



## **MINERAL COUNCIL MEETING AGENDA**

**April 9 at 6:30 PM**

**312 Mineral Avenue Mineral Virginia 23117**

**Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. ADOPT/AMEND AGENDA**
- E. OPEN PUBLIC COMMENTS ON WATER RATE**
- F. BILLS PAID**
- G. COMMITTEE REPORTS**
- H. STAFF REPORTS**
  - 1. Attorneys**
  - 2. DMV**
  - 3. Treasurers**
  - 4. Town Manager**
  - 5. Mayor's comments**
- I. OLD BUSINESS**
  - 1. Council Vacancy**
  - 2. Vice Mayor**
  - 3. Status of Old Town Hall and Mineral Historical Foundation**
- J. NEW BUSINESS**
  - 1. LEAPS – Federal Requirement**
  - 2.**
- K. EXECUTIVE SESSION (AS NEEDED)**

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session.

1. Discussion on water contract
2. Personnel

**L. BACK IN SESSION**

**M. ADJOURN**

ELECTED OFFICIALS - Mayor Edwin Jarvis - Vice Mayor Vacant

Council Members: Olivia McCarthy, Rebecca McGehee, Bernice Kube, Ronald Chapman, Dr. Michelle Covert, one vacancy

TOWN STAFF - Nicole Washington Town Manager, Vacant, Town Clerk, Kelly Singletary, Town Treasurer, Catherine Lea, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



# **TOWN OF MINERAL**

## **TOWN COUNCIL MEETING MARCH MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM: DMV Select 361**

**DATE: 03/2024**

**PREPARED BY: Shannon Hawkins**

### **MONTHLY REPORT / PROJECT UPDATE:**

Revenue March 46,888.46 February Revenue 58,512.03

Even though revenue is down we are still six thousand above projected revenue for the month.

The DMV Select just had an internal audit and we are 100% compliant. A copy of this report is attached. Being 100% compliant is what this DMV Select strives to be. All DMV Select staff played a part in keeping the DMV Select running and compliant with state mandates. Filing, retention, assets, security and inventory are all at 100%!

All dmV select chairs have been ordered and put into use.

DMV Connect will return to the Town of Mineral on JUNE 7th. Remember appointments are not released until two weeks before on May 24th.

Lake Anna signs are working on our DMV Select door decals. We have been waiting for Vector files from headquarters.

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

<b>March Monthly Revenue</b>		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
3/1/2024	\$84,363.94	\$4,158.90
3/4/2024	\$28,874.05	\$1,423.41
3/5/2024	\$52,013.92	\$2,564.14
3/6/2024	\$37,734.04	\$1,860.18
3/8/2024	\$100,692.00	\$4,963.83
3/11/2024	\$23,137.98	\$1,140.64
3/12/2024	\$58,372.51	\$2,877.60
3/13/2024	\$84,073.37	\$4,144.58
3/14/2024	\$29,865.55	\$1,472.29
3/15/2024	\$39,073.92	\$1,926.23
3/18/2024	\$32,245.70	\$1,589.62
3/19/2024	\$29,161.25	\$1,437.57
3/20/2024	\$71,250.18	\$3,512.43
3/21/2024	\$20,912.29	\$1,030.92
3/22/2024	\$32,833.51	\$1,618.60
3/25/2024	\$47,699.90	\$2,351.47
3/26/2024	\$57,094.22	\$2,814.58
3/27/2024	\$24,443.09	\$1,204.98
3/28/2024	\$40,734.10	\$2,008.08
3/29/2024	\$56,563.37	\$2,788.41
<b>Total</b>	<b>\$951,138.89</b>	<b>\$46,888.46</b>

### Select Office Site Audit Checklist

Category	Requirement	Compliant (yes/no)	Data collected/Exceptions Noted/Actions Required	Score 0 or 1
<b>Procedure Compliance</b>				
1 List Revenue (CSCOM 707)	Count deposit and run an adding machine tape showing the grand total of the deposit broken down by coins, cash, and checks. Adding machine tape should have two sets of initials (preparer and verifier).	yes		1
2 Log In Sheet (CSMA74)	Verify being used and retained for 1 year	yes		1
3 Title Box (CSCOM 301)	Review each box and determine if the title counts and serial numbers posted on the outside of the boxes match the title counts and serial numbers on the ASA-50. Verify signed, box is resealed after verifications and dated. Open each box of title documents and Number the title packs "1 of 5", "2 of 5", etc. with permanent marker until all 5 packs are numbered. Return each of the five packs (in order) to the box, reseal the box with packing tape. Sign and date across the width of the tape.	yes	this was an improvement made since last BOT visit in 2023	1
4 Black light (VLC-3, Evidence of Ownership to Title a Motor Vehicle)	Verify being used to authenticate documents	yes		1
5 Counterfeit Pens (CSCOM under Fiscal Policies-FMS-LINK-"Counterfeit Currency Policy")	Verify pens are in place and being used on \$20 bills and greater.	yes		1
6 Dealer Work - Deferred Settlements and Primary Settlements (CSCOM 104)	Verify dealer checks are completely filled out and accurate check collection is being made. Closing within 2 business days from initiation, payment within 5.	yes	the office made improvements on the occurrence of over and shorts. Verified our daily exception report Jan 2023 to ensure and they have no idea or under over/shortage.	1
7 Work shipped back to DMV	Verify accuracy of work and that it is being shipped back to DMV timely for scanning. (daily/cost effective) verify under VA DMV Select folder "Check in log Sheets"	yes	Average days to ship back	1
8 Dual Control for Daily Decal Assignments	Select team is reviewing decal tally sheets report to ensure dual control is utilized and evidence exists this is being done. *If Select works year/month from misc cart, there will not be dual control. Conducting a weekly misc cart inventory report will be the verification.	yes	this office made improvements from their 2022 IA report. They successfully are using dual controls	1
9 Operating Hours	Verify that Select office is operating within defined hours and not operating outside of those hours. matches what DMVNOW lists	yes	8:30-4:30 is on the building and matches dmwnow website	1
11 QRTs - Quality Review Tracking (CSCOM 904)	QRT's are completed. CSMA40 is used with mySelect and filed in retention folder. If an office process DWR transactions please verify completion of a	yes	this office has improved with DWR transaction verification from the IA visit in	1
<b>End of Day Procedures</b>				

2-12-13-24

12	End of Day Processing FSS4 Forms (CSCOM 706)	Verify Select agents are properly trained on deposit preparation procedures, dual control and timely deposits. FSS4 forms are completed correctly and collected revenues are recorded and verified. <u>FSS4 verification</u> : If petty cash is used are both signature fields filled out correctly? If not, both signature fields are blank. Stamp and initials of CSR is on the front of the FSS4? DMVID, CSR signature and date? Are picks ups being done? Is the office aware of the policy for pick ups? Verified By signature boxes are completed?	Yes	random audit of 10 fss4	1
13	End of Day Reports (CSCOM 1101)	Exception Report: Reports are printed, signed and retained daily; Inventory and Title Documents, Fee Exception and Over/short, Address Exception Codes, Overrides/Special Authorization, Voided Transactions, Document Activity Fee exceptions.	yes		1
14	Daily Deposits by 2 PM (CSCOM 707)	Ensure validity, accuracy and security of daily deposits - Deposits taken to the bank "next day by 2pm". Unless specified for same day night drop	yes	this office made improvements from their 2022 IA audit, they are entering their deposits daily when closing the office and going to the bank next day by 2pm.	1
Administrative Controls/Record Retention					
15	Retention Folders	Verify retention is being followed for appropriate items - Verify with Report and Document Retention Table.	yes		1

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	Category	Requirement	Compliant (yes/no)	Exceptions Noted/Actions Required	
	Hiring/Termination/Training				
16	Criminal background check	All prospective and existing employees have completed background checks. Before visiting verify the "active teller" report along with the background check for employees	yes		1
17	DMV Select Onboarding Checklist	Does the employee	N/A	all employees at this office were hired prior to the enhanced protocol training 3/7/24	1
18	Active Tellers/Terminated Employees	Verify current staff is on active teller reports - see instructions	yes	verified and went through how to review the office active teller with the Select Manager	1
	Inventory Management				
19	DMV HQ Team Inventory (complete a full inventory)	Have the office print out all inventory reports (working copies). If changes are needed, have the office reflect changes then have all reports printed (Final Copies) along with report Exception-inventory and title docs	yes	no adjustments needed. inventory was 100%	1
	Security				
20	Secured Room Locked	Verify secure room is locked at all times and verify individual who has control. Title documents, decals, plates/overload permits and teller stamps are all appropriately secured.	yes		1
21	CSR Drawers	DMV money is locked at all times, each drawer has its own key, no intermingling of DMV money with other business.	yes		1



March 2024 Accounts Paid				
Vendor	Account	Account Number	Description	Amount
Anthem	Employee Insurance - Health	015-356		\$ 2,691.00
Alfredo Vegas	IT Support	015-365	January & February Invoices	\$ -
AP Security	Repair/Maintenance General	015-395	Yearly Alarm Monitoring Fee	\$ 431.40
Besley Implements	Repair/Maintenance General	015-395	Ignition switch-side discharge mower	\$ 26.32
Catherine Lea	Legal Fees	015-360	February Fees	\$ 1,250.00
Central Contractors	Repair/Maintenance W & S	015-396	Sanitary Sewer Install 325 Louisa Ave & Ball field	\$ 21,852.56
Clarence Kube	Mileage Reimbursement	015-465	CEDS Meeting	\$ 50.92
Control Equipment Co.	Repair/Maintenance W & S	015-396	Pulsatron Series E Plus Pump	\$ 870.85
Coverall	Office Cleaning	015-520	March Cleaning	\$ 240.00
Cedar Mountain Stone	Repair/Maintenance W & S	015-396	5 loads ball field, 2 loads Louisa Ave, shop	\$2,555.70
Comcast Business	Internet	015-510		\$2,318.65
Dominion Virginia Power	Electricity	015-410/411	Electric	\$ 2,030.99
Duke Oil	Gas & Oil	015-345		\$ 27.00
Edwin Jarvis	Training/Conferences	015-445	VA Rural Water Training	\$ 550.84
Evergro Cooperative	Repair/Maintenance W & S	015-396	25 bales hay, 2 bags seed for ball field & Louisa Ave	\$ 418.00
Kamstrup	Repair/Maintenance W & S	015-396	Utility Annual Bill	\$ 1,415.90
Lakeway Publishers, Inc.	Advertising	015-305	2.12.2024 Public Meeting	\$ 619.60
Louisa County Landfill	Landfill	015-425		\$ 998.64
Louisa County Water Authority	County Water	015-325	water - 539,900 gallons	\$ 4,199.47
Louisa County Water Authority	County Waste Water	015-320	sewer - 948,526 gallons	\$ 10,628.70
Main Street Supply	Repair/Maintenance W & S	015-396	201 W 3rd, Well 4, Ball field, Bathroom Repair	\$ 195.29
Main Street Supply	Repair/Maintenance General	015-395	Town Ceiling Lights	\$ 70.55
Main Street Supply	Cemetery		Trash Bags	\$ 41.96
Martin, Warren	Repair/Maintenance W & S	015-396	FedEx Retn of Chem Feed Pump	\$ 44.84
Purcell Lumber	Repair/Maintenance W & S	015-396	Cement, Block-Ball Field	\$ 98.20
Quarles	Gas & Oil	015-345	Propane Office	\$ 222.85
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer	\$ 615.02
Ricoh	Office Supplies	015-375		\$ 1,250.88
Salaries-Employees (Net Pay)	Employee Salaries	015-400	February Net Salaries	\$ 24,236.37
Salaries-Council (Net Pay)	Council Salaries	015-540	February Net Salaries	\$ 461.75
Uline	Office Supplies	015-375	DMV Chair	\$ 388.13
Updike	Trash	015-569		\$ 2,692.06
USDA	Service Loan	015-385		\$ 1,466.00
USDA	Water Loan	015-385		\$ 4,509.00
Verizon Wireless	Cell Phone & Tablet	015-415		\$ 90.55
Verizon	Telephone	015-415		\$ 361.07
*Federal Tax Deposit	Payroll Taxes	380 & 500		\$ 6,820.35
*Virginia Dept Taxation	Payroll Taxes	015-500		\$ 1,296.80
VRS	Retirement		Retirement Payment	\$ 1,766.39
VRSA	Insurance	015-355	Last quarterly payment	\$ 3,315.00
VUJS - Virginia Utility Prot. Service	Misc	015-370	VA 811	\$ 11.50
Blue Ridge Bank - Mastercard				
Google	Internet	015-510		\$ 384.00
I Love PDF	Office Supplies	015-375	online tool to merge pdf files	\$ 7.00
Western Front Hotel	Conferences	015-445	Jarvis conference	\$ 240.46
Microsoft Office	Office Supplies	015-375		\$ 25.00
Amazon	Office Supplies	015-375	dry erase markers, file folders, 3 ring binders, post-its, coffee supplies, paper products, window blinds, gone	\$ 618.36
OOMA, Inc	Telephone	015-415		\$ 294.75
USPS	Postage	015-390		\$ 242.48
JM Smith Corp	Office Supplies	015-375	water bills for monthly billing	\$ 703.75
Pure Water	Office Supplies	015-375	quarterly chg office water	\$ 180.00
Dollar General	Office Supplies	015-375	binders	\$ 11.06
				\$ 105,837.96
Prepared by kas				



To: Ed Jarvis, Mayor

March 28, 2024

From: David E Hempstead  
202 Richmond Avenue,  
Mineral, Va.

Concerning: A position on the Town Council

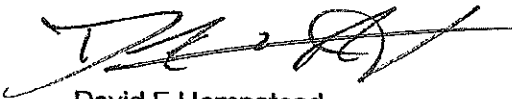
Mr. Jarvis

My wife and I moved to Mineral in May of 2018. We recently had a chance to talk to Ed Kube about a possible opening on the Town Council. I am interested in joining the Mineral Town Council.

I am retired but for the past 40 years I estimated, bid and managed small to medium sized commercial construction projects. I believe the experience I acquired during my career could be a benefit to the Town Council and Mineral.

My phone and email are as follows: (540) 748-2134; dhempstead03@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. E. Hempstead', with a stylized flourish at the end.

David E Hempstead