

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
November 1, 2017
Regular Meeting 4:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District (*Arrived at 4:03pm*)
Donald W. Weaver, Cunningham District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk for the Board of Supervisors

1 - CALL TO ORDER

At 4:01pm Chair Sheridan, called to order the Regular Meeting of November 1, 2017
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Chair Sheridan provided an update on former Supervisor Ullenbruch, noting that he is recovering at home.

3 - ADOPTION OF AGENDA

MOTION
Mr. Weaver moved to accept the Agenda, with additions in New Business, for the November 1, 2017 Regular Meeting of the Board of Supervisors. 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.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community & County Staff Recognitions
 - Building Inspector John Vaughan - Achieved Residential Plumbing Inspector Certification!
 - FCHS “Fist Up for Fischer,” support for Louisa County High School Varsity Football Coach, Mark Fischer, during his cancer battle.
- Halloween with Parks and Recreation
 - Friday, Oct 27 - Annual Magic Show and Movie at the Fluvanna Library; ~50 guests entertained by Mr. Magic before our movie, “Open Season: Scared Silly.” Saturday, Oct 28 - Annual Halloween Festival at Pleasant Grove Park. Over 300 participants, with crafts, games, piñatas, hayrides, with costume and pumpkin painting contests. Thank you to our volunteers that made this event a success!
- Executive Mansion Holiday Tree Ornament - Designed and made by Graham Stallard, a local glass artist specializing in making glass cremation memorials. Viewing of the State’s ornaments at the Executive Mansion will begin on the evening of the Capitol Tree Lighting.
- New Staff Onboard! - Facilities Maintenance Specialist, Paul Lowe started Oct 22nd
- Announcements and Updates
 - Upgrades at the FSPCA - New concrete pad and fencing for outdoor runs
 - Safety Improvements at Rt 600 and Slice Road
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Nov 15	7:00 PM	Regular Meeting	Courtroom
Wed	Dec 6	4:00 PM	Regular Meeting & BOS Preliminary Budget Discussion	Courtroom
Wed	Dec 20	7:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:12pm Chair Sheridan opened the first round of Public Comments.

- Ida Swenson, 7 Deerwood Lane, spoke about pending litigation entered into by Caroline County regarding the proposed Aqua Virginia rate increase and requested that the Board join with Caroline County in that effort.
- Brian Chambers, Keswick, VA, returned to speak before the Board regarding Family Subdivisions.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:21pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

2018 TJPDC Legislative Program – David Blount, TJPDC Legislative Liaison, presented the Thomas Jefferson Planning District Commission 2018 Regional Legislative Program. Mr. Blount noted the top three priorities are Local Revenue Authority, State Budget and Funding Obligations, Public School Funding. Other priorities include the Children’s Service Act and Broadband accessibility.

With limited discussion,

MOTION

Mrs. Booker moved to adopt the Draft Thomas Jefferson Planning District Legislative Program for 2018.

Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver.

NAY: None. ABSENT: None.

Emergency Management Coordinator Position Description – Steve Nichols, County Administrator brought forward a request to revise the Emergency Services Coordinator Position, reflecting a change to Emergency Management Coordinator. In concert with the Fire and Rescue Association, the previous Emergency Services Coordinator (9410) position description has been retitled and revised to, “Emergency Management Coordinator” (9400). This change more closely aligns with similar positions around the Commonwealth and incorporates language to strengthen the fire/rescue experience and skill set. Changes recommended by FRA membership have been incorporated and the region’s VDEM Coordinator has also reviewed and concurred with the update. The Position’s grade and pay have not changed.

With no discussion,

MOTION

Mrs. Eager moved to approve Position Description #9400, Emergency Management Coordinator, as presented, replacing Position Description #9410, Emergency Services Coordinator. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None.

ABSENT: None.

Resolution to Initiate Rezoning for Tax Map Parcel 4-A-27A—Brad Robinson, Senior Planner brought forward a request to rezone Tax Map Parcel 4 – A – 27A. Mr. Robinson noted that this request is a different process from the typically rezoning process. State Code allows a local governing body to initiate the rezoning of a property.

MOTION

Mr. O’Brien moved that the Board of Supervisors adopt a resolution entitled, “A RESOLUTION TO RECOMMEND AN AMENDMENT TO THE FLUVANNA COUNTY ZONING MAP FOR TAX MAP PARCEL 4-A-27A.” Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY18 BOS Contingency Budget Transfer—Mary Anna Twisdale, Management Analyst, requested a transfer from the FY18 BOS Contingency to reimburse Company 1, Palmyra Fire for Brush 10. The truck will then be transferred to the Public Works department.

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve a budget transfer of \$20,000 from FY18 BOS Contingency to the FY18 Fire and Rescue Budget to reimburse Company 1, Palmyra Fire, for Brush 10 which will be transferred to the Fluvanna County Public Works Department. Mr. O’Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Appointment to the Fluvanna Partnership for Aging – Fork Union District—Steven M. Nichols, County Administrator presented the slate of candidates seeking appointment to the Fluvanna Partnership for Aging – Fork Union District representative. The Fork Union District position has been vacant since Dec 31, 2016 when the term held by Joan Talley expired. The following Fluvanna Residents have indicated an interest in serving on the Fluvanna Partnership for Aging – Fork Union District:

- Susan A. VonderBecke

With no discussion,

MOTION

Mrs. Booker moved to appoint Susan VonderBecke as the Fork Union District Representatives to the Fluvanna Partnership for Aging, formerly held by Joan Talley, for a term to begin November 1, 2017 and to terminate December 31, 2020. Mr. Weaver offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien and Weaver. NAY: None. ABSENT: None.

Zion Crossroads Water/Sewer System Project – Final Design, Invitation for Bids, and Property Acquisition - Wayne Stephens, Public Works Director/County Engineer presented the final design of the Zion Crossroads Water/Sewer System Project.

Mr. Stephens reported:

1. The final plans, specifications, design elements and estimated cost for the Zion Crossroads Water and Sewer Projects have been received.
2. If approved, staff will need to begin the Invitation For Bid (IFB) process to select a contractor(s) to construct the project.
3. County staff and the County Attorney will then begin the process of coordinating the acquisition of all property interests, easements, and rights-of-way necessary for the construction of the Zion Crossroads Water and Sewer Projects.
4. Debt financing has already been issued for the project, along with necessary cash funding contributions as will be determined by the BOS.

	A	B	C	D	E
	Zion Crossroads Water & Sewer System Project Budget Updated: October 26, 2017	Water System Total Costs	Sewer System Total Costs	Water System West Extension Total Costs	TOTAL PROJECT COSTS
1					
2					
3	DESIGN				
4	Preliminary Engineering Report (PER)	\$ 27,600	\$ 18,400		\$ 46,000
5	PER Validation	\$ 13,530	\$ 9,020		\$ 22,550
6	Geotechnical Engineering	\$ 31,745	\$ 19,920	\$ 5,150	\$ 56,815
7	Bidding Services	\$ 11,592	\$ 7,728		\$ 19,320
8	Permitting	\$ 17,826	\$ 11,884	\$ 8,300	\$ 38,010
9	Design	\$ 242,473	\$ 152,402	\$ 37,880	\$ 432,755
10	Aerial Surveying	\$ 20,736	\$ 13,824		\$ 34,560
11	Ground Surveying	\$ 65,878	\$ 39,552	\$ 22,950	\$ 128,380
12	Real Estate Acquisition Services (est.)	\$ 30,000	\$ 20,000	\$ 5,000	\$ 55,000
13	Land / Right of Way Acquisition (est.)	\$ 90,000	\$ 60,000	\$ 15,000	\$ 165,000
14	Wetland Mitigation Credits (est.)	\$ 2,400	\$ 1,600	\$ 500	\$ 4,500
15	Legal (est.)	\$ 66,000	\$ 44,000	\$ 10,000	\$ 120,000
16	Local Costs of Issuance	\$ 21,000	\$ 14,000		\$ 35,000
17	Design Subtotal	\$ 640,780	\$ 412,330	\$ 104,780	\$ 1,157,890
18					
19	CONSTRUCTION PHASE SERVICES				
20	Construction Administration	\$ 156,894	\$ 104,596	\$ 19,215	\$ 280,705
21	Construction Inspection	\$ 224,640	\$ 149,760	\$ 19,215	\$ 393,615
22	Construction Phase Services Subtotal	\$ 381,534	\$ 254,356	\$ 38,430	\$ 674,320
23					
24	CONSTRUCTION (Est.)				
25	Elevated Water Storage Tank	\$ 2,239,400			\$ 2,239,400
26	Water Booster Station	\$ 642,600			\$ 642,600
27	Water Main	\$ 2,567,000		\$ 549,000	\$ 3,116,000
28	Wastewater Pump Station		\$ 888,000		\$ 888,000
29	Wastewater Force Main		\$ 2,965,000		\$ 2,965,000
30	Water & Wastewater Construction Subtotal	\$ 5,449,000	\$ 3,853,000	\$ 549,000	\$ 9,851,000
31					
32	CONSTRUCTION CONTINGENCY				
33	Construction Contingency (10%) + OH/Profit (15%)	\$ 558,120	\$ 372,080	\$ 82,350	\$ 1,012,550
34	Construction Contingency Subtotal	\$ 558,120	\$ 372,080	\$ 82,350	\$ 1,012,550
35					
36	TOTALS	\$ 7,029,434	\$ 4,891,766	\$ 774,560	\$ 12,695,760
37		Existing Cash Funded			\$ (778,390)
38		Remaining Funds Needed			\$ 11,917,370
39		Debt Proceeds - Funds Available			\$ (8,505,053)
40		County Cash Funding Requirement			\$ 3,412,317

MOTIONS

Mrs. Booker moved that the Board of Supervisors accept and approve the plans, specifications, design elements and estimated cost for the Zion Crossroads Water and Sewer Projects as submitted by staff to the Board, and authorize the County Administrator to approve technical, conforming, and other amendments thereto, consistent with the scope of the Projects. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved that the Board of Supervisors authorize and direct staff to develop and issue one or more invitations for bids to construct the Zion Crossroads Water and Sewer Projects, subject to approval as to form by the County Attorney. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved that the Board of Supervisors direct staff and the County Attorney to begin the process of coordinating the acquisition of all property interests, easements, and rights of way necessary for the construction of the Zion Crossroads Water and Sewer Projects, including but not limited to initiating procurement of title, appraisal and other related services. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 – PRESENTATIONS

Charlottesville Area Alliance (CAA) – Sue Friedman, President/CEO, Alzheimer's Association, Central and Western Virginia, and Chip Boyles, TJPDC Executive Director, came before the Board to present a request of support from the Board for the Charlottesville Area Alliance (CAA.) The Charlottesville Area Alliance (CAA) is a regional initiative working toward developing age-friendly communities. Local jurisdictions, non-governmental organizations, healthcare institutions and businesses are joining to meet this goal. Fluvanna County's leadership support and involvement is an important component to reaching CAA's goals at the regional level. The Charlottesville City Council, Albemarle County Board of Supervisors and Thomas Jefferson Planning District Commission Board have each passed Resolutions of support and involvement with CAA. The JABA Board has also approved a Resolution of support and involvement. At the end of the presentation, the Board by majority, indicated an interest in adopting a resolution of support. Mr. Nichols noted that the item would return to the Board as an Action Item at the next meeting.

VDOT Quarterly Report—Alan Saunders, VDOT Resident Engineer, Louisa Residency provided an update of projects and safety improvements in Fluvanna County. Mr. Saunders also provided an update on traffic fatalities in the County, noting there have been two fatalities during the last four months.

Broadband Access Taskforce (BAT) Final Report— Jason Smith, Community & Economic Development Director, Mike Feazel, Citizen Member, and Michael Aquilino, Citizen Member presented an assessment of the County's current Broadband status, identified gaps and needs, and presented options for improvement for possible broadband expansion(s). Following a thorough review of a Citizen Survey, an outline of needs, and potential funding sources, the Taskforce presented four options and made a recommendation for moving forward. The options presented were:

- Begin RFP process to solicit partnership possibilities (Low cost/no cost) - Recommended
- Make no further moves
- Implementation plan (≤ \$50,000 & could discourage potential broadband providers)
- Create an Authority

Following general discussion, the Taskforce indicated that Staff would return to the Board with a request for specific action in the near future.

Carysbrook Softball Field Upgrades – Aaron Spitzer, Parks & Recreation Director, and Chris Fairchild, Community Representative, presented a request to repair and improve the Carysbrook Softball Field. Proposed repairs and improvements included:

- Lowering the infield
- Leveling the outfield

Mr. Fairchild presented this request for repairs and improvements in terms of a loan provided by the County, which would then be paid back to the County over a term of five years, with interest. Acknowledging the substantial commitment made to the ballpark and the County by the Fluvanna Girls' Softball League, Mr. Payne indicated that the Board has no authority to loan funds to a private entity. However, it was also noted that any citizen who wishes can make voluntary contributions to the County, may do so. Upon consensus, the Board indicated a willingness for Parks and Recreation to move forward with the proposed improvements.

FCPS Preliminary FY19 Budget Focus – Chuck Winkler, Superintendent of Schools gave a preliminary overview of the Fluvanna County Public Schools FY19 Budget.

2016-2017 Points of Pride:

- ALL Schools are fully accredited for the 4th Consecutive Year. One of only 22 out of 132 school divisions who have achieved this benchmark;
- 97.4% On-Time Graduation Rate – 4th highest rate in the Commonwealth;
- 99% of Career and Technical Education (CTE) Program completers earned an Industry Credential for the Class of 2017;
- Fluvanna surpasses the State average in graduates earning an Advanced Studies Diploma;
- Fluvanna surpassed State and National averages for public school performance on the Scholastic Aptitude Test (SAT);

- Twenty-one percent of Advance Placement Test Takers earned AP Scholar Awards.

Potential Challenges for FY19 Budget:

- Health Insurance Rate Increase;
- Staff Compensation;
- Utility Savings;
- Propane Usage;
- VRS Rate for FY2019;
- State Budget Allocations;
- Revisions to Standards of Quality requiring increase in professional staff.

Budget Priorities for FY2019

Priority	Estimated Cost
Adjustments to Scale B	\$100,000
Step Increase for All Staff	\$220,000
1% Raise for All Staff	\$280,000
Health Insurance Increase 15%	\$600,000
Increase Teaching Staff for student and program needs	\$210,000
Technology- Teacher Laptop Replacement	\$100,000
VRS Increase?	TBD
Possible SOQ Changes	*\$710,000
TOTAL (Est.)	\$2,220,000

9 - CONSENT AGENDA

The following items were discussed before approval:

CRM - Demolition of the Old Maintenance Shop at Carysbrook—Wayne Stephens, Director of Public Works & County Engineer

CRM - Pleasant Grove House Foundation Improvements—Wayne Stephens, Director of Public Works & County Engineer

The following items were approved under the Consent Agenda for November 1, 2017:

Minutes of October 18, 2017—Kelly Belanger Harris, Clerk to the Board

CRM - Demolition of the Old Maintenance Shop at Carysbrook—Wayne Stephens, Director of Public Works & County Engineer

CRM - Pleasant Grove House Foundation Improvements—Wayne Stephens, Director of Public Works & County Engineer

CRM - Security Evidence Storage at Public Safety Building—Wayne Stephens, Director of Public Works & County Engineer

CRM - Security Fencing Replacement-Expansion at Public Safety Building—Wayne Stephens, Director of Public Works & County Engineer

FY18 FCPS Families Learning Together BAMA Works Supplemental Appropriation- Brenda Gilliam, FCPS Executive Director for Instruction and Finance

FY18 FCPS Families Learning Together Dollar General Literacy Foundation Grant Supplemental Appropriation - Brenda Gilliam, FCPS Executive Director for Instruction and Finance

FY18 FCPS School Security Equipment Grant Supplemental Appropriation - Brenda Gilliam, FCPS Executive Director for Instruction and Finance

Open Space Contract Application (Byrd)—Andrew M. Sheridan, Commissioner of the Revenue

MOTION

Mrs. Booker moved to approved the consent agenda, for the November 1, 2017 Board of Supervisors meeting. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

Special Use Permit Process Authorization for The Light Academy Inc. – Steve Nichols, County Administrator presented a request to authorize The Light Academy Inc., to proceed with a Special Use Permit. The Light Academy Inc. is the contract purchaser of the former Cunningham School. The County, as current record owner, may consent to The Light Academy Inc. filing a special use permit related to the property prior to formal closing. This action would allow the prospective owners to proceed with the SUP process after the County receives a

fully executed contract. However, there is nothing in this authorization that is intended to be an approval of any special use permit by the County or any waiver of any procedure or rules relating thereto.

With no discussion,

MOTION

Mrs. Eager moved to authorize The Light Academy Inc. be allowed to proceed with the Special Use Permit Process (SUP) for the property known by the current street numbering as 479 Cunningham Road, Palmyra, Virginia 22963, subject to Fluvanna County's receipt of a fully executed purchase contract. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Boards and Commissions Compensation—Mr. O'Brien requested review of compensation for Board members who sit on other Boards and Commissions that financially compensate its members. Specifically, Mr. O'Brien wanted to know whether compensation is provided per attended meeting, or annually regardless of attendance. For BOS appointments on other boards and commissions, Mr. Nichols reported that the BOS representative on the Jail Authority is paid by the meeting attended. There are only two other BOS roles where remuneration is involved – the Planning Commission and the Social Services Board – members on both of which are paid a set annual amount, divided over 26 pay periods, regardless of attendance.

12 - PUBLIC COMMENTS #2

At 7:39pm Chair Sheridan opened the second round of Public Comments.

- Michael Aquilino, BAT member, offered further opinions and personal experiences related to broadband access in the County. Mr. Aquilino advocated for a satellite option for broadband.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 7:49pm.

MOTION TO EXTEND

Mr. O'Brien moved to extend the meeting until 10:00pm. Mr. Weaver provided second and the motion passed unanimously. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 7:50pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, and Litigation. 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 9:25pm, Mr. O'Brien 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.

MOTION

O'Brien moved to approve a Resolution in Opposition to a Proposed Rate Increase by Aqua Virginia, Inc. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None ABSENT: None.

14 - ADJOURN

MOTION:

At 9:33pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, Date. Mrs. Eager seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 13-2017

**A Resolution to Initiate an Amendment to the Fluvanna County Zoning Map
for Tax Map Parcel 4-A-27A**

WHEREAS, Fluvanna County desires to support economic development in the county; and

WHEREAS, the owners of the property identified as Tax Map Parcel 4-A-27A desire to establish business operations in Fluvanna County on such property; and

WHEREAS, the property identified as Tax Map 4-A-27A is currently zoned agricultural; and

WHEREAS, the proposed use is not permitted within the agricultural zoning district; and

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, pursuant to Fluvanna County Code Sec. 22-20-1(C), hereby initiates an amendment to the Fluvanna County Zoning Map in order to change the zoning of the subject property from agricultural to industrial; and

BE IT FURTHER RESOLVED that the public purpose for the proposed amendment is to guide and protect orderly development and use of the property and to protect the public health, safety and welfare with respect thereto in accordance with good zoning practice and the provisions of the Fluvanna County Comprehensive Plan; and

BE IT FURTHER RESOLVED that the Board of Supervisors directs staff to schedule a future public hearing for formal Planning Commission consideration and recommendation to the Board of Supervisors.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a Meeting of the Board held on 1st of November, 2017.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					X
Anthony P. O’Brien, Rivanna District	X				X	
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

John M. Sheridan, Chair

Fluvanna County Board of Supervisors