

County Offices and Departments

- A) Victoria Fire & Rescue Capital Request
 - a. Request to use \$28,000 in Capital Funds as match funds for an equipment grant.
- B) Abstract of Votes

ABSTRACT of VOTES

Cast in LUNENBURG COUNTY, VIRGINIA
at the 2020 March Democratic Presidential Primary Election held on March 03, 2020 for,

President

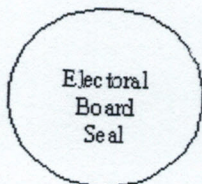
NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Joseph R. Biden	874
Bernie Sanders	171
Michael R. Bloomberg	94
Elizabeth Warren	53
Amy Klobuchar	9
Cory Booker	4
Pete Buttigieg	4
Andrew Yang	3
Tom Steyer	3
Tulsi Gabbard	2
Julián Castro	1
Michael Bennet	1
Deval Patrick	0
Marianne Williamson	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on March 03, 2020, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the President.

Given under our hands this 4th day of March, 2020



Samuel J. Hagan, Chairman
Robert L. Brown, Vice Chairman
Chris A. Wright III, Secretary
Chris A. Wright III, Acting Secretary

Landfill Liaison Report

March 3, 2020

February 2020 Report

CFS Landfill:

1. CFS began applying for the fluff layer of the trash onto the new cell on February 11, 2020. They are now beginning to add trash to the first half of the new cell. (cell #2)
2. Several rain and snow events have made for somewhat trying conditions inside the landfill. They have been able to stay in front of these issues using the water truck and sweeper.
3. The closure activities for the old landfill continues to be on again off again as the weather continues to interrupt the closure process.

Citizen Complaints:

1. I have had a couple of reports of odor problems from Mr. Burgess. These issues come about when the contractor has to peel off the old cover down to the trash. This process is required to make sure that the final closure cap is the proper depth as required.

Comments:

1. Mr. Burgess contacts me to make sure that the reason for the smell has no other origin. In speaking with Mr. Burgess, I think he is aware that this issue is short term and will terminate when the final cap is in place.

Convenience Sites:

1. Bulky materials such as mattresses, box springs, furniture, tires, etc. have been extremely heavy over the last couple of months.
2. The landfill manager continues to take exception to the types of trash in the boxes as well as how often they need to be dumped.

Citizen Complaints:

1. n/a

Comments:

1. We have had a citizen continue to put prohibited items into the compactors at Owl Creek after having the proper disposal method explained to him. He has antagonized the operators and spun in and out of the convenience site several times a week. We have acquired a license plate number and identified the type of truck. This information has been forwarded to the Administrator's office for a possible resolution.

Landfill Report February 29, 2020

Host Fee Year

January 2020 County Trash 560.61 tons- average 24.37 tons daily
Non-county Trash 18,338.51 tons- average 705.33 tons daily
Non-deplete Trash 0 tons
Recycling 7.21 tons
Number of trucks 54.2 average per day

February 2020 County Trash 471.94 tons- average 23.59 tons daily
Non-county Trash 17,196.09 tons- average 687.84 tons daily
Non-deplete Trash 0 tons
Recycling 5.73 tons
Number of trucks 51.03 average per day

PAYMENTS

	Non-county Host fee	Liaison fee	Total
January 2020 Payment Received February 27,2020	\$ 20,05.89	\$ 4,583.33	\$ 25,489.22

New Fiscal Year-

July 2019 County Trash 598.71 tons- average 27.21 tons daily
 Non-county Trash 20,665.45 tons- average 794.83 tons daily
 Non-deplete Trash 0 tons
 Recycling 4.6 tons
 Number of trucks 60 average per day

August 2019 County Trash 702.08 tons- average 31.91 tons daily
 Non-county Trash 20,780.89 tons- average 769.66 tons daily
 Non-deplete Trash 0 tons
 Recycling 2.59 tons
 Number of trucks 59.5 average per day

*updated 10/8/2019

September 2019 County Trash 634.97 tons- average 30.24 tons daily
 Non-county Trash 18,126.04 tons- average 755.25 tons daily
 Non-deplete Trash 0 tons
 Recycling 5.82 tons
 Number of trucks 59.1 average per day

October 2019 County Trash 661.47 tons- average 27.56 tons daily
 Non-county Trash 20,913.32 tons- average 774.57 tons daily
 Non-deplete Trash 0 tons
 Recycling 4.72 tons
 Number of trucks 56.4 average per day

November 2019 County Trash 538.14 tons- average 22.42 tons daily
 Non-county Trash 17,640.23 tons- average 705.60 tons daily
 Non-deplete Trash 0 tons
 Recycling 0 tons
 Number of trucks 51.5 average per day

December 2019 County Trash 593.76 tons- average 26.99 tons daily
 Non-county Trash 16,036.38 tons- average 641.46 tons daily
 Non-deplete Trash 0 tons
 Recycling 2.56 tons
 Number of trucks 49.7 average per day

PAYMENTS	Non-county Host fee	Liaison fee	Total
July 2019 Payment Received August 19, 2019	\$ 20,665.45	\$ 4,583.33	\$ 25,248.78
August 2019 Payment Received September 30, 2019	\$ 20,193.35	\$ 4,583.33	\$ 24,776.68
	Received outstanding amount due to increase in tipping fees (12/03/2019)		\$ 3,496.86
September 2019 Payment Received October 28, 2019	\$ 20,663.69	\$ 4,583.33	\$ 25,247.02
October 2019 Payment Received December 3, 2019	\$ 24,266.71	\$ 4,583.33	\$ 28,850.04
November 2019 Payment Received January 8, 2020	\$ 20,109.86	\$ 4,583.33	\$ 24,693.19
December 2019 Payment Received February 5, 2020	\$ 18,498.18	\$ 4,583.33	\$ 23,081.51
		Received late fee of	\$ 1,000.00

BOARD OF SUPERVISORS

Charles R. Slayton, CHAIRMAN
Election District 4

Frank W. Bacon, VICE-CHAIRMAN
Election District 3

T. Wayne Hoover
Election District 1

Mike Hankins
Election District 2

Edward Pennington
Election District 5

Alvester L. Edmonds
Election District 6

Robert G. Zava
Election District 7



Lunenburg County Administration
11413 Courthouse Road
Lunenburg, VA 23952

Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

Animal Control Report to the Board of Supervisors

Date: March 2, 2020

The following activities were conducted by Animal Control during the month of February 2020:

<u>1</u> Stray Cat(s) Picked Up	\$ <u>30.00</u>	Surrender Fees
<u>16</u> Stray Dog(s) Picked Up	\$ <u>165.00</u>	Impoundment Fees
_____ Injured or Ill Cat(s)	\$ _____	Adoption Fees
_____ Injured or Ill Dog(s)	\$ <u>50.00</u>	Quarantine
<u>15</u> Cat Calls Dispatched	\$ <u>245.00</u>	Total Fees Collected
<u>56</u> Dog Calls Dispatched		
<u>7</u> Cats, Surrendered by Owner		
<u>24</u> Dogs, Surrendered by Owner		
_____ Cat Bite		
<u>1</u> Dog Bite		
<u>2</u> Cat(s) Euthanized		
<u>3</u> Dog(s) Euthanized		
<u>8</u> Cat Trap(s) Set		
<u>4</u> Dog Trap(s) Set		
_____ Summons Issued		
_____ Animal(s) Released to ACO		
_____ Expired at Shelter and/or DOA		
<u>143</u> Telephone Calls for Animal Issues		
<u>20</u> Check License		
<u>1</u> Lost Cat(s) - Incoming Calls		
<u>8</u> Lost Dog(s) - Incoming Calls		
<u>0</u> Cat(s) Returned to Owner		
<u>8</u> Dog(s) Returned to Owner		
<u>1</u> Quarantine		
_____ Adoption—Dogs		
_____ Adoption—Cats		

15 Dog(s) Transferred to SPCA
1 Cat(s) Transferred to SPCA
1 Wildlife Calls
11 Dogs Transferred to Richmond SPCA
4 Cats Transferred to Richmond SPCA
6 Livestock

50 Total Number of Animals Handled

D. Ray Elliott ACO
D. Ray Elliott
Animal Control Officer



Lunenburg County Sheriff's Office
 Report To The Board Of Supervisors
 February 2020

RECEIVED
 MAR 04 2020
 BY: _____



Jury Summons Served	0
Subpoenas Served	52
Summons Served	63
Levies Executed	1
Other Civil Process	70
Traffic Citations	26
Protective Orders	22
Arrests	8
Inmates Transported	9
Mental Patients	1
Extraditions	0
Circuit Court Days	4
General Court Days	4
J&DR Court Days	4

Expense Report

Dues	\$0.00
Postage	\$270.00
Office Supplies	\$379.52
Telephone	\$58.05
Police Supplies	\$0.00
Vehicle Maintenance & Repairs	\$2,623.30
Fuel (January)	\$2,275.07
Gallons of Fuel Use	1250

Arthur Townsend Jr.
 Arthur Townsend, Jr.
 Sheriff, Lunenburg County

3/3/2020
 Date

FY2020-2021 Budget Discussions

**STEPS Homeless Solutions Program
Support Form**

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS
RECEIVING VHSP FUNDS FROM STATE SUBRECIPIENTS**

I, Tracy M. Gee, County Administrator (*name and title*), duly authorized to act on behalf of
Lunenburg County (*name of jurisdiction*), hereby approves STEPS, Inc. to provide the
following services for our citizens in need:

- Rapid Re-housing
- Prevention
- Shelter Services

By: _____
Signature and Date

Tracy M. Gee
Typed or Written Name of Signatory Local Official

County Administrator
Title

Note: This certification does NOT need to be completed annually for the same activities funded the previous year. The State only needs to document that it has offered the local government the opportunity to withdraw its previous approval.

Planning Update

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Lunenburg, VA 23952

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County Administrator

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MEMO

TO: Lunenburg County Board of Supervisors

CC: Tracy Gee, County Administrator

FROM: Glenn Millican

DATE: March 5, 2020

SUBJECT: Monthly Activity Report

- Completed development and presentation of by-laws for the Planning Commission
- Participated in Virginia Economic Development Partnership meetings and site visit to Lunenburg
- Attended Virginia Growth Alliance meeting in South Hill
- Participated in VHDC webinar on Real Property Investment
- Attended Virginia Growth Alliance Board Meeting regarding industrial solar installations
- Reviewed Redbrick pre-application submission for solar installation
- Research regarding the establishment of private cemeteries and necessary modifications to our zoning ordinance
- Budget development and site plan design for the Middle School Project
- Continuing work on records management



IN PARTNERSHIP WITH
The Counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

MEMORANDUM

TO: Lunenburg County Board of Supervisors
FROM: Cam Johnson
Regional Planner
DATE: March 2, 2020
SUBJECT: Lunenburg VHDA CIG – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is administering a VHDA Community Impact Grant (CIG) for Lunenburg County to conduct a Housing Study. The following events have occurred on the project over the last month.

- Over 100 surveys from the Lunenburg VHDA Housing Study Survey were collected online and hard copies. The Berkley Group is working to summarize these results for the workgroup.
- Focus group interviews will be conducted over the next month. Individuals from the County's major employers, real estate teams, and non-profits partners will all be included in these interviews.
- At the end of the focus group interviews, the Berkley Group will develop a DRAFT Asset Map for review.

As always, please do not hesitate to contact me if you have any questions.

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
Farmville, VA 23901 | 434.392.6104 PHONE
www.virginiashartland.org

ADMINISTRATOR'S UPDATE

-- As necessary

Board of Supervisors March Meeting – 3/12/20

County Administrator's Monthly Report

Events in February:

- February 3 – Solar legislation conference call
- February 3 – met w/ Ollie Wright and Gary Husslein re: cybersecurity
- February 4 - Rotary meeting
- February 5 – County and developer meetings re: solar facility application
- February 6 - Local Government Legislative Day at the Capitol w/ staff and Board members
- February 8 - Victoria Fire & Rescue Annual Banquet
- February 9 – completed CPR class
- February 10 - met w/ Rob Williams re: cybersecurity
- February 11 - Cost Allocation Plan with RFCA (audit)
- February 12 - met w/ Jamie and Glenn on Subdivision Ordinance
- February 13 - Finance Committee meeting
- February 13 –Board of Supervisors meeting
- February 14 - Tracy - PTO
- February 17 - Office closed for President's Day
- February 18 - Conf. call for Community Impact Grant (Housing)
- February 18 - GO Virginia Region 3 meeting - South Boston, VA
- February 19 - CRC Board meeting
- February 19 - Piedmont Regional Jail Board Authority meeting
- February 26 - Community Policy & Management Team
- February 26 - met w/ new CSA Coordinator on prior audit
- February 27 - retirement luncheon for retiring housekeeper
- February 28 - Tracy & Nicole participated in webinar for BoardDocs by iCompass

Administration

- Drove Nicole and Supervisors Edmonds, Hankins, and Pennington to Local Government Legislative Day with VACo at the Capitol. Visited the GA building and left materials for our legislators' assistants.
- Participated in webinar with iCompass, an electronic Board packet and open government document web-based application. I am running the budget figures to see if the price they provided is within our means. The web application itself would keep us in open books compliance for FOIA and be a great resource for our citizens, too.

Airport

- Meeting with DOAV representatives scheduled for March 10th to discuss runway project.

Budget & Finance-

- Met w/ Ollie Wright, volunteer Gary Husslein and DataCare's Rob Williams regarding state-mandated cybersecurity requirements for the Registrar. There will be some costs, but Rob has some items already covered, including a written security plan and a plan for the server.
- Participated in Cost Allocation Plan with Robinson Farmer Cox Associates for federal funding.
- Finance Committee meeting consisted of discussing upcoming budget needs and pending requests, especially the large increase request coming from the School Board. Finance Committee meets again on March 12th with the School's finance representatives.
- VRS rates are up 2.1% for the County, insurance is up 4%.

Building & Grounds –

- Received one bid for grounds maintenance from Garrett's Ground Maintenance, will discuss



Lunenburg County Courthouse Complex
Ground Maintenance Proposal
11435 Courthouse Rd, Lunenburg, VA 23952

ESTIMATE

Garrett's Ground Maintenance

P.O.Box 973
Victoria, VA 23974
(434) 917-4995



To:
Courthouse Complex
11435 Courthouse Square
Lunenburg, VA 23954

Estimate # 1545
Estimate Date 02/16/2020
Total Amount \$22,205.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Grass Cutting 11435 Courthouse Square	30.0	\$275.00			\$8,250.00
Leaf Removal / Fall / Spring Cleanup	4.0	\$350.00			\$1,400.00
Mulch Simi Truck load	2.0	\$3,500.00 / 2000			\$7,000.00
Trees and Shrubs - Trim or Remove	6.0	\$450.00			\$2,700.00
Sprinklers or Irrigation System	2.0	\$0.00			\$0.00
Pine straw	75.0	\$15.00			\$1,125.00
Starter fert 18-24-6 25% uflexx #50	20.0	\$25.00 / A bag			\$500.00
Pennington fast acting lime #30	25.0	\$15.00 / A bag			\$375.00
Dense shade grass seed	4.0	\$95.00			\$380.00
Tri fescue blend	5.0	\$95.00			\$475.00

Subtotal: \$22,205.00
Tax: \$0.00
Past Due Amount: \$0.00
Total Amount: \$22,205.00

Notes

Payment Options and Explanation of Services

The Total Bid price of 22,205 should be divided up in 12 installments over a 12-month time frame for a total 12-month contract. This installment will be paid on the 30th of the month in which services have already been performed. This will total \$1850 dollars a month for 12-months. In the price sheet you will notice some services you requested for bid are missing as well as some have a \$0 balance beside them. All services requested will be performed, however some will be done at cost or free the first 12 months. Assuming it will require half as much mulch in year two and three if the contract is extended additional services will be gained with the contract price remaining the same. These services include replacement of shrubs and trees as needed that are dying or dead or missing. As well as irrigation start up and shut down which is free year one. Lastly Lunenburg County Courthouse Complex reserves the right to request Garrett's Ground Maintenance Continue to mow the property at the old contract rate of \$275 a Mow. However, any additional services will have to be contracted and scheduled and will be billed at the normal company rate with no rebates.

We thank you for your opportunity to bid this property now and in the past and look forward to working with you to make your property beautiful. Any questions feel free to call Christopher Garrett at (434) 917-4995



Christopher T. Garrett
Owner/Operator

Tel: (434) 917-4995

garrettsgroundmaintenance@comcast.net

**Scope of Work
Lunenburg County
Courthouse Complex**

Mowing

- Lawns shall be mowed weekly during growing season and as required during winter months.
- The height of mowing shall be maintained consistently to prevent scalping or burning. The mowing height shall be appropriate for the turf species.
- Excess grass clippings shall be collected and disposed of. Adjacent sidewalks and streets shall be clean of clippings.
- Mowing patterns shall be alternated each week to prevent ruts and compaction.

Edging

- All lawn edges along sidewalks and curbs shall be edged before each mowing during the active growing season (March through December) and as required for appearance for the remainder of the year. This includes one spring clean up and three leaf removals.
- Edging shall be performed with a blade type mechanical edger. The cut edge should appear clean and straight.
- A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to ensure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.
- Lawn sprinkler heads shall only be edged to allow proper distribution of water.

Fertilization

- **March:** Apply "complete" fertilizer 16-6-8 or equivalent at a rate of 1 pound actual nitrogen per 1000 square feet.
- **May:** Apply nitrogen only fertilizer at a rate of 1 pound per 1000 square feet.
- **July:** Apply nitrogen only fertilizer at a rate of 1 pound per 1000 square feet.



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- **October:** Apply nitrogen only fertilizer at a rate of 1 pound per 1000 square feet.

Re-seeding

- **Late August-Early September:** Re-seeding all turf with Turf Type Tall Fescue in the month late August or early September to ensure germination before winter.
- Drop mower 1 cutting height setting prior to over seeding.
- Irrigation will continue to run to ensure germination.

GROUND COVER

Trimming

- Established ground coverings bordering sidewalks and curbs shall be edged, trimmed and weeded as often as necessary to maintain appearance and to prevent encroachment.
- Ground cover shall not be allowed to grow up walls, buildings or other obstacles except where directed by the Facilities Department.
- Ground covers shall not be allowed to touch or cover the crowns of shrubs and trees.
- Some ground covers may require cutting back to remove woody growth and to promote vigor.

This shall be performed at the direction of the Facilities Department.

Fertilization

- Fertilization if required for normal growth will be completed during the same fertilization schedule as turf grass.

SHRUBS AND VINES

General Care

- All shrubs and vines will be checked weekly for any breakage, damage, disease, fungus, insect



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infestation or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies.

Pruning

- Shrubs and vines should be pruned to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth. Some species shall be trimmed appropriately to influence flowering and fruiting, or to improve vigor.
- Shrubs and vines must be trimmed as needed to permit unobstructed passage to residents or vehicles. Trimming near vehicle entry or exits shall be carried out to prevent sight restrictions.
- Shrubs shall be pruned to conform with the design concept of the landscape. Individual shrubs shall not be clipped into balled or boxed forms, except where specifically instructed.
- Vines shall be pruned to control growth and direction, and shall not be allowed to grow over windows, doors or other structural features, unless directed by a representative of the Facilities Department. Vines shall not be allowed to grow over the crowns of shrubs or trees.

Fertilization

- Most shrubs and vines should be fertilized annually. Plants that have reached maturity may not require fertilization.
- All actively growing plants, not yet mature, shall be fertilized yearly during the months of February through March. The Contractor will apply an appropriate slow release, long lasting complete fertilizer, controlled release fertilizer, or plant tablets at the manufacturer's recommended application rate.
- All plants shall be observed for nutrient deficiencies and treated to correct deficiencies throughout the year. Nutrient deficiencies shall be brought to the attention of the Facilities Department and properly identified prior to treatment.



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TREES

General Care

- All trees shall be checked weekly for any breakage, damage, disease, fungus, insect infestation or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies.
- Watering basins of 8" – 12" in diameter shall be cleared and properly maintained.
- All tree stakes, ties and guides shall be inspected monthly and adjusted as needed to prevent girdling and to promote healthy straight growth. The Facilities Department shall be notified immediately for replacement of broken stakes or guides. Stakes should only be removed once the trunk has reached at least 4" in diameter.

Pruning

- All trees shall be allowed to grow to their natural genetic form and size, unless otherwise approved by the Facilities Department.
- All trees shall be pruned to promote structural strength and to accentuate the natural form and features of the tree.
- Pruning must be carried out to permit unobstructed passage to pedestrians and motor vehicles and to prevent sight restrictions on playgrounds and near intersections. This means that branches should be maintained at 7 1/2 ft above sidewalks and 12 ft above vehicular areas.
- Stripping of lower branches ("raising up") of young trees shall be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote trunk caliper. Lower branches should be cut off only after the tree is able to stand erect without stacking or other support.



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- Thinning of certain species and individual specimens may be required to prevent wind damage. Suckers, water spouts, rubbing and heavily laden branches shall be removed to provide less wind resistance.
 - Trees shall be trimmed annually, when the flower stalks have developed, but before flowering has occurred, typically April 1 through May 15.

Fertilization

- Most trees shall be fertilized annually, in the spring, with a complete fertilizer. Fertilization of mature trees shall be required only if the trees show a definite need for fertilization.
- Fertilizer shall be applied around the tree, approximately halfway between the trunk and the drip line, at the rate of one-half pound of nitrogen per inch of trunk diameter measured at four feet above the soil line.
- All trees shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year.

WEED CONTROL

General Care

- All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as needed.
- All areas with natural ground shall be inspected for weeds on a weekly basis. Weeding shall remove any undesirable or misplaced plant.
- Bermuda grass or any other noxious weed shall not be allowed to establish.
- Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
- Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters,

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etc. Weeds may be removed manually or sprayed with a herbicide. Dead weeds shall be removed from the paved areas.

- Weeds shall be controlled in turf areas. Mowing is not an acceptable method for weed control.

Pre-Emergent Control

- All areas with natural ground may be treated with pre-emergent herbicide up to two (2) times yearly if necessary: in spring between February and March and in fall between October and November unless over seeding is required. The pre-emergent must receive 0.5" of rain or be watered within 10 days of application.
- Facilities shall be provided with the labeling (MSDS) if requested for each herbicide proposed before the product is applied.
- Areas designated as a plant garden shall be identified by Facilities and shall not be treated with pre-emergent herbicide.

DISEASE AND PEST CONTROL

- All chemical controls must be applied under the supervision of a licensed and qualified pest control applicator, following the procedures set forth in the labeling of the product, as required by law.
- Healthy plants and lawns should be able to withstand minor disease and insect damage without controls. Routine application of pesticides shall not be practiced.
- Where unusually high infestations occur, an accurate identification of the disease or insect shall be made and the control selected with care, prior to application.
- Facilities shall be provided with the labeling (MSDS) if requested for each pesticide used before a product is applied.

IRRIGATION



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- The Contractor shall receive all irrigation in a sound working order at the beginning of the contract. Any malfunctions shall be reported to the Facilities Department immediately at the onset of the contract. Approved repairs will be at the cost of Lunenburg County Courthouse Facility (LCCF).
 - Irrigation and sprinkling will be performed by contractor, as well as all maintenance of the irrigation systems.
 - Watering shall be scheduled for evening and night-time hours unless specifically stated otherwise by the Facilities Department.
 - Perform sprinkler check/inspection after each mowing. Inspect for broken or clogged heads, malfunctioning or leaking valves, or any other conditions that may prevent the system from operating properly. Adjust and clean heads as necessary to ensure proper coverage of landscaping material.
 - Turf, ground cover and weeds shall not be permitted to grow over sprinkler heads.
 - Report and flag all water leaks and/or system malfunctions to the Facilities Department immediately.
 - Repairs to irrigation system components or sprinkler equipment damaged by contractor due to contractor neglect or mowers or equipment operated by the contractor shall be the responsibility of the contractor, at no cost to LCCF. If repair work is not accomplished in a timely manner, Facilities shall have work completed and deduct loss from monthly payment.
 - Repairs to irrigation system components or sprinkler equipment due to normal wear and tear, vandalism, accidental breakage by someone other than the contractor or "Acts of God" shall be the responsibility of LCCF. The contractor shall notify the Facilities Department immediately of necessary repairs. All such repairs require prior approval from LCCF.



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- The contractor is required to employ the necessary qualified irrigation technician(s) to maintain and repair all irrigation systems on the properties. The contractor shall maintain a reasonable inventory of commonly required repair parts on the service vehicle in order to facilitate prompt irrigation system repairs.
 - Irrigation repairs shall be made with the same brand, make, and model of component where the use of a different part will adversely effect the system efficiency (i.e. sprinkler heads and emitters.)
 - The irrigation shall be operated at an appropriate seasonal schedule, using the least amount of water necessary to maintain growth, health, and vigor of all landscape plant material.
 - Irrigation controllers shall be re-programmed in order to match plant material water needs and at a minimum of seasonally.
 - The contractor shall maintain a log of current sprinkler station times. A copy of the log shall be given to the Facilities Department upon request. The log shall include, but is not limited to:
 - Controller location
 - Scheduled Days to Run
 - Start times
 - Station Locations
 - Each Station Run Times
 - End Time
 - When a sufficient amount of rainfall has occurred, the contractor will turn off the irrigation system until it is necessary to water again. A properly adjusted automatic rain shut off device may be used for this purpose.

DEBRIS REMOVAL

- Litter and trash including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris



shall be removed from all areas on a weekly basis.

- Hardscape (i.e. sidewalks, patios, driveways) shall be swept or blown free of debris weekly.
- All debris resulting from maintenance operation of properties shall be disposed of at locations designated by the Facility Department.

Mulch

- All Plant areas will be re-mulched annually. This will ensure that the proper depth of 4 inches of mulch are maintained throughout the year. This will help ensure that plants have proper coverage around the bases and weeds will not be encouraged to grow in plant areas.
- Measurements indicate a total of 150 yards of mulch will be required to mulch all beds. Also, an additional 75 bails of pine straw will be required to mulch trees and shrubs on the outer loop of the facility. After the first year this will require significantly less mulch due to the negligence of these areas for the past several years.

REPLANTING AND EXTRA WORK

- Plant material which dies through the fault or neglect of the contractor or due to preventable circumstances, shall be replaced with a specimen of the same species and of equal or similar size as the plant lost, at no cost to the owner. This must be coordinated with the Facilities Department.
- Additional work may be requested by the Facilities Department from time to time. Such requests shall be the responsibility of LCCF. All such work will require prior approval from LCCF.
- Times of Service: Work will be completed Monday- Friday During normal business hours not to interfere with the Facility's normal operations. Special hours may be required to complete add on projects and/or repair or replacement of damaged or dead equipment or plant materials.



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Owner/Operator

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- Weekly Service billed monthly to Facilities Department prior to the 30th of the month the work is being performed for a contract time of 12 Months or 1 Year. Payments will be based on a 12 Month Payment cycle starting the month of the awarded contract.