5,000 for such representation?

DO NOT INCLUDE members of your immediate family when determining with which individuals you have a close financial association, unless you and your immediate family member are employed by or work for the same business or organization.

DO NOT INCLUDE compensation for the performance of other services unrelated to the representation when calculating the amount of compensation received from a business. If your associate has job responsibilities other than those involving such representation, you should prorate his salary to determine the portion attributable to his representation.

DO NOT REPORT any business that such persons represented before a court or judicial officer, or where the representation consisted solely of the filing of mandatory papers and any subsequent representation regarding the mandatory papers.

Yes No

If yes, complete Table 2.

PAYMENTS FOR OTHER SERVICES GENERALLY

3. Did you or persons with whom you have a close financial association furnish services to any business operating in Virginia during the prior calendar year for which compensation was received in excess of \$5,000 for such services?

DO NOT INCLUDE members of your immediate family when determining with which individuals you have a close financial association, unless you and your immediate family member are employed by or work for the same business or organization.

DO NOT INCLUDE compensation reported on Table 1 or Table 2 of this schedule.

Yes No

If yes, complete Table 3.

State and Local Statement of Economic Interests

SCHEDULE H
PAYMENTS FOR REPRESENTATIONS AND OTHER SERVICES GENERALLY

NAME: _____

TABLE 1
PAYMENTS FOR REPRESENTATIONS BY YOU

DO NOT COMPLETE this table if you are completing this disclosure statement in your capacity as an officer or employee of a local governmental or advisory agency.

INSTRUCTIONS:

Disclose each business that you represented before any state governmental agency during the prior calendar year for which you received compensation in excess of \$5,000 for such representation.

For each business, list the type of business, the name of the state governmental agency before which you appeared on behalf of the business, and the purpose of the representation.

DO NOT INCLUDE compensation for the performance of other services unrelated to the representation before the state governmental agency when calculating the amount of compensation received from a business.

DO NOT REPORT:

- Any business that you represented before a court or judicial officer
Any business where the representation consisted solely of the filing of mandatory papers and any subsequent representation regarding the mandatory papers

Table with 5 columns: TYPE OF BUSINESS, NAME OF AGENCY, PURPOSE OF REPRESENTATION, AMOUNT OF COMPENSATION RECEIVED (subdivided into \$5,001 to \$50,000, \$50,001 to \$250,000, and MORE THAN \$250,000). The table contains five rows with empty cells for data entry.

State and Local Statement of Economic Interests

SCHEDULE H
PAYMENTS FOR REPRESENTATIONS AND OTHER SERVICES GENERALLY

NAME:

TABLE 2
PAYMENTS FOR REPRESENTATIONS BY ASSOCIATES

DO NOT COMPLETE this table if you are completing this disclosure statement in your capacity as an officer or employee of a local governmental or advisory agency.

INSTRUCTIONS:

Disclose each business that persons with whom you have a close financial association represented before any state governmental agency during the prior calendar year for which compensation was received in excess of \$5,000 for such representation.

For each business, list the type of business, the name of the state governmental agency before which such persons appeared on behalf of the business, and the purpose of the representation.

DO NOT INCLUDE compensation for the performance of other services unrelated to the representation when calculating the amount of compensation received from a business.

DO NOT REPORT:

- Any business that such persons represented before a court or judicial officer
Any business where the representation consisted solely of the filing of mandatory papers and any subsequent representation regarding the mandatory papers

Table with 5 columns: TYPE OF BUSINESS, NAME OF AGENCY, PURPOSE OF REPRESENTATION, AMOUNT OF COMPENSATION RECEIVED (subdivided into \$5,001 to \$50,000, \$50,001 to \$250,000, and MORE THAN \$250,000). The table contains five rows of empty boxes for data entry.

State and Local Statement of Economic Interests

SCHEDULE H
PAYMENTS FOR REPRESENTATIONS AND OTHER SERVICES GENERALLY

NAME: _____

TABLE 3
PAYMENTS FOR OTHER SERVICES GENERALLY

INSTRUCTIONS:

Disclose each business operating in Virginia to which you or persons with whom you have a close financial association furnished services during the prior calendar year for which compensation was received in excess of \$5,000 for such services.

Identify the businesses, by category, for which services were furnished and the type of service rendered to such businesses. To calculate the amount of compensation to report for each business category, include compensation received from all businesses within each category.

DO NOT INCLUDE compensation reported on Table 1 or Table 2 of this schedule.

Table with 5 columns: BUSINESS CATEGORY, TYPE OF SERVICE RENDERED, and three columns under AMOUNT OF COMPENSATION RECEIVED (\$5,001 to \$50,000, \$50,001 to \$250,000, MORE THAN \$250,000). The table contains 7 rows with empty cells for data entry.

State and Local Statement of Economic Interests

**SCHEDULE I
REAL ESTATE CONTRACTS WITH GOVERNMENTAL AGENCIES**

NAME: _____

QUESTION:

Do you or a member of your immediate family, separately or together, hold an interest valued in excess of \$5,000 in real estate that is the subject of a contract with a governmental agency?

State officers and employees report only contracts with state governmental agencies. Local officers and employees report only contracts with local governmental agencies. Constitutional officers report only contracts with local governmental agencies.

Yes [] No []

If yes, complete the table below.

INSTRUCTIONS:

Disclose each contract with the applicable governmental agency for the sale, exchange, or leasing of real estate in which you or a member of your immediate family holds an interest valued in excess of \$5,000.

"Interest" INCLUDES:

- Options
- Land contracts
- Easements
- Corporate, partnership, or trust interests

Disclose all contracts that are currently pending or that have been completed within the prior calendar year. Disclose all contracts regardless of the disclosure of the interest or the real estate on another schedule.

You do not need to disclose a contract for the leasing of real estate if your interest is derived through an ownership interest in a business and your ownership interest does not exceed three percent of the total equity of that business.

DESCRIBE THE CONTRACT (SALE, EXCHANGE, LEASE, ETC.)	PARTIES TO THE CONTRACT		LOCATION OF REAL ESTATE (CITY OR COUNTY, AND STATE)	VALUE OF CONTRACT (CHECK ONE)		
	GOVERNMENTAL AGENCY	OTHER PARTY		\$5,001- \$50,000	\$50,001- \$250,000	MORE THAN \$250,000
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State and Local Statement of Economic Interests

Additional Information

NAME:

You may provide any additional information you wish to be included with your Statement of Economic Interests on this page. Please note any information you provide on this page will become part of your Statement of Economic Interests and will be open to the public. You **MAY NOT** add attachments as a substitute for properly filling out any part of this form.

RECREATIONAL SERVICES AGREEMENT

THIS AGREEMENT, for good and valuable consideration, receipt of which is hereby acknowledged, dated the 21st day of November, 2017, made by and between CYPRESS COVE COUNTRY CLUB, a social club described in IRC 501(c)(7), organized for pleasure, recreation, and other non-profitable purposes, hereinafter referred to as "CLUB," with control of real property and other valuable assets located at 30333 Country Club Road, Franklin, Virginia 23851; SOUTHAMPTON COUNTY, VIRGINIA with principle offices located at 26022 Administration Center Drive, Courtland, Virginia 23837, hereinafter referred to as "COUNTY;" and the CITY OF FRANKLIN, VIRGINIA with principle offices located at 207 W. Second Avenue, Franklin, Virginia 23851, hereinafter referred to as "CITY." The parties warrant that they have the right to enter into this AGREEMENT pursuant to §15.2-953 of the *Code of Virginia*, 1950, as amended.

WITNESSETH:

1.0 TERM OF AGREEMENT. This Agreement shall commence at 12:01 a.m. on December 1, 2017 for a term of one calendar year, renewable on an annual basis, subject to mutual agreement by all parties.

2.0 SCOPE OF SERVICES:

The CLUB shall promote, afford, and offer access to recreational golf services at the Cypress Cove Country Club golf course by any resident of COUNTY and/or CITY, in accordance with the following terms and provisions:

- A. Services are limited exclusively to golf and access to the golf course and shall not include tennis, pool, clubhouse or dining privileges;
- B. Nothing in this Agreement shall preempt or supercede any contractual obligation between CLUB and its members. CLUB reserves the right to refuse service to any member or former member in accordance with the terms and provisions of their membership agreement;
- C. COUNTY and CITY residents must provide proof of residency with an acceptable form of picture identification. CLUB shall verify residency, maintain records of the number of rounds played by COUNTY and CITY residents, and provide access to such information upon request by COUNTY and CITY;
- D. The fee for COUNTY and CITY residents to play golf shall be Twenty-Five Dollars (\$25.00) per round, which shall include greens and cart fees;

- E. The fee for COUNTY and CITY students or any COUNTY or CITY youth resident under the age of eighteen (18), shall be ten dollars (\$10.00) per round, which shall not include use of golf carts;
- F. The fee for rental of range balls by COUNTY and CITY residents shall be five dollars (\$5.00) per bag;
- G. COUNTY and CITY residents shall observe customary golf etiquette at all times and strictly abide by all rules of the Cypress Cove Country Club;
- H. Recreational golf services shall be made available to COUNTY and CITY residents any time during normal golf course hours of operation, when available;
- I. Recreational golf services shall be made available to golf teams from Southampton High School, Southampton Academy, and Franklin High School;
- J. Recreational golf services shall be made available to any organized *The First Tee*[®] chapter which serves youth residing in COUNTY and/or CITY; or any other club or approved youth group;
- K. Recreational golf services shall be made available to any golf classes conducted by Paul D. Camp Community College and any golf team sanctioned or promoted by Paul D. Camp Community College.

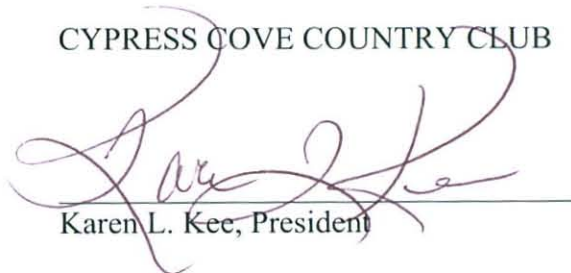
3.0 REMUNERATION

The COUNTY and CITY agree to appropriate and remit Thirty Thousand Dollars (\$30,000.00) each to the CLUB in exchange for the recreational golf services rendered hereunder, for a total of Sixty Thousand Dollars (\$60,000.00). Such remuneration shall be remitted on or before November 30, 2017.

Witness the following signatures and seals:



CYPRESS COVE COUNTRY CLUB



Karen L. Kee, President

ATTEST:



Jerry W. Grizzard, Vice President

SOUTHAMPTON COUNTY, VIRGINIA


Dallas O. Jones, Chairman
Board of Supervisors

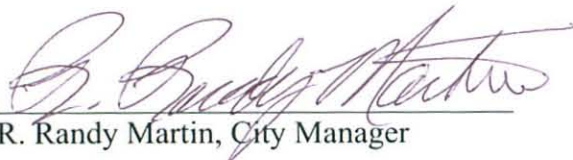
ATTEST:


Michael W. Johnson,
County Administrator

CITY OF FRANKLIN, VIRGINIA


Frank M. Rabil, Mayor

ATTEST:


R. Randy Martin, City Manager

RECEIVED DEC 08 2017



COMMONWEALTH of VIRGINIA

Marissa J. Levine, MD, MPH, FAAFP
State Health Commissioner

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

SUBJECT: SOUTHAMPTON COUNTY
Waterworks: 460 Café
PWSID No: 3175850

November 21, 2017

Mr. William Holland
12340 Shiloh Drive
Windsor, Virginia 23487

Dear Mr. Holland:

In accordance with *Code of Virginia* §32.1-174 and 12VAC5-590-320 of the *Waterworks Regulations*, you are hereby notified of the revocation of Virginia Department of Health Permit Number 3175850 issued on March 10, 2004, covering the operation of the waterworks at the 460 Café in Southampton County, Virginia. The permit is being revoked because the change of ownership from you to Mr. William E. Witcher, Sr.

Revocation is to become effective upon receipt (or return for non-receipt) of this letter.

By direction of the State Health Commissioner.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwayne Roadcap".

Dwayne Roadcap
Director
Office of Drinking Water

pc: Southampton County Health Department
Mr. Michael Johnson, County Administrator, Southampton County
Mr. Lee Copeland, Building Official, Southampton County
VDH - ODW, Southeast Virginia Field Office
VDH - ODW, Central Office



SOUTHAMPTON COUNTY BOARD OF ZONING APPEALS

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2309 of the Code of Virginia, 1950 as amended, that the Southampton County Board of Zoning Appeals will hold a public hearing on Tuesday, December 19, 2017 at 7:30PM in the Board Room of the Southampton County Office Center at 26022 Administration Center Drive in Courtland, Virginia, to consider the following:

1. SUP 2017:01 - Application by Leslie Hartz, Dominion Energy Transmission, Inc., on behalf of Atlantic Coast Pipeline, LLC, applicant, on behalf of WH & BJJ Inc., Hunter Darden III, Allen and Juanita Cotton Life Estate etals, David and Mary Ricks, Willie and Ida Artis, and Howell Corporation #3, owners, for a Special Use Permit under Southampton County Code Sec. 18-396(a)(1)(c)(1) to install a utility pipeline in an AE zone as noted on the Flood Insurance Rate Map for Southampton County prepared by the Federal Emergency Management Agency. The properties are described as Tax Parcels 91-22, 91-23, 92-32, 92-31C, 92-28, 92-27 and 27H-1, and 92-26, crossing the Nottoway River generally in the area of Delaware Road (SR 687) and Sycamore Church Road (SR 688). The property is in the Newsoms Voting and Magisterial Districts.
2. SUP 2017:02 - Application by Leslie Hartz, Dominion Energy Transmission, Inc., on behalf of Atlantic Coast Pipeline, LLC, applicant, on behalf of Eleanor Bradshaw etals, Vinson and Betty Huneycutt, Michael and Loretta Faulk, Southampton County, Joe Nye Wiggins, and Robert and Ruth Childres, owners, for a Special Use Permit under Southampton County Code Sec. 18-396(a)(1)(c)(1) to install a utility pipeline in an AE zone as noted on the Flood Insurance Rate Map for Southampton County prepared by the Federal Emergency Management Agency. The properties are described as Tax Parcels 94-8, 94-29, 94-24, 94-17, 94-17A, 94-17B, 94-16, 96-16A, 94-20A, and 94-14, crossing the Blackwater River generally in the area north of South Quay Road (SR 189) east of Pretlow Road (SR 714). The property is in the Franklin Voting and Magisterial Districts.

Any persons desiring to speak in favor of or in opposition to the above-referenced application are encouraged to appear and be heard at the aforementioned time and place. Any persons who may require auxiliary aids should contact Mr. Michael W. Johnson, County Administrator, at 757-653-3015 (voice) or 653-3013 (TDD), preferable seven (7) prior to the hearing.

Beth Lewis, AICP, Secretary, Board of Zoning Appeals



SOUTHAMPTON COUNTY BOARD OF ZONING APPEALS

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2. SUP 2017:02 - Application by Leslie Hartz, Dominion Energy Transmission, Inc., on behalf of Atlantic Coast Pipeline, LLC, applicant, on behalf of Eleanor Bradshaw etals, Vinson and Betty Huneycutt, Michael and Loretta Faulk, Southampton County, Joe Nye Wiggins, and Robert and Ruth Childres, owners, for a Special Use Permit under Southampton County Code Sec. 18-396(a)(1)(c)(1) to install a utility pipeline in an AE zone as noted on the Flood Insurance Rate Map for Southampton County prepared by the Federal Emergency Management Agency. The properties are described as Tax Parcels 94-8, 94-29, 94-24, 94-17, 94-17A, 94-17B, 94-16, 96-16A, 94-20A, and 94-14, crossing the Blackwater River generally in the area north of South Quay Road (SR 189) east of Pretlow Road (SR 714). The property is in the Franklin Voting and Magisterial Districts.

Any persons desiring to speak in favor of or in opposition to the above-referenced application are encouraged to appear and be heard at the aforementioned time and place. Any persons who may require auxiliary aids should contact Mr. Michael W. Johnson, County Administrator, at 757-653-3015 (voice) or 653-3013 (TDD), preferable seven (7) prior to the hearing.

Beth Lewis, AICP, Secretary, Board of Zoning Appeals

RECEIVED DEC 04 2017

ORLANS PC

A law firm licensed in
DC, DE, MA, MD, MI, NH, RI, VA

PO Box 2548
Leesburg, Virginia 20177
P 703 777 7101 F 703 940 9110
www.orlans.com
Business Hours: 8:30 AM – 5:00 PM ET

November 27, 2017

Michael W. Johnson
County Administrator
P.O. Box 400
Courtland, VA 23837

Re: Property Address: 31177 Cardinal Avenue, Franklin, VA 23851

MATL File No. 579369

Dear Michael W. Johnson:

Please be advised that 31177 Cardinal Avenue, Franklin, VA 23851 previously owned by Lawrence W. Council, Jr., aka Lawrence Wester Council Jr. was purchased at a foreclosure sale on November 20, 2017 by Secretary of Housing and Urban Development, Its successor and assigns. As such, Secretary of Housing and Urban Development, Its successor and assigns is now the current owner of the property located at 31177 Cardinal Avenue, Franklin, VA 23851. Future assessments can be mailed to Secretary of Housing and Urban Development, Its successor and assigns at Nationstar Mortgage, 5920 Castleway West Drive, Indianapolis, IN 46250.

Sincerely,

Orlans PC

on behalf of ALG Trustee, LLC

SOUTHAMPTON COUNTY

26022 Administration Center Drive
P. O. Box 400
Courtland, Virginia 23837



757-653-3015
Fax: 757-653-0227

December 12, 2017

Mr. Ben S. Lee
5206 Hicks Ford Road
Emporia, VA 23847

RE: IDA appointment

Dear Mr. Lee:

I am pleased to inform you of your recent reappointment to the Industrial Development Authority of Southampton County which was unanimously approved by the board of supervisors in their regular session of November 27, 2017.

Your new term will now expire December 31, 2021.

Upon reappointment, pursuant to § 15.2-4904 (B) of the 1950 Code of Virginia, as amended, you are required to take and subscribe the oath of office prescribed by § 49-1, which is to be administered by Mr. Richard L. Francis, Clerk of the Court.

Please contact Mr. Francis at (757) 653-2200 to arrange for a mutually convenient time to take your oath of office.

On behalf of the board of supervisors, please accept my gratitude for your willingness to continue serving as an IDA director.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michael W. Johnson'.

Michael W. Johnson
County Administrator

cc: Richard L. Francis, Clerk of the Court

SOUTHAMPTON COUNTY

26022 Administration Center Drive
P. O. Box 400
Courtland, Virginia 23837



757-653-3015
Fax: 757-653-0227

December 12, 2017

Mr. Ernest Claud, Jr.
P.O. Box 141
Capron, VA 23829

RE: IDA appointment

Dear Mr. Claud:

I am pleased to inform you of your recent reappointment to the Industrial Development Authority of Southampton County which was unanimously approved by the board of supervisors in their regular session of November 27, 2017.

Your new term will now expire December 31, 2021.

Upon reappointment, pursuant to § 15.2-4904 (B) of the 1950 Code of Virginia, as amended, you are required to take and subscribe the oath of office prescribed by § 49-1, which is to be administered by Mr. Richard L. Francis, Clerk of the Court.

Please contact Mr. Francis at (757) 653-2200 to arrange for a mutually convenient time to take your oath of office.

On behalf of the board of supervisors, please accept my gratitude for your willingness to continue serving as an IDA director.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael W. Johnson".

Michael W. Johnson
County Administrator

cc: Richard L. Francis, Clerk of the Court