

FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
November 15, 2017  
Regular Meeting 7:00pm

**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  
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 7:00pm Chair Sheridan, called to order the Regular Meeting of November 15, 2017  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

MOTION

Mr. Weaver moved to accept the Agenda, as presented, for the November 15, 2017 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

**SPECIAL PRESENTATION**

MOTION

Mr. Weaver moved that Board of Supervisors adopt the resolution entitled, “Community Service Award Resolution Honoring Dr. Robert D. Mayfield.” Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Following the adoption of the Resolution entitled, “Community Service Aware Resolution Honoring Dr. Robert D. Mayfield,” Mr. Nichols invited Dr. Mayfield forward to receive the Resolution and the appreciation of the Board for his many hours of volunteer service to Fluvanna County. Mr. Nichols then welcomed Mr. Sam Graham, who will succeed Dr. Mayfield as Fluvanna Tenaska Plant Manager.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Community & County Staff Recognitions
  - Scott Morris, Fluvanna County Schools Athletic Director, one of 11 recipients of the 2017 Distinguished Service Awards, which are given by the National Interscholastic Athletic Administrators Association (NIAAA).
- Announcements and Updates
  - Solar Farm at Zion Crossroads is progressing
  - Rte. 629 (Deep Creek Rd) Bridge Replacement - VDOT Public Hearing - Wed, Dec 13th, 5-7 pm, Library
  - County Staff Holiday Party - Fri, Dec 15th
  - TJPDC Legislative Forum, Wed, Nov 29<sup>th</sup>, 6:00 - 8:15 p.m. - Albemarle County Office Building - 401 McIntire Road (2nd floor)
  - Biennial BOS Planning Retreat - Saturday, Jan 20<sup>th</sup>, Fork Union Community Center
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Dec 6	4:00 PM	Regular Meeting & BOS Preliminary Budget Discussion	Courtroom
Wed	Dec 20	7:00 PM	Regular Meeting	Courtroom
Wed	Jan 10	4:00 PM	BOS Organizational Meeting & Regular Meeting	Courtroom
Wed	Jan 17	7:00 PM	Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 7:12pm Chair Sheridan opened the first round of Public Comments.

- Mr. Curtis Putnam, Cunningham District, spoke in support of the Charlottesville Albemarle Alliance and the Shovel Ready Site Program.

- Perrie Johnson, Fork Union District, spoke in support of the Schools request for carryover funds.
- Jerry Swiggett, EDA Treasurer, spoke in favor of the Shovel Ready Site Program.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:14pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

*Fluvanna Shovel Ready Sites Program (FSRSP)*—Jason Smith, Community and Economic Development Director presented a request for approval of the Fluvanna Shovel Ready Site Program (FSRSP.) Building on the presentation given earlier in the year, Mr. Smith provided a recap of the program, noting:

- Virginia Business Ready Sites Program : Administered by Virginia Economic Development Program, comprised of tiers of readiness
- Fluvanna Shovel Ready Site Program: partnership of Fluvanna County Economic Development + Draper Aden Associates; Benefits the County and property owners; EDA & Economic Development Director to accept applications and recommend funding; EDA approves funding and issues Approved Site Characterization letter/certificate; BOS funds program annually as needed.
- Launch in early 2018

Mr. Nichols reminded the Board that the \$35,000 has been set aside for many years to be used in a microloan program administered by the Fluvanna EDA. These funds have yet to be expended and the recommendation by staff is to use that money to fund small grants or to act as a revolving loan program.

Following general discussion,

MOTION

Mrs. Eager moved the Board of Supervisors to adopt the Fluvanna Shovel Ready Sites Program (FSRSP) Policy to support economic development in the Zion Crossroads Community Planning Area, and whereby the Fluvanna County Economic Development Authority (EDA) will manage and maintain the FSRSP as an interest-free loan program to support economic development in the Zion Crossroads Community Planning Area. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver.

And,

Mrs. Eager moved the Board of Supervisors approve the realignment of \$35,000 in funding FROM THE Fluvanna County Economic Development Authority’s Business Microloan Program, originally approved in 2012, and thus terminating the microloan initiative, and TO THE Fluvanna County Economic Development Authority’s Fluvanna Shovel Ready Sites Program fund. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Farm Heritage Museum Update and Construction Contract* - Eric Dahl, DCA/Finance Director, and Marvin Moss, Fluvanna County Historical Society provided an update on the Farm Heritage Museum and requested approval of a construction contract.

Timeline of Events for Farm Heritage Museum:

- Following a failed IFB, a new IFB with clear specifications and building plans was issued in August 2017;
- In October 2017, the new IFB closed with a total of 3 bids;
- The Low bid from Fuog/InterBuild, Inc. for \$307,114.00;
- As of July 2016 the Historic Society had raised a total of \$160,824 (which is currently accounted for and budgeted);
- To date, they have raised \$270,425.00. (An increase of \$109,600.27 to what has already been budgeted);
  - \$70,000.00 coming from Grant Funds;
  - The remaining contributed by Fluvanna County Citizens and Businesses.
- Continued fundraising to donate \$5,000 per year for the next 5 years to the Fluvanna County Parks and Rec Department. This will assist in offsetting the County’s out of pocket expense.
- \$54,470 needed in additional funding to move forward with construction. (This includes a 5% contingency for unknown expenses)
- The Farm Heritage Museum budget will increase to \$339,895.

Farm Museum Project

		UPDATED Nov 14, 2017	
Funding Category	Amount	Project Design and Construction	Costs
County Contribution	\$15,000	Site Plan	\$15,000
Historical Society Contribution	\$270,425	Custom Building Plans	\$2,425
Fundraising Events	\$16,336	Construction Costs (per IFB low bid)	\$307,114
Anonymous Gifts	\$45,000	Construction Contingency (5%)	\$15,356
Grants	\$70,000	TOTAL COSTS	\$339,895
Miscellaneous citizen and business donations	\$139,089		
TOTAL FUNDING COMMITMENT	\$285,425	ADDITIONAL FUNDING REQUIRED	(\$54,470)

MOTION

Mr. O’Brien moved the Board of Supervisors approve a FY18 supplemental appropriation of \$109,600.27 to the Farm Heritage Museum Capital Improvement Plan budget due to additional fund raising efforts of The Fluvanna Historical Society. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None

And,

Mr. O’Brien moved the Board of Supervisors approve a FY18 supplemental appropriation of \$54,470 from the Fluvanna County Unassigned Fund Balance to the Farm Heritage Museum Capital Improvement Plan Budget. Mrs. Booker offered second and the motion passed 4-1. AYE: Sheridan, Booker, Eager, & O’Brien. NAY: Weaver. ABSENT: None.

And,

Mr. O’Brien moved the Board of Supervisors approve the contract between Fluvanna County and Fuog/InterBuild, Inc. for services associated with the construction of the Farm Heritage Museum totaling \$307,114, and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Mr. Moss, on behalf of the over 500 members of the Fluvanna Historical Society, thanked the Board for their support in the realization of this project.

*FY17 To FY18 County Carryover Requests* – Mary Anna Twisdale, Management Analyst, presented a request for departmental and Schools carry-overs. To begin the presentation, Mrs. Twisdale provided the Fluvanna County Fluvanna County Financial Policies Section 1-10 (Re-appropriation):

**Had budget authority in FY17**

- 1. Initiative/Project was started in FY17, but was not able to be completed. - *Meets existing policy*
- 2. Initiative/project not started in FY17 due to circumstances - *Meets existing policy*

**No budget authority in FY17**

- 3. Requesting carryover of FY17 remaining funds to cover certain one-time special or capital projects that are not already approved/funded - *Does not meet existing policy*
- 4. Requesting carryover of FY17 remaining funds for unanticipated operating expenses not included in the FY18 budget - i.e., Not funded in FY18, but request/need has been identified; asking for unexpended FY17 dollars to cover that request/need (rather than wait until FY19 budget) - *Does not meet existing policy*

Tristana Treadway, Clerk of the Circuit Court presented an appeal for carryover funds in support of on-going projects to address security upgrades and disaster recovery plans. Timing constraints and coordination of projects and the necessary HVAC upgrades as requested by public works have played a significant role in several projects remaining incomplete during FY17. Ms. Treadway indicated that if FY17 carryover funds are not approved, FY18 funding will be insufficient to carry out these projects to address and implement necessary upgrades to ensure county safety, security, and abidance of state policies.

Sheriff Eric Hess came forward to present justification for the following items to be considered for FY17 carryover funds:

Security and Storage	\$9,000
CAD Training Overtime	\$7,000
Holiday & Discretionary Pay	\$13,000
Training for Mobile Devices	\$2,137
Police Supplies	\$13,230
Mobile Device Inv Services	\$2,974
Animal Control - Emergency Vet Care	\$1,140
Animal Control - Holiday & Discretionary Pay	\$6,000
E911 CAD Training Overtime	\$15,000
E911 - Holiday and Discretionary Pay	\$10,000

Following minimal discussion,

MOTION

Mr. O’Brien moved the Board of Supervisors approve the following carryover requests of FY17 unexpended budget lines from the listed departments to the FY18 Department Budget lines as specified and in the amounts listed:

Department	Budget Line	Amount
A. Clerk of Circuit Court	Security and Disaster Recovery	\$26,000
B. Circuit Court Judge	Security and Storage	\$9,000
C. Sheriff’s Office	CAD Training Overtime	\$7,000

D.	Sheriff's Office	Holiday & Discretionary Pay	\$13,000
E.	Sheriff's Office	Training for Mobile Devices	\$2,137
F.	Sheriff's Office	Police Supplies	\$13,230
G.	Sheriff's Office	Mobile Device Inv Services	\$2,974
H.	Animal Control	Emergency Vet Care	\$1,140
I.	Animal Control	Holiday & Discretionary Pay	\$6,000
J.	E911	CAD Training Overtime	\$15,000
K.	E911	Holiday and Discretionary Pay	\$10,000

with a total amount of \$105,481 to be re-appropriated. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FY17 To FY18 Schools Carryover Requests* – Mary Anna Twisdale, Management Analyst, Brenda Gilliam, Executive Director of Curriculum and Instruction, presented a local-funds carryover from FY17 to FY18. The Fluvanna County School Board requests that \$675,000 of unexpended FY17 Funds be re-allocated to the school division.

The proposed carryover request includes:

- Funds to cover unanticipated costs- \$165,000
  - Laptops received after June 30
  - Bus Replacement exceeding Capital Reserve
- Vehicle Replacement- \$50,000
  - 71 cars, trucks, and vans in the fleet
  - 48 of the vehicles are 2002 or older
  - Cars needed for student transport
  - Trucks needed for maintenance staff
- School Bus Replacement- 3 buses at \$300,000
  - 20 buses in fleet on daily routes are 2002 or older
  - Suggested replacement cycle 15 years
  - Will take fewer years to achieve suggested replacement cycle
- Additional Technology needs- \$85,000
  - Chromebook Carts and other Instructional Technology Needs
- Adjustments to Personnel Compensation Schedules- \$75,000
- Total Request= \$675,000
- Remaining Balance to return to County- \$563,484.52.

This supplemental appropriation, if approved, would authorize staff to appropriate the additional funds to FY18 revenue and expenditures in the Fluvanna County Public Schools general operating budget.

After wide-ranging discussion, the Board chose not to include \$75,000 in carryover funds for Personnel Compensation Adjustment nor \$85,000 for Additional Technology.

#### MOTION

Mr. Weaver moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$165,000, increasing the FY18 Schools local appropriation from \$17,260,315 to \$17,425,315. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$350,000 the FY18 CIP Budget (Schools), for the following items:

- A. Buses - \$300,000
- B. Student Transportation - \$50,000

Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

And,

#### MOTION

Mrs. Booker moved the Board of Supervisors approve carryover of FY17 Fluvanna County Public Schools unexpended local funds in the amount of \$35,000, increasing the FY18 Schools local appropriation from \$17,425,315 to \$17,460,315 Mr. O'Brien seconded and the motion passed 3-2. AYE: Sheridan, Booker, & O'Brien. NAY: Eager & Weaver. ABSENT: None.

Following the motion to approve the additional \$35,000 carryover, Mr. Payne ruled the motion out of order, as the issue had been determined in the previous motion.

*Request to Rescind Resolution 17-2009 GIS Mapping Fees*—Fred Payne, Count Attorney presented a request to rescind Resolution 17-2009 GIS Mapping Fees in order to bring current fees in compliance with the 2017 Freedom of Information Act (FOIA.) Virginia FOIA allows only actual costs be charged to the requester, whereas resolution 17-2009 allowed a flat fee to be charged.

With no discussion,

MOTION

Mrs. Eager moved to rescind Resolution 17-2009 GIS Mapping Fees, in order to comply with the current Freedom of Information Act legislation. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None.

*Charlottesville Area Alliance Support Resolution* – Steve Nichols, County Administrator brought forward a request to offer Fluvanna County support for the ongoing and expanding efforts of the new Charlottesville Area Alliance with regard to senior needs and services. Mr. Nichols reminded the Board that the Charlottesville Area Alliance presented at the November 1, 2017 Board of Supervisors Meeting.

MOTION

Mrs. Booker moved the Board of Supervisors adopt the resolution entitled, “Charlottesville Area Alliance Support Resolution.” Mrs. Eager offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Fluvanna County Reassessment Process Proposal* – Eric Dahl, Deputy County Administrator & Finance Director, brought forward a request to authorize staff to receive proposals through an RFP process in order to conduct two general reassessments within four years. In order to schedule a general reassessment other than every 4 years, Virginia Code Section 58.1-3254 requires the board approve a resolution to do so. The last resolution was adopted by the board in September 2013, allowing for the reassessments that became effective in 2015 and 2017.

With no discussion,

MOTION

Mr. O’Brien moved the Board of Supervisors authorize staff to prepare a Request for Proposals (RFP) to conduct two general reassessments of the real property and improvements within the County with the first to become effective as of January 1, 2019, and the second general assessment to become effective on January 1, 2021. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

*ARC Building Upgrades*—Wayne Stephens, Director of Public Works & County Engineer provided an update on the ARC Building in Kent’s Store. Mr. Stephens notes that the ARC Building is used throughout the year for County functions and events, including: Primary and General Election Polling Place for the Columbia District, Senior Activities Center (Parks & Recreation), and Community Town Halls and other meetings. The facility currently has inadequate heating, lighting, and kitchen facilities, and no air conditioning. Mr. Stephens stressed it may be in the best interest of the County to collaborate on facility upgrades, in order to better serve residents, to establish an agreement for continued use of the facility, and to ensure free use of the facility for County-sponsored functions.

Preliminary estimates of proposed repairs and maintenance include:

Immediate Needs	Cost Estimate
Roof ( <i>Skyline Roofing - 29 ga metal</i> )	\$12,100
Gutters, downspouts, snowguards ( <i>Skyline Roofing</i> )	\$1,700
Kitchen floor & kitchen remodel	\$7,500
HVAC ( <i>Cii - 2, 2.5 Ton Units</i> )	\$25,000
Interior Lighting & Elec. Service Upgrade ( <i>Rafale Electric</i> )	\$8,250
Rebuild Handicap Ramp	\$2,500
<b>TOTAL for Immediate Needs</b>	<b>\$57,050</b>
Additional Items ( "Wish List" )	Cost Estimate
Back-up Power ( <i>Rafale Electric</i> )	\$12,500
Wall repairs & paint	\$7,500
Outdoor lighting	\$2,500
Kitchen window	\$1,000
Doors	\$2,500
Refinish wood floors ( <i>Sikman Floors</i> )	\$3,500
New Ceilings ( <i>Commonwealth Interiors</i> )	\$6,500
<b>TOTAL for Wish List</b>	<b>\$36,000</b>
<b>GRAND TOTAL for all repairs</b>	<b>\$93,050</b>

The Board authorized Mr. Stephens to discuss these maintenance upgrade issues with the ARC Board, to prioritize the items, and to validate the costs for each. Once determined, come back to the Board for discussion and consideration.

9 - CONSENT AGENDA

The following items were discussed before approval:

The following items were approved under the Consent Agenda for November 15, 2017:

AP Report – October 2017 – Eric Dahl, DCA/Finance Director

**With Accounts Payable:**

**MOTION**

Mr. O'Brien to approved the consent agenda, for the November 15, 2017 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2017, in the amount of \$2,545,879.85. Mr. Weaver 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**

None.

**12 - PUBLIC COMMENTS #2**

At 10:12pm Chair Sheridan opened the second round of Public Comments.

- Perrie Johnson, Fork Union District School Board member, thanked the Board for partial approval of the schools' Carryover Requests.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 10:13pm.

**13 - CLOSED MEETING**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 10:13pm, 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.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds, Legal Matters, & 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 10:48pm, 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.

**14 - ADJOURN**

**MOTION:**

At 10:49pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, November 15, 2017. Mr. O'Brien 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

\_\_\_\_\_  
Mozell H. Booker  
Chair