

THE CONRAD FIRM
1520 W. Main Street, Suite 204
Richmond, Virginia 23220
Phone: (804) 359-6062
Fax: (804) 359-6064
Federal Tax ID Number: 31-1756509

Mineral-Town of
Pam Harlowe, Mayor/Manager
P. O. Box 316
Mineral VA 23117
USA

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06/22/2026
Account No: 537-000M
Statement No: 10711

Town of Mineral adv. Washington

***Payments received after 06/22/2026
are not included on this statement.***

Fees

			Rate	Hours	
03/06/2026	JAC	REVIEW PLAINTIFF'S ATTORNEY'S LETTER AND DEMAND FOR SETTLEMENT; MAKE NOTES	250.00	0.70	175.00
	JAC	INITIAL PHONE CONFERENCE WITH MAYOR	250.00	0.60	150.00
03/07/2026	JAC	"REASONS FOR TERMINATION"	250.00	1.00	250.00
	JAC	CONFER WITH MAYOR	250.00	0.50	125.00
	JAC	READ AND ANALYZE PLAINTIFF'S COUNSEL'S EMAIL REGARDING TOLLING AGREEMENT	250.00	0.50	125.00
	JAC	READ TOWN CHARTER NOTICE REQUIREMENT	250.00	0.40	100.00
	JAC	ANALYZE AND DRAFT EMAIL RESPONSE TO PLAINTIFF'S COUNSEL EMPHASIZING FIRST CALL 3/6/256, WAS TO INQUIRE ABOUT SETTLEMENT AND DECLINING TOLLING AGREEMENT	250.00	1.10	275.00
03/10/2026	JAC	CONFER WITH MAYOR ABOUT VOTE APPROVING EMPLOYMENT AND OTHER MATTERS	250.00	0.60	150.00
03/31/2026	JAC	CONFER WITH ARCHER INTEGRATION TO MAKE ARRANGEMENTS FOR DOWNLOADING INFORMATION RELATED TO CASE ON DELL LAPTOP	250.00	0.50	125.00
04/09/2026	JAC	TELECONFERENCE WITH CLIENTS TO DISCUSS ACTIONS OF WASHINGTON	250.00	1.00	250.00
	JAC	REVIEW TOWN'S EMAILS	250.00	1.90	475.00
04/23/2026	JAC	REVIEW FILE NOTES OF POTENTIAL CLAIMS OF FORMER			

			Rate	Hours	
		TOWN MANAGER AND EXISTING FACTS SUPPORTING SAME	250.00	1.90	475.00
	JAC	REVIEW VIRGINIA CODE FOR AUTHORITY TO REMOVE TOWN MANGER AND TOWN COUNCIL MEMBER	250.00	0.90	225.00
	JAC	CONFER WITH MAYOR AND VICE MAYOR	250.00	1.70	425.00
05/01/2026	JAC	TELEPHONE CONFERENCE WITH CLIENT	250.00	0.50	125.00
	JAC	READ LEGAL TREATISE REGARDING DUE PROCESS (NOTICE AND HEARING) FOR TERMINATED EMPLOYEE (IE, NOTICE)	250.00	0.90	225.00
05/03/2026	JAC	READ LEGAL TREATISE AND 7 CASES REGARDING LOCAL GOVERNMENT POWER; ANALYZE AND MAKE NOTES	250.00	1.90	475.00
	JAC	DRAFT OUTLINE OF LEGAL VIOLATIONS BY TOWN MANAGER FOR COUNT I CLAIMS FOR APPROVAL OF ZONING PERMIT	250.00	1.90	475.00
	JAC	REVIEW FOIA STATUTES FOR CLOSED MEETING	250.00	0.90	225.00
	JAC	CONFERENCE CALL WITH CLIENT TO REVIEW CLAIMS AGAINST N.W.	250.00	1.90	475.00
05/04/2026	JAC	ANALYZE AND DRAFT STATEMENT FOR COUNT I CLAIM: DISHONESTY AND MALFEASANCE IN APPROVING ZONING PERMIT FOR COVERT TO CONVEY HER AN EASEMENT IN 9TH STREET	250.00	2.90	725.00
05/05/2026	JAC	REVIEW 8-10 VIRGINIA CODE SECTIONS	250.00	0.90	225.00
	JAC	REVIEW 10-15 VIRGINIA RELEVANT STATUTES	250.00	0.90	225.00
	JAC	READ ALL STATUTES FOR MEETINGS, SUBDIVISIONS, AND ADOPTION OF EASEMENTS	250.00	2.50	625.00
	JAC	REVIEW AND AMEND NOTES REGARDING VA CONFLICT OF INTEREST ACT 2.2-3112, 3114, 3115, 3120, 3121, 3122, 3123 3124	250.00	0.40	100.00
05/06/2026	JAC	REVIEW TOWN CHARTER POWERS GRANTED TO TOWN COUNCIL UNDER CONFLICT OF INTEREST ACT	250.00	0.80	200.00
	JAC	DRAFT INITIAL PORTION OF ANALYSES OF COUNTS II THROUGH V	250.00	1.00	250.00
	JAC	DRAFT PARTS OF ANALYSIS OF VIRGINIA LOCAL GOVERNMENT CONFLICT OF INTEREST ACT	250.00	0.80	200.00
	JAC	REVIEW VA CODE 2.2-3112 AND RELATED INTERNET INFORMATION	250.00	0.90	225.00
	JAC	REVIEW AND REVISE NOTES REGARDING ALL VA CODE			

			Rate	Hours	
		VIOLATIONS	250.00	1.90	475.00
05/09/2026	JAC	REVIEW AND ANALYZE CLIENT INFORMATION REGARDING ISSUANCE OF SEVERAL BUILDING PERMITS FOR LOTS OWNED BY TOWN MANAGER; DRAFT REPORT TO VRSA	250.00	2.90	725.00
05/10/2026	JAC	READ, ANALYZE AND REVISE COUNTS 1 THROUGH 4 REGARDING WASHINGTON'S FAILURE TO DISQUALIFY HERSELF FOR APPROVING FOUR ZONING APPLICATIONS FOR PERSONALLY OWNED PROPERTIES	250.00	2.90	725.00
	JAC	REVIEW, ANALYZE AND REVISE COUNT 5 APPROVAL OF COVERT APPLICATION FOR ZONING PERMIT	250.00	2.50	625.00
05/11/2026	JAC	READ AND REVISE COUNTS 1 THROUGH 4 REPORT	250.00	0.90	225.00
	JAC	REVIEW STATUTES UNDER 15.2	250.00	0.70	175.00
	JAC	ANALYZE AND REVISE COUNT 5 RESPONSE	250.00	1.50	375.00
	JAC	REVISE COUNTS 1 THROUGH 4	250.00	1.00	250.00
05/12/2026	JAC	READ AND REVISE REPORT FOR COUNTS 1 THROUGH 7	250.00	3.00	750.00
	JAC	READ AND REVISE REPORT FOR COUNTS 8 THROUGH 13	250.00	3.00	750.00
05/13/2026	JAC	REVIEW AND REVISE LAST TWO PAGES OF REPORT	250.00	1.00	250.00
	JAC	TELEPHONE CONFERENCE WITH CLIENT REGARDING TWO MATTERS	250.00	0.50	125.00
	JAC	REVIEW ST. MARY'S PLAT REGARDING ABANDONED ALLEY	250.00	0.40	100.00
	JAC	REVIEW ENTIRE FILE AND DRAFT NOTES OF 7 "TO DO" ITEMS	250.00	1.20	300.00
	JAC	REVIEW VEC NOTICE OF AWARD AND EMPLOYER'S STATEMENT	250.00	0.80	200.00
05/14/2026	JAC	REVIEW DISMISSED SUMMONS	250.00	0.20	50.00
	JAC	CONFER WITH CLIENT: REVIEW EMAILS REGARDING ATTORNEY-CLIENT CONTRACTS, MINUTES FROM TOWN COUNCIL 1/12/26 MEETING, COMPUTER AND BUDGET INFORMATION; DRAFT COMMUNICATION TO MAYOR	250.00	1.90	475.00
05/15/2026	JAC	RESEARCH LEGALITY OF INSTRUCTING TREASURER	250.00	0.90	225.00
05/17/2026	JAC	REVIEW TWO FILED VEC DOCUMENTS BY TOWN AND DECISION OF DEPUTY	250.00	0.40	100.00
	JAC	DRAFT VEC PLEADING NOTICE OF APPEAL	250.00	9.00	2,250.00

			Rate	Hours	
	JAC	REVISE EMAIL TO CLIENT REGARDING DRAFT THIRD-PARTY EMAIL	250.00	0.80	200.00
05/18/2026	BEC	WORK ON APPEAL OF DEPUTY COMMISSIONER'S DECISION: REVIEW VEC ONLINE INFORMATION; PHONE CALLS TO VEC; SEND EMAIL TO VEC REGARDING APPEALS; PHONE CALL WITH KELLY SINGLETARY REGARDING TOWN'S LOGIN INFORMATION; DOWNLOAD AND COMPLETE APPEAL FORM; PHONE CALL WITH J. CONRAD TO DISCUSS TEXT ON APPEAL FORM	75.00	2.40	180.00
	JAC	ANALYZE AND REVIEW NOTICE OF APPEAL	250.00	1.40	350.00
05/20/2026	BEC	CONFERENCE CALL WITH J. CONRAD ON MAKING CHANGES TO AND FILING APPEAL WITH VIRGINIA EMPLOYMENT COMMISSION	75.00	0.20	15.00
	JAC	REVIEW AND SIGN DRAFT OF VEC NOTICE OF APPEAL	250.00	0.40	100.00
05/31/2026	JAC	DRAFT STATEMENTS OF "PARTIES" (EMPLOYER AND CLAIMANT) AND TERMS OF EMPLOYMENT AGREEMENT	250.00	2.50	625.00
	JAC	REVISE STATEMENT OF CONFLICTS OF INTEREST IN APPROVING APPLICATIONS OF ZONING PERMITS	250.00	1.50	375.00
06/01/2026	BEC	REVIEW VEC HEARING DOCUMENTS AND EMAIL JOHN OUTLINE OF DEADLINES FOR SUBMITTING INFORMATION FOR HEARING	75.00	0.40	30.00
	JAC	REVIEW 101 PAGES OF VEC RECORDS, INCLUDING SUBSTANTIVE ACTS OF VEC AND PROCEDURAL RULES; DRAFT NOTES OF PROCEDURAL RULES	250.00	1.70	425.00
	JAC	REVIEW AND SELECT KEY DOCUMENTS FOR EVIDENCE AND PROCEDURAL MATTERS	250.00	0.90	225.00
06/02/2026	JAC	CONFER WITH CLERK OF FIRST APPEALS DIVISION OF THE VEC REGARDING THE PROCESS FOR SUBMITTING A REQUEST FOR A PERSONAL APPEARANCE AT THE APPEAL HEARING RATHER THAN A PHONE APPEARANCE	250.00	0.10	25.00
	JAC	READ, ANALYZE AND REVISE EXHIBITS AND WRITTEN STATEMENTS REGARDING PARTIES DPOR ORDERS, FIVE ZONING PERMITS FOR ST. MARY'S AND MINERAL PROPERTIES, 9TH STREET EASEMENT AND ZONING PERMITS FOR COVERT PROPERTIES	250.00	1.90	475.00
06/03/2026	JAC	REVIEW, ANALYZE AND REVISE WRITTEN STATEMENT OF FACTS: (1) PARTIES AND EMPLOYMENT CONTRACT; (2) WASHINGTON'S FAILURE TO DISQUALIFY APPROVALS OF ZONING PERMITS; (3) WASHINGTON'S FAILURE			

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		Rate	Hours	
	TO DISQUALIFY APPROVAL OF COVERTS APPLICATION FOR ZONING PERMITS	250.00	0.90	225.00
	JAC REVIEW AND ANALYZE PROCEDURES FOR REGISTERING WITNESSES AND EXHIBITS AND REQUESTING PERSONAL APPEARANCE	250.00	0.30	75.00
	JAC REVIEW EXHIBITS AND DRAFT TITLES TO LAST THREE TOPICS FOR WRITTEN STATEMENT	250.00	0.60	150.00
06/04/2026	JAC DRAFT AND FORWARD WRITTEN REQUEST FOR IN PERSON APPEARANCE OF ALL WITNESSES AND ME AT APPEAL HEARING AND FORWARD TO VEC FIRST LEVEL APPEAL CLERK	250.00	0.80	200.00
	JAC READ AND REVISE EMPLOYMENT AND APPROVAL OF FIVE PERMITS FOR CLAIMANT'S PROPERTY	250.00	1.30	325.00
	JAC REVIEW AND ANALYZE EXHIBITS AND STATEMENTS OF FACTS FOR SECTION II - CLAIMANT'S FOUR PROPERTIES AND SECTION III - CLAIMANT'S APPROVAL OF COVERT PROPERTIES	250.00	0.70	175.00
	JAC REVIEW AND DRAFT EDITS TO SECTION II - CLAIMANT'S FOUR PROPERTIES	250.00	0.40	100.00
06/05/2026	JAC REVIEW AND REVISE COUNT II - STATEMENT AND EXHIBITS	250.00	1.80	450.00
	JAC REVIEW AND ANALYZE EXHIBITS 1 THROUGH 29; REVISE SECTIONS I AND II OF EMPLOYER'S WRITTEN RESPONSE	250.00	4.90	1,225.00
06/06/2026	JAC REVIEW VEC RECORDS AND AMEND EMPLOYER'S STATEMENT OF FACTS TO CORRECT ERRONEOUS STATEMENT THAT EMPLOYMENT CONTRACT STATED CLAIMANT'S SEPARATION FROM EMPLOYMENT ENDED DUE TO END OF CONTRACT; REVIEW SEVEN EMAILS FROM TOWN	250.00	0.90	225.00
	JAC READ, ANALYZE AND REVIEW EMPLOYER'S STATEMENT SECTION II, COVERT MATTERS, AND EXHIBITS	250.00	1.80	450.00
	JAC REVIEW ALL 36 EXHIBITS AND 10 PAGE EMPLOYER'S WRITTEN STATEMENT; ANALYZE, EDIT AND REVISE	250.00	5.90	1,475.00
06/07/2026	JAC REVIEW EMAIL FROM MAYOR, READ LETTER, AND RESPOND "GOOD TO GO"	250.00	0.40	100.00
06/08/2026	JAC REVISE AND EDIT EMPLOYER'S WRITTEN STATEMENT OF FACTS	250.00	1.40	350.00
	JAC READ AND EDIT EMPLOYER'S STATEMENT AND ADD WATER CLAIM	250.00	1.30	325.00

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			Rate	Hours	
06/09/2026	JAC	CONFER WITH MAYOR REGARDING COVERT AND McGEHEE	250.00	0.40	100.00
06/10/2026	JAC	ANALYZE AND DRAFT FINAL REVISIONS TO SECTIONS, I, II AND III	250.00	2.50	625.00
	JAC	DRAFT EMAIL TO FIRST LEVEL APPEAL CLERK TO ENSURE REGISTRATION OF EMPLOYER'S PARTICIPANTS AND THEIR PHONE NUMBERS FOR ON-LINE APPEAL HEARING	250.00	0.30	75.00
	JAC	ANALYZE AND DRAFT REVISIONS TO SECTIONS IV, V AND VI OF EMPLOYER'S STATEMENT OF FACTS	250.00	2.10	525.00
	JAC	REVIEW AND MAKE FINAL EDITS TO 10-PAGE EMPLOYER'S STATEMENT	250.00	2.10	525.00
	JAC	ELECTRONIC FILING OF EMPLOYER'S STATEMENT OF FACTS	250.00	0.40	100.00
06/12/2026	JAC	REVIEW VEC NOTIFICATION OF REGISTRATION OF WITNESSES AND EXHIBITS	250.00	0.30	75.00
06/13/2026	JAC	CONFER WITH MAYOR TO DISCUSS TOPICS FOR HER TESTIMONY AT VEC; MAKE NOTES OF ALL TOPICS	250.00	1.50	375.00
06/14/2026	JAC	REVIEW AND REVISE NOTES FOR FINAL OUTLINE OF HEARING TESTIMONY FOR MAYOR	250.00	1.70	425.00
06/15/2026	JAC	FINAL REVIEW AND REVISIONS TO WITNESS OUTLINES AND EXHIBITS FOR HEMPSTEAD AND HARLOWE	250.00	2.50	625.00
	JAC	REPRESENT TOWN OF MINERAL AT VEC FIRST LEVEL APPEALS HEARING	250.00	3.70	925.00
06/16/2026	JAC	CONFERENCE CALL WITH MAYOR AND RECOMMEND SPECIAL SESSION OF TOWN COUNCIL ON 6/18/26 FOR LITIGATION REPORT BY COUNSEL; ALSO DISCUSSED FOIA REQUEST (EMAILED SAME TO MAYOR)	250.00	0.70	175.00
		For Current Services Rendered		124.80	30,675.00

Advances

05/04/2026	Outside professional fee (Data Copies of Documents) Archer Integration, Inc.	775.09
06/18/2026	Mileage to/from Mineral, VA for Town Council Meeting - Conrad, John A. (112 miles @ \$.725/mile)	81.20
	Total Advances	856.29
	Total Current Work	31,531.29

BALANCE DUE**\$31,531.29**

Mineral-Town of

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06/22/2026

Account No: 537-000M

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<u>Fees</u>	<u>Expenses</u>	<u>Billing History</u> <u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
30,675.00	0.00	856.29	0.00	0.00

If you have any questions, please contact Beverly Crockett, 804-359-6062.

Thank you for choosing The Conrad Firm. We look forward to working with you in the future.

ARCHER))) INTEGRATION

PO BOX 1708
Mechanicsville, VA 23116

Invoice

Date	Invoice #
4/29/2026	42995

Bill To
The Conrad Firm 1520 West Main Street, Suite 204 Richmond, VA 23220

P.O. No.	Terms	Due Date
	Due on receipt	4/29/2026

Quantity	Description	Rate	Amount
1	Sandisk Portable 1TB SSD	197.76	197.76T
1	Sandisk Portable 1TB SSD	285.98	285.98T
1	Sandisk Portable 1TB SSD	247.48	247.48T
	Data Copies for Court Case		
Thanks for your business.		Subtotal	\$731.22
As of July 1st, 2016 A 3.5% Convenience Fee will be added to all Credit Card Payments		Sales Tax (6.0%)	\$43.87
		Total	\$775.09

Phone #	E-mail
804-266-9651	ar@archerva.com

*165.30

CLIENT CHARGES CHECK REQUEST

REQUESTED BY: JAC

CLIENT/MATTER #: 537.000

PAYEE: John A. Conrad

DATE: 6/18/26

INVOICE:

CHECK TOTAL: \$ 81.20

COST CODE: 52

MILES: 112 X .725 (1-1-26) = \$ 81.20

COST CODE:

AMOUNT:

COST CODE:

AMOUNT:

DATE & LOCATION OF TRAVEL EXPENSES: 6-18-26 Town Council meeting

OTHER DESCRIPTION:

SEE COMPLETE COST CODE LISTING BELOW

COST CODE LISTING

24	Accident Report	53	Postage
25	Photograph Development	54	Travel Expense - Lodging
26	Express Mail	55	Facsimile Costs
35	Subpoena Duces Tecum	56	Miscellaneous Expense
36	Meals	70	Filing Fee
37	Car Rental	71	Processor Fee
38	Expert Fees/Retainer	72	Courier Fee
39	Witness Fee	73	Outside Professional Fee
40	Parking	74	Medical Records
41	Airline or Other Travel	75	Sheriff's Fee
43	Investigator Fee	76	Online Legal Research
50	Long Distance Telephone Charges	77	Transcription Fees
51	Photocopy Charges	78	Trial Exhibits
52	Mileage To/From	82	Tolls