

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
January 18, 2017
Work Session 4:00pm
Regular Meeting 7:00 pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair (*arrived at 4:02pm*)
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O'Brien, Rivanna District (*arrived 5:02pm*)
Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Eric Dahl, Deputy County Administrator / Finance Director
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER WORK SESSION

At 4:01pm, Vice Chair Booker called the Work Session of January 18, 2017 to order.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

WORK SESSION DISCUSSION ITEMS

Topics of the Work Session included:

Energy Performance Contract – Eric Dahl, DCA / Finance Director, and Dianne Klaiss, County Financial Advisor, Raymond James. Topics included: Energy Equipment Financing RFP results. Financing Options: Taxable Qualified Energy Conservation Bond - U.S. Bancorp or Bank Qualified Tax-exempt - TD Equipment Finance, Inc. Board Options: Approve one of the financing resolutions or Decide not to move forward with the energy project and not approve a resolution.

Escrow Savings Opportunity – Eric Dahl, DCA / Finance Director, and Dianne Klaiss, Raymond James, presented an escrow savings opportunity. Series 2012 D Bond Proceeds were invested in certain securities in order to pay principal and interest (Draw Requirement) on the Refunded Bonds until 12/1/2018. This is the first date the Refunded Bonds can be paid off in full. The structure of the securities' maturity dates (Net Cashflow) did not perfectly align with the draw requirements of the principal and interest due on the Refunded Bonds. The securities in the 2012 D Escrow were purchased via competitive process in 2012 to produce the lowest escrow cost and greatest refunding savings to the County. This misalignment is allowing for future opportunity to reinvest cash that can generate potential value for the County.

Fiber Network Project Update – Josh Gifford, FCPS IT Director, returned to give an update on the fiber project, initially presented on December 20, 2016, and with answers to the Board's questions from that meeting. Mr. Gifford provided estimates for the project, detailing the site costs, as well as more site specific cost expectations. Noting that if the County decides to move forward, and join the school project, a determination would need to be made to define the quantity of strands for the backbone, as well as specific county locations and end points. Mr. Gifford noted that the Request for Proposals (RFP) is currently being drafted, will be posted by the end of January. The RFP will be open for 60-90 days, for a bid awarding in April. The Board indicated that they would like for Mr. Gifford to include the County portion (as previously approved) which includes 48 strands of fiber and not to exceed \$50,000.

FY18 Budget Outlook – Steve Nichols, County Administrator, provided a first look at the FY18 Budget, with a focus on potential revenue. Mr. Nichols touched on: Business Personal Property Tax, Business License Fee, Vehicle License Fees, and a Meals Tax Referendum process.

RECESS FOR DINNER

At 6:02pm, Chair Sheridan recessed for dinner and Closed Session.

CLOSED MEETING**MOTION TO ENTER INTO A CLOSED MEETING**

At 6:02pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:01, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

RECONVENE IN OPEN SESSION AND CALL TO ORDER

At 7:02 pm Chair Sheridan, reconvened the January 18, 2017, Regular Meeting.

ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda, as presented. Mrs. Eager seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Staff Stars and Community Efforts
 - Wheelin’ Sportsman Deer Hunt for Handicapped Hunters Hunt was held Jan 6th, 7 wheelchair-bound shooters, along with a number of helpers, Took a total of 8 deer, 6 does and 2 small bucks, Found one of the deer shot ringed by a pair of coyotes, Since the deer could not have been on the ground more than 5 minutes, this points up that we are developing a coyote problem in the Park, although they should help keep the deer population in check. Special thanks to: Robin Clark of Wheelin’ Sportsmen, Fred Payne, Aaron Spitzer and P&R staff, Mike Sheridan and his son, Richie DeLoria, Sheriff Hess
- Announcements and Updates:
 - Mr. Kevin Zoll hired as our new Building Official, began work on Monday, January 9th, coming to us from Powhatan County where he served as commercial building inspector, fire code official and plans examiner.
 - Columbia FEMA Mitigation Grant Update--Reviewing FEMA guidance on acquisition. Pending response from VDEM to find out if there is anything further we need to do relative to the appraisals before presenting purchase offers to the owners.
 - Treasurer's Office Renovation: Renovation beginning Friday, January 20, Office closed, Friday, January 20, Reopen in Historic Courthouse on Monday, January 23 (for about approx. two months)
 - Zion Crossroads Water & Sewer Project Town Hall Meeting, Thursday, January 26, at 6:00 pm, Beaver Dam Baptist Church, 1794 Richmond Rd, Troy
 - Cost Recovery Collections as of 12/31/16: \$187,688, Average \$427/trip collected, Average of 130 trips per month, on target to exceed the budgeted revenue of \$400,000. Fire and Rescue Association is working to purchase and install our own version of ImageTrend software, to increase efficiency and timeliness of reporting both to the state and to import data to EMS|MC.
 - 2017 Residents Survey
- Meetings Realignment:

| Board/Commission | OLD Schedule | NEW Schedule |
|-------------------------|---------------------------------------|------------------------------|
| Board of Supervisors | 1 st & 3 rd Wed | No Change |
| School Board | 2 nd Wed | No Change |
| Planning Commission | 4 th Wed | 2 nd Tue (varies) |
| Board of Zoning Appeals | 2 nd Tue | 3 rd Tue |

- Upcoming Meetings:

| Day | Date | Time | Purpose | Location |
|-----|--------|--------------------|---|------------------------|
| Wed | Feb 1 | 4:00 PM 7:00 PM | Regular Meeting FY18 Budget Proposal Presentation | Courtroom |
| Wed | Feb 8 | 7:00 PM | Budget Work Session - Constitutional Officers | Morris Room |
| Wed | Feb 15 | 4:00 PM 7:00 PM | BOS Budget Work Session - FCPS FY18 Adopted Budget Presentation Regular Meeting | Courtroom Courtroom |
| Wed | Feb 22 | 7:00 PM | Budget Work Session – Agencies | Morris Room |

PUBLIC COMMENTS #1

At 7:19pm Chair Sheridan opened the first round of Public Comments.
With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:20pm.

PUBLIC HEARING

None.

ACTION MATTERS

Energy Equipment Financing Resolution —Eric Dahl, DCA / Finance Director, returned to the Board, following the presentations at the Work Session immediately preceding, to offer options for financing the energy efficiency equipment detailed during the Work Session. Mr. Dahl noted that the County solicited proposals to purchase the County’s Taxable Qualified Energy Conservation Bond or Tax-exempt Equipment Lease/Purchase Bond. The Taxable Bond would be issued by the Virginia Resources Authority (“VRA”) as part of the VirginiaSAVES Green Community Program or by the County if issuing a Bank Qualified or Non-Bank Qualified Tax-exempt Equipment Lease/Purchase Bond, whichever scenario is most beneficial

to the County. Under the VirginiaSAVES program VRA is entitled to receive interest rebates from the U.S. Department of the Treasury, which, as a part of the financing, would be assigned to the County to subsidize its interest payments. After receiving and scoring 11 qualified proposals, Staff, in consultation with Dianne Klaiss, County Financial Advisor, posed the following options, recommending Option 1:

- Option #1: Taxable VA Saves/ U.S. Bancorp Government Leasing and Finance - \$7,800,000 Resolution
 - 3.88% Interest Rate
 - 2.90% Interest Rate Subsidy based on Published Tax Credit Bond Rate 01/06/17
 - 0.98% Effective Interest Rate
 - 15.5 year Amortization
 - Call Provision: after 13 months at the lesser of a make whole provision or 103% of the balance on a payment due date.
- Option #2: Tax-Exempt/ TD Equipment Finance - \$7,300,000 Resolution
 - 2.48% Interest Rate
 - 2.48% Effective Interest Rate
 - 15.5 year Amortization
 - Call Provision: In whole after 1 year at the > of 102% or Yield Maintenance Fee.

Following general discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve Option #1, a resolution entitled "Resolution Approving A Plan Of Sale/Leaseback Financing For Energy Efficiency Equipment In An Amount Not To Exceed \$7,800,000 By Fluvanna County, Virginia." Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

I.6 Constitutional Officer Pay Policy – Steve Nichols, County Administrator, brought forward a request to determine a policy regarding Constitutional Officer Pay.

The proposed options:

Option 1:

- a. Starting Salary. The starting salary for newly elected Constitutional Officers will be set at the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly and reimbursed by the State's Compensation Board. Per State Code § 15.2-1605.1, however, the Board of Supervisors may approve a higher starting salary. The Board may also set a higher starting salary if they determine that the new Constitutional Officer's education, experience, special skills or certifications, and proficiency in related former role(s) support such an increase over the usual salary.
- b. Salary for Interim Appointments. The salary for an appointed interim Constitutional Officer will be the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly.

Option 2:

- a. Starting Salary. Per State Code § 15.2-1605.1, the Board of Supervisors may approve a higher starting salary for a newly elected Constitutional Officer. It is the policy of Fluvanna County that the starting salary for a newly elected Constitutional Officer will be 10% above the authorized Compensation Board-funded minimum for that office. The Board may also set a higher starting salary if they determine that the new Constitutional Officer's education, experience, special skills or certifications, and proficiency in related former role(s) support such an increase over the usual salary.
- b. Salary for Interim Appointments. The salary for an appointed interim Constitutional Officer will be the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly.

MOTION

Mr. Weaver moved to approve "I.6 Constitutional Officer Pay" policy, Option 1. Mr. O'Brien seconded and the motion passed 3-2. AYE: Eager, O'Brien, and Weaver. NAY: Sheridan, Booker. ABSENT: None.

Proposal for Capital Improvements Program (CIP) and Capital Reserve Maintenance Fund (CRMF) Policies – Steven M. Nichols, County Administrator, presented a request for changes to the existing Capital Improvements Program (CIP) and Capital Reserve Maintenance Fund (CRMF) Policies. The proposed changes would create a formal CIP Policy, update dollar value thresholds, and redefine use of CRM Funds.

Following discussion,

MOTION

Mrs. Booker moved to approve the revised Chapter 10, Capital Reserve Maintenance Fund (CRMF) Policy, and the new Chapter 12, Capital Improvements Program (CIP) Policy, of the Fluvanna County Financial Policies Manual, as presented. Mr. O'Brien seconded and the motion passed 4-1. AYE: Sheridan, Booker, O'Brien, and Weaver. NAY: Eager. ABSENT: None.

Authorization to Advertise a Public Hearing for an FY17 Budget Amendment—Eric Dahl, DCA / Finance Director, requested the Board authorize staff to advertise a Public Hearing for FY17 Budget Amendment. Per the Code of Virginia 15.2-2507, any additional appropriation(s) which increases the total budget by more than 1% of the total expenditure budget for that fiscal year is required to be advertised for a public hearing at least seven days prior to the Board of Supervisors' approval of such appropriation.

With no discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors authorize staff to advertise for a public hearing on an FY17 budget amendment of \$8,223,125 for the issuance of the 2016 Capital Lease associated with the Public Safety Emergency Communications Radio System that was previously approved October 19, 2016. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

PVCC Annual Update to the Board---Dr. Frank Friedman, President PVCC, came before the Board to provide the Annual Update of Piedmont Virginia Community College.

Strategic Initiatives Update—Steven M. Nichols, County Administrator, gave an update on Strategic Indicatives. Mr. Nichols highlighted the following: Credit Card Payments, Banking Services, Communication between Board of Supervisors/County Administration and School Board/School administration.

CONSENT AGENDA

The following items were discussed before approval:

- Minutes of January 4, 2017*—Kelly Belanger Harris, Clerk for the Board
- Accounts Payable Report, December 2016*—Eric Dahl, Deputy County Administrator & Finance Director

The following items were approved under the Consent Agenda for January 18, 2017:

- Minutes of December 20, 2016*—Kelly Belanger Harris, Clerk for the Board
- Minutes of January 4, 2017*—Kelly Belanger Harris, Clerk for the Board
- Approval of Mr. Kevin Zoll as Building Official for Fluvanna County*—Steven M. Nichols, County Administrator
- Accounts Payable Report, December 2016*—Eric Dahl, Deputy County Administrator & Finance Director
- FY17 Sheriff's Office Health Insurance Transfer*—Marty Brookhart, Management Analyst
- FY17 Social Services Overtime Pay Supplemental Appropriation*—Kim Mabe, Director of Social Services

MOTION

Mrs. Eager moved to approve the items on the Consent Agenda for January 18, 2017, with corrections to the Minutes of January 4, 2017, and ratified Accounts Payable and Payroll for December 2016, in the amount of \$3,285,806.68. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Vice Chair Booker noted that she and Chair Sheridan will be attending VACO County Government Day and invited the other Supervisors to attend as well.

PUBLIC COMMENTS #2

At 8:26pm Chair Sheridan opened the second round of Public Comments. During this time, Mrs. Booker provided an update of her activities since the last meeting. Among her activities: Louisa-Fluvanna Housing Foundation. With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:29pm.

Mr. Weaver passed the Closed Session Folder onto Mr. O'Brien.

ADJOURN

MOTION:

At 8:30pm Mrs. Eager moved to adjourn the regular meeting of Wednesday, January 18, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair