

November 6, 2018

Lonzo Lester, MBA CPC, VCO
County Administrator
137 Highland Drive
Lebanon, Virginia 24266

RE: Contract for Legal Services performed by Chafin Law Firm, P.C. for the Russell County Board of Supervisors

Dear Mr. Lester:

Ms. Patton and I enjoyed meeting with representatives of the Russell County Board of Supervisors, and yourself on October 17, 2018 to discuss our firm representing the Russell County Board of Supervisors as general counsel. This letter will confirm our agreement concerning our representation of the Russell County Board of Supervisors and the fees we will charge.

You have engaged us to represent the Russell County Board of Supervisors as general counsel pertaining to legal matters that arise. You authorize and direct us to take all actions we deem advisable on your behalf in this matter.

As we discussed, our billing is done on an hourly basis. Our hourly rate for attorneys is \$150.00 per hour and the paralegal rate is \$90.00 per hour. Billing is done on a monthly basis and payment is expected upon receipt of a bill. Unpaid balances of thirty days or more will be assessed a late charge of 1.5% per month.

In addition to the fees described above, you will be responsible for expenses we incur in connection with our representation of the Russell County Board of Supervisors. Such expenses may include, among others, copying, delivery, and telephone charges, fees for professional services, filing and service fees and travel expenses. Whenever possible, we will forward bills for any expenses incurred on your behalf directly to you and you agree to make prompt, direct payment to the originator of these bills. If we make payment for you, it will be necessary that you reimburse us promptly.

The Russell County Board of Supervisors must cooperate with us fully and provide us all the

information we need to assist you. If there is any change in your address or telephone number, please notify me immediately. I encourage you to keep detailed notes of questions that may arise and of any new information or other important matters that come to your attention.

If at any time the Russell County Board of Supervisors becomes dissatisfied with our representation, please alert me immediately or if I am not available please alert another attorney in my office so we can resolve the problem and maintain a good relationship with you. You may terminate our representation at any time. In the event of termination, the Russell County Board of Supervisors will be responsible for payment of any fees earned or expenses incurred. We may terminate this representation only as permitted or required by laws and regulations. Failure to pay fees or expenses or make deposits when due will be cause for such termination.

If the foregoing terms are acceptable, please sign and return one copy of this letter. I look forward to working with you.

Sincerely yours,

CHAFIN LAW FIRM, P.C.

By: _____
A. BENTON CHAFIN, JR.

I understand and accept the terms of this agreement.

RUSSELL COUNTY BOARD OF
SUPERVISORS

LONZO LESTER
Title: County Administrator

Date of Acceptance

ABC/mkp