



**IDA**

**Russell County, VA**

*Agenda Packet*

Thursday January 11, 2024

**Russell County BOS Overflow Room**

5:30 P.M.

## **Virginia Code**

### **Closed Sessions 2.2-3711**

- 1. Personnel**
- 3. Acquisition/Sale of Property**
- 4. Privacy of Individuals**
- 5. Prospective Unannounced Business**
- 7 & 8. Legal**



# **IDA Russell County, VA**

Industrial Development Authority of  
Russell County, Virginia

**January 11, 2024**

## **AGENDA**

The Industrial Development Authority of Russell County Virginia will hold the regular monthly meeting on Thursday January 11, 2024 at 5:30 PM at the Russell County Board of Supervisors Overflow Room.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Approval of Financial and Treasurer's Report**
- 5. Guest Presentations**
- 6. Attorney's Report**
- 7. Executive Director's Report**
- 8. Old Business**
- 9. New Business**
- 10. Closed Session as permitted by Virginia Code #2.2-3711 (if needed)**
- 11. Motions from Closed Session**
- 12. Adjourn Meeting**

***Attachments:***

<b><i>Minutes</i></b>	<b><i>Page 1 - 5</i></b>
<b><i>Financials</i></b>	<b><i>Page 6 - 10</i></b>
<b><i>Invoices</i></b>	<b><i>Page 11 - 20</i></b>

**December 13, 2023**

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on December 13, 2023 at 5:30 P.M. at the Russell County Conference Center.

**MEMBERS**

**PRESENT:** Richard Lockridge, Chairman  
Tony Dodi, Vice Chairman  
Carlton Elliott, Secretary  
Harry Ferguson, Member  
John Stamper, Member  
DeAnna Jackson, Member  
Ron Blankenship, Member  
Jarred Glass, Member

**ABSENT:** Donnie Christian, Member

**STAFF:** Ernie McFaddin, Executive Director  
Will Wampler III, Attorney

**GUESTS:**

The Chairman called the meeting to order at 5:30 P.M.

The secretary called the roll and recorded the roll call.

Upon motion made by John Stamper, second by Jarred Glass and duly approved by the Industrial Development Authority of Russell County, Virginia amending the agenda to remove Closed Session.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R. Blankenship

Nay: None

Absent: D. Christian

### **APPROVAL OF MINUTES**

Upon motion made by Ron Blankenship second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia approving the minutes of the November 9, 2023 meeting.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R.

Blankenship

Nay: None

Absent: D. Christian

### **FINANCIAL REPORT**

Upon motion made by DeAnna Jackson, second by Harry Ferguson and duly approved by the Industrial Development Authority of Russell County, Virginia approving the November 2023 financial reports and payment of the invoices presented with the addition of the following invoices:

Hungate Business Services	116.08
Appalachian Design Services	10,541.25

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R.

Blankenship

Nay: None

Absent: D. Christian

### **ATTORNEY'S REPORT**

The Attorney has been reviewing the 19 different agreements with Polycap. The Attorney is drafting a MOU with all the creditors to liquidate the personal property.

### **EXECUTIVE DIRECTOR'S REPORT**

The IDA needs to submit a letter of support to VCEDA for the Project "Bluebird" CJIP application.

Upon motion made by John Stamper, second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to submit a letter of support to VCEDA for the

Project “Bluebird” CJIP application. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this application.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R. Blankenship

Nay: None

Absent: D. Christian

The loans with VCEDA on the Bush Building need to be modified to match the terms of the contracts with Tate Access Floors.

Upon motion made by Harry Ferguson, second by Ron Blankenship and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to submit a request to VCEDA modifying the existing loan on the Bush Building. This modification will amend the terms of the loan to match the terms of the contract with Tate Access Floors. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this modification.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R. Blankenship

Nay: None

Absent: D. Christian

The lease with Project “Goat” needs to be amended to require two million dollars in general liability coverage.

Upon motion made by Jarred Glass, second by DeAnna Jackson and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to execute the first amendment to the lease with Project “Goat” upon final legal review. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this modification.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R. Blankenship

Nay: None

Absent: D. Christian

The IDA needs to get consent from VCEDA to lease the industrial property to Project “Bluebird”.

Upon motion made by Tony Dodi, second by John Stamper and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to request consent from VCEDA to lease the industrial property to Project “Bluebird”. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this request.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R.

Blankenship

Nay: None

Absent: D. Christian

The letter of intent with Project “Bluebird” will expire before all the contracts can be finalized. The Executive Director would like to request a 90-day extension to the letter of intent.

Upon motion made by John Stamper, second by Harry Ferguson and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to execute an extension of the Letter of Intent from Project “Bluebird” for 90 days pending legal review. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this request.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R.

Blankenship

Nay: None

Absent: D. Christian

## **ADJOURNMENT**

Upon motion made by DeAnna Jackson, second by Harry Ferguson, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 5:46 PM.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Stamper, J. Glass, R.  
Blankenship

Nay: None

Absent: D. Christian

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 120123 To: 123123**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T Operating Account

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	75,156.71
12/1/2023	Deposit		CASH RECEIPT DEPOSIT JM Convey, DSS, Chrst Ctr	26,232.00	101,388.71
12/1/2023	Deposit		CASH RECEIPT DEPOSIT TDEC	1,876.50	103,265.21
12/1/2023	Check	W000000432	First Bank & Trust Company DSS Payment	5,764.59	97,500.62
12/5/2023	Check	W000000433	Appalachian Power Company Utilities VDH Prob Acme	2,813.65	94,686.97
12/6/2023	Deposit		CASH RECEIPT DEPOSIT I-Go CV Soil	983.33	95,670.30
12/11/2023	Check	W000000435	First Bank & Trust Company Consolidated Note	36,254.14	59,416.16
12/12/2023	Deposit		CASH RECEIPT DEPOSIT Southwest Rent	22,069.50	81,485.66
12/12/2023	Deposit		CASH RECEIPT DEPOSIT JM Conv TACS	12,700.00	94,185.66
12/12/2023	Check	0000006554	Chad Newberry Construction Forklift Polycap	2,581.56	91,604.10
12/12/2023	Check	0000006555	Virginia Coalfield Economic JM Conv Pymnt	12,500.00	79,104.10
12/12/2023	Check	0000006556	United States Postal Service Stamps	66.00	79,038.10
12/13/2023	Deposit		USDA RLF Funding Grant Grant	4,600.00	83,638.10
12/13/2023	Check	0000006557	Dominion Office Products Office Supplies	69.99	83,568.11
12/13/2023	Check	0000006558	Hungate Business Services Copier	31.52	83,536.59
12/13/2023	Check	0000006559	Kilgore Law Office, PLLC Legal	3,717.43	79,819.16
12/13/2023	Check	0000006560	Susan's Cleaning Service Inc VDH Cleaning	1,600.00	78,219.16
12/13/2023	Check	0000006561	Turner Cleaning Service LLC Probation Cleaning	675.00	77,544.16
12/13/2023	Check	0000006562	Votivigy, LLC Web Page	50.00	77,494.16
12/13/2023	Check	W000000436	Town of Lebanon VA Utilities	106.50	77,387.66
12/14/2023	Check	W000000437	First Bank & Trust Company Roof Payment	6,943.62	70,444.04
12/15/2023	Check	W000000438	Internal Revenue Service Payroll Tax	5,380.99	65,063.05
12/20/2023	Check	0000006563	Ian Green Polycap equipment expense	2,040.00	63,023.05
12/26/2023	Deposit		CASH RECEIPT DEPOSIT Probation Rent	9,028.54	72,051.59
12/26/2023	Deposit		CASH RECEIPT DEPOSIT VDH Rent	17,668.34	89,719.93
12/27/2023	Deposit		Deposit - Tate	21,250.00	110,969.93
12/27/2023	Deposit		CASH RECEIPT DEPOSIT 3B Christ Ctr CPRWMA	4,141.66	115,111.59
12/28/2023	Check	0000006564	Virginia Coalfield Economic Tate Payment	35,000.00	80,111.59
12/28/2023	Check	0000006565	Virginia Coalfield Economic UCC Filing	62.00	80,049.59
12/28/2023	Check	0000006566	Appalachia Design Services, USDA Plans	10,541.25	69,508.34
12/28/2023	Check	0000006567	Hungate Business Services Copier	116.08	69,392.26
12/28/2023	Check	W000000439	Town of Lebanon VA Utilities	39.50	69,352.76
12/29/2023	Check	0000000298	Ernest McFaddin	4,584.58	64,768.18
12/29/2023	Check	0000000299	Heather W. Musick	1,970.18	62,798.00
12/29/2023	Check	0000000301	William C. Elliott	876.00	61,922.00
12/29/2023	Check	0000000302	Richard Lockridge	184.70	61,737.30
12/29/2023	Check	0000000303	Jarred Glass	184.70	61,552.60
12/29/2023	Check	0000000304	John M. Stamper	184.70	61,367.90
12/29/2023	Check	0000000305	DeAnna C. Jackson	184.70	61,183.20
12/29/2023	Check	0000000306	Harry Ferguson	184.70	60,998.50
12/29/2023	Check	0000000307	Ronald L. Blankenship	184.70	60,813.80
12/31/2023	Interest		Bank Stmt	8.33	60,822.13
12/31/2023	Adjustment		Posting Error	1.00	60,821.13
				<b>Ending</b>	<b>60,821.13</b>

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 120123 To: 123123**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - USDA RLF

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	19,593.44
12/13/2023	Deposit		Deposit - JJ Trash	175.28	19,768.72
12/27/2023	Deposit		Deposit	380.00	20,148.72
12/31/2023	Interest		Bank Stmt	1.68	20,150.40
				<b>Ending</b>	20,150.40

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 120123 To: 123123**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - Steel Fab

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	958.93
12/13/2023	Deposit		Deposit	8,333.33	9,292.26
12/13/2023	Check	0000002833	Virginia Coalfield Economic	8,333.33	958.93
12/31/2023	Interest		Bank Strmnt	0.31	959.24
				<b>Ending</b>	959.24

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 120123 To: 123123**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - Projects

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>		<b>Document Amount</b>	<b>Bank Balance</b>
					<b>Beginning</b>	2,525.18
12/6/2023	Deposit		Deposit - VCEDA Russell	Russell Place Gas Line	10,000.00	12,525.18
12/12/2023	Check	W000000440	Walmart	Meeting Expense	28.85	12,496.33
12/28/2023	Deposit		Deposit	Russell Place	19,071.60	31,567.93
12/28/2023	Check	0000001201	Chad Newberry Construction	Russell Place	19,071.60	12,496.33
12/31/2023	Interest		Bank Stmt		1.34	12,497.67
					<b>Ending</b>	12,497.67

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 120123 To: 123123**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - Savings

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	325,143.53
12/31/2023	Interest		Bank Stmt	1,322.76	326,466.29
				<b>Ending</b>	326,466.29

SUSANS CLEANING SERVICE  
261 WARNER SUB-DIVISION RD  
LEBANON VA 24266  
276-701-6962

Health Dept...	AMOUNT:
December 2023	
Cleaning	

TOTAL

\$ 1,600.00

Thank you  
Susan Balling



281 W Main Street  
 P.O. Box 760  
 Lebanon, VA 24266  
 Fax: 276-889-5763  
 Phone: 276-889-0481  
 Toll Free: 800-688-0481  
[www.dominionofficeproducts.com](http://www.dominionofficeproducts.com)  
 Dominion Office Products

**INVOICE**

Invoice Number 159206  
 12/15/2023

**Bill-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 SUITE B  
 LEBANON, VA 24266  
 Phone: 276-873-6126  
 Fax: 276-873-6213

**Ship-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 LEBANON, VA 24266

Order Taker: GE	Sales Rep: HOUSE HOUSE	<b>ERNIE / FRIDAY</b>	Terms: Net 30
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Item #	Description	UOM	Qty	Filled	List Price	Customer Price	Total
SOL26824	LoCor Bath Tissue - 2 Ply - 3.85" x 4.05" - 1500 Sheets/Roll - White - Fiber - Eco-friendly, Soft - For Hand - 18 / Carton	00018 RL/CT	1	1	\$91.97	\$69.99	\$69.99
<b>Subtotal:</b>						\$91.97	\$69.99
<b>FREIGHT COST</b>							\$0.00
<b>Tax</b>							\$0.00
<b>Total</b>							\$69.99

Received By: \_\_\_\_\_

All **RETURNS** must be made within 15 days from date of invoice.  
 A **FINANCE** charge of 1.5% will be added to all unpaid invoices over 30 days old.

**Russell Co. Probation & Parole's Office Cleaning Invoice**  
**for December 2023**

Cleaned by: Kayla Wiseman

The Russell Co. Probation Office was cleaned twice a week for a total of 8 cleanings at the rate of \$75.00 per cleaning for the month of December in 2023 on the following dates:

12/06/2023 and 12/08/2023

12/13/2023 and 12/15/2023

12/20/2023 and 12/22/2023

12/27/2023 and 12/29/2023

All 8 cleanings total a payment owed in the amount of \$600.00 for December of 2023.

Signature:

*Kayla Wiseman*

# Invoice



Invoice number 908EF3FC-0004  
Date of issue January 1, 2024  
Date due January 30, 2024

**Votivigy LLC**  
7042 Campbell Dr.  
Salem, Virginia 24153  
United States  
+1 540-588-4246

**Bill to**  
Russell County IDA  
133 Highland Dr.  
Suite B  
Lebanon, Virginia 24266  
United States  
+1 276-971-0690  
russellcoida@gmail.com

**Ship to**  
Russell County IDA  
+12769710690

**\$50.00 USD due January 30, 2024**

[Pay online](#)

Description	Qty	Unit price	Amount
Website/Maintenance Subscription Dec 31, 2023 – Jan 31, 2024	1	\$50.00	\$50.00
Subtotal			\$50.00
Total			\$50.00
<b>Amount due</b>			<b>\$50.00 USD</b>

### Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.  
Routing number 121000248  
Account number 40630169290243269  
SWIFT code WFBIUS6S

# Invoice

TRI CITY BLUEPRINT & SUPPLY, INC.  
 833 Goode Street  
 Bristol, VA 24201  
 (276) 466-8880

Invoice Number: 0158775-IN  
 Invoice Date: 12/21/2023

Order Number:  
 Order Date

Customer Number: 0000948

tcbs@bvu.net

**Sold To:**  
 RUSSELL COUNTY IDA  
 137 HIGHLAND DRIVE SUITE A  
 LEBANON, VA 24266  
**Confirm To:**  
 ERNIE MCFADDEN

**Ship To:**  
 RUSSELL COUNTY IDA  
 133 HIGHLAND DRIVE  
 LEBANON, VA 24266

<b>Customer P.O.</b>	<b>Ship VIA</b>	<b>SALESPERSON</b>	<b>Terms</b>
	UPS	KM	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	LIST PRICE	AMOUNT W/ DISC
SERVICE	EA	1.00	1.00	0.00	275.00	275.00

SERVICE CALL CANON TM-300

WIDE FORMAT PRINTER/SCANNER/COPIER  
 RESTARTED THE SCAN APP & ALSO CHECKED  
 THE NETWORK SETTINGS ON THE PRINTER  
 SCANNER & PC. EVERYTHING IS WORKING  
 FINE NOW, BOTH COPIER & SCANS.  
 SERVICE PERFORMED ON 12/21/2023.

RECEIVED BY: \_\_\_\_\_

Net Invoice: 275.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Invoice Total: 275.00**

# Invoice

TRI CITY BLUEPRINT & SUPPLY, INC.  
 833 Goode Street  
 Bristol, VA 24201  
 (276) 466-8880

Invoice Number: 0158798-IN  
 Invoice Date: 12/29/2023

Order Number:  
 Order Date

Customer Number: 0000948

tcbs@bvu.net

**Sold To:**  
 RUSSELL, COUNTY OF  
 137 HIGHLAND DRIVE SUITE A  
 LEBANON, VA 24266  
**Confirm To:**  
 EERNIE MCFADDEN

**Ship To:**  
 RUSSELL COUNTY IDA  
 133 HIGHLAND DRIVE  
 LEBANON, VA 24266

Customer P.O.	Ship VIA UPS	SALESPERSON KM	Terms NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	LIST PRICE	AMOUNT W/ DISC
SERV1	EA	1.00	1.00	0.00	125.00	125.00
SERVICE CALL TO REPAIR CANON TM-300MFP L36EI S/N: BALA04225 PROBLEM REPORTED: ERROR CODE #EC21-2F53 REPLACED PRINthead & PERFORMED CALIBRATION & ALIGNMENT						
CANONPF-06	EA	1.00	1.00	0.00	575.00	546.25
PRINthead FOR TM-300 SERIES						
BIND 24	EA	20.00	20.00	0.00	0.33	6.60
24" BINDERS PLAIN BLACK BINDER						

RECEIVED BY: \_\_\_\_\_

Net Invoice: 677.85  
 Freight: 0.00  
 Sales Tax: 0.00  
**Invoice Total: 677.85**



Number: 2623
Date: 12/27/2023
Account Number: RC07
Balance Due: \$634.80

Bill To: Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Customer: Russell County IDA
135 Highland Dr.
Lebanon, VA 24266

Table with 5 columns: Account No, Payment Terms, Due Date, Total, Balance Due. Row 1: RC07, 30 Days from invoice, 1/26/2024, \$634.80, \$634.80

Table with 6 columns: Contract Number, Contact, Contract Amount, P.O. Number, Start Date, Exp. Date. Row 1: 1939-07, Treasurer (276) 971-0690, \$634.80, 3/9/2024, 3/8/2025

Summary:

Contract base rate charge for the 3/9/2024 to 3/8/2025 billing period \$634.80
Contract overage charge for this overage period \$0.00 \*\*

Detail:

Equipment included under this contract

Xerox/7835

Table with 4 columns: Number, Serial Number, Base Adj., Location. Row 1: H3100, MX1193363, \$0.00, Russell County IDA 135 Highland Dr. Lebanon, VA 24266

Table with 4 columns: Meter Type, Meter Group, Covered, Rate. Rows: B/W, B/W, 0, 0.020900; Color, Color, 0, 0.139200

Effective June 1, 2012 a 1.5% finance charge per month will accrue after 30 days.

Summary table: Invoice Subtotal: \$634.80, Exempt: \$0.00, Total Tax: \$0.00, Invoice Total: \$634.80

**KILGORE LAW OFFICE, P.L.L.C.**  
**Attorneys at Law**

Terry G. Kilgore, Esq.  
Nicholas B. Compton, Esq.  
Jonathan E. (Jed) Arnold, Esq.  
William C. Wampler, III, Esq.

Gate City Office  
Tel: (276) 386-7701  
Fax: (276) 386-2377  
Lebanon Office  
Tel: (276) 889-0143  
Fax: (276) 889-1121  
Marion Office  
Tel: (276) 783-8197  
Fax: (276) 706-8490

January 8, 2024

Industrial Development Authority  
of Russell County, Virginia  
P. O. Box 2378  
Lebanon, VA 24266

RE: Billing from December 6, 2023, through January 3, 2024

Dear Sir/Madam:

Attached hereto please find our billing for services rendered to the Industrial Development Authority of Russell County, Virginia, in the amount of \$2,129.00.

*\*Please note that billing may not be complete through the date listed above.*

If you have any questions, please do not hesitate to contact me.

Very truly yours,

KILGORE LAW OFFICE, P.L.L.C.

By:



TERRY G. KILGORE

TGK/rbs

Enclosure (as noted)

**Kilgore Law Office, P.L.L.C.**

P. O. Box 1210  
44 E Main Street  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

January 08, 2024

Invoice No. 56472

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

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Client Number: 92-G-2054 IDA.GENERAL FILE

Matter Number: 92-G-2054 IDA.General File

**For Services Rendered Through 1/8/2024.**

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<b>Fees</b>				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/6/2023	WCW	Phone call with CPPDC re interests in equipment	0.50	\$75.00
12/7/2023	WCW	Review of non-residential tenancy laws	0.80	\$120.00
12/8/2023	NC7	Review letter re: Contract (Issue term)	0.40	\$60.00
12/11/2023	RS4	Review agenda for December meeting	0.20	\$20.00
12/11/2023	TK1	Meeting with Lienholders	1.00	\$150.00
12/11/2023	WCW	Meeting preparation; meeting with lienholders; follow-up with Chairman and Executive Director	2.60	\$390.00
12/12/2023	WCW	Review subpoena duces tecum language	0.70	\$105.00
12/13/2023	WCW	December monthly meeting	0.00	\$250.00
12/13/2023	WCW	Draft MOU	1.80	\$270.00
12/14/2023	WCW	Work on draft of MOU	2.20	\$330.00
12/14/2023	WCW	Calls with Executive Director	0.40	\$60.00
12/14/2023	WCW	Call with Creditor RM Cain	0.20	\$30.00
12/14/2023	WCW	E-mail creditors with MOU	0.10	\$15.00
12/19/2023	WCW	MOU Revisions	0.40	\$60.00
12/20/2023	RS4	Telephone and e-mails with Executive Director; review file for requested information	0.50	\$50.00
12/20/2023	WCW	Follow-up with Creditors re MOU	0.40	\$60.00
12/21/2023	WCW	Call with auction company regarding advertising	0.30	\$45.00

Continued On Next Page

1/3/2024	WCW	Outreach on MOU with PFIS	0.10	\$15.00
			<b>Billable Hours / Fees:</b>	<b>12.60</b>
				<b>\$1,855.00</b>
			<b>Flat Charge Hours / Fees:</b>	<b>\$250.00</b>

### Timekeeper Summary

Timekeeper WCW worked 10.50 hours at \$150.00 per hour, totaling \$1,575.00.

Timekeeper WCW - flat charges totaling \$250.00.

Timekeeper TK1 worked 1.00 hours at \$150.00 per hour, totaling \$150.00.

Timekeeper RS4 worked 0.70 hours at \$100.00 per hour, totaling \$70.00.

Timekeeper NC7 worked 0.40 hours at \$150.00 per hour, totaling \$60.00.

### Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
12/11/2023	Photocopies - (120 @ \$0.20 each) = \$24.00	\$24.00	
<b>Total Costs</b>		<b>\$24.00</b>	

### Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/18/2023	Check Number #6559 against Inv# 56347	(\$3,670.00)
12/18/2023	Check Number #6559 against Inv# 56347	(\$47.43)
<b>Total Payments Received:</b>		<b>(\$3,717.43)</b>

### Current Invoice Summary

<b>Prior Balance:</b>	\$3,717.43	
<b>Payments Received:</b>	(\$3,717.43)	<b>Last Payment: 12/18/2023</b>
<b>Unpaid Prior Balance:</b>	\$0.00	
<b>Current Fees:</b>	\$2,105.00	
<b>Advanced Costs:</b>	\$24.00	
<b>TOTAL AMOUNT DUE:</b>	<b>\$2,129.00</b>	

Thank You for Letting Us Serve You.  
 Payment Due Upon Receipt.