

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
December 6, 2017
Regular Meeting 4:00pm
Work Session, 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 4:03pm Chair Sheridan, called the Regular Meeting of December 6, 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, for the December 6, 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.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Pleasant Grove Park Disc Golf Course - First 9 holes open for use, First hole located just past the playground and before the ball fields, Four sets of rental discs ordered (4 discs per set), Daily rates are \$5 per disc set with a \$50 deposit
- Community & County Staff Recognitions
 - Way to go to the Staff Tiger Team! Created standardized forms and hiring tools:
 - Pre-Hire Checklist
 - New Employee Orientation Checklist
 - New Employee Welcome Letter
 - New Library and Sheriff's Office Sign!
- Business Spotlight - Mac's Auto Center
- New Web Page: Fluvanna Business Directory - This is a FREE listing for Fluvanna County businesses registered to do business in Fluvanna. Online Submission. Contact Jason Smith, Director of Community and Economic Development at jsmith@fluvannacounty.org for further information.
- Announcements and Updates
 - State Corporation Commission (SCC) plans to hold Public Hearings on the proposed Aqua Rate Increase, Thursday, April 5, 2018, 4:00 pm & 7:00 pm, at Central Elementary Auditorium
 - Biennial BOS Planning Retreat - Saturday, Jan 20th, 9:00 am to 4:00 pm, LM Fire Department Training Room
 - Annual Employee Holiday Party – December 15, 2017, 11:30am – 1:00pm, Library
 - New "Park Regulations" Signs Posted in Pleasant Grove
 - County Administration request for BOS Contingency Funding
 - Rewrite, update, format, & standardize County policies
 - Need to hire a temp person to perform the work and to coordinate with all involved departments
 - About 6 weeks of work
 - Estimate - \$7,500
 - FY17 Comprehensive Annual Financial Report (CAFR) - Advance copy to BOS, Will be presented at the Dec 20th Meeting
- Next Meetings

Day	Date	Time	Purpose	Location
Wed	Dec 20	4:00 PM 7:00 PM	Non-Profit Budget Work Session & Regular Meeting	Courtroom
Wed	Jan 10	4:00 PM	BOS Organizational Meeting & Regular Meeting	Courtroom
Wed	Jan 17	4:00 PM 7:00 PM	Non-Profit Budget Work Session & Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:17pm Chair Sheridan opened the first round of Public Comments.

- Gene Ott, Fox Hollow Subdivision, offered appreciation for the Board's involvement in the repairs to Country Creek Way, paving the way for its acceptance into the VDOT Secondary System of Roads.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:24pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Director of Communications Position Upgrade—Eric Hess, Sheriff brought forward a request to update the Director of Communications position, reclassify the position, and approve a pay increase for Michael Grandstaff, Director of Communications.

Since January, 2016, the Director of Communications' position has evolved in order for the Sheriff's Office to meet state regulations as well as technological advancements. Michael Grandstaff, the current Director of Communications, has developed and taken on the responsibilities of four critical new functions while efficiently maintaining all the regular duties assigned to the Director of Communications.

The new functions that have become permanently assigned to the Director's position are:

- Officer of Infection Control
- Radio System Manager
- CAD System Administrator
- Everbridge System Administrator

After reviewing the new job description, Human Resources has recommended a new pay band classification from band 18 to 19 and a salary increase for Mr. Grandstaff from \$53,820 to \$59,500 annually.

The \$5,680 annual increase is requested in place of the Board approved budgeted increase of \$1,076.40 that Mr. Grandstaff would have received, effective December 24, 2017. The additional \$4,604 would compensate for the

With no discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve the updated Director of Communications position description and reclassify the position to band 19. Mrs. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved to approve the annual salary for Michael Grandstaff, Director of Communications, from \$53,820 to \$59,500 effective December 24, 2017 to accommodate for the additional job functions.

On a second from Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Proposed Fluvanna County Pay Bands and Schematic List of Classes – Gail Parrish, HR Manager presented a request to realign County Pay Bands, and approve salary adjustments for specific positions. Ms. Parrish provided an overview of County pay bands, noting that a pay band salary range (minimum – mid – maximum), is determined by market rates and many other factors, and is the range of pay established to pay employees for performing particular jobs and/or functions. The benefit of the salary range within the pay band allows career development and pay increases without promotion at each level. Ruling out significant changes in market factors, the pay bands' salary ranges should not be adjusted every year. The proposed Pay Bands and Schematic list of classes include several adjustments and positions moving to different pay bands that better aligns the factors used to determine the pay bands, as well as the classification for each position in the current market for Fluvanna County's positions. Position changes will be proposing during the FY19 budget process and any changes or requests for salary increases will be presented at that time.

If the proposed Pay Bands and Schematic list of classes is approved, the following positions are currently paid below the minimum of the proposed pay band's salary range, after the approved January FY18 2% increases:

- 2 – FT Deputy Treasurer I positions. Are currently \$0.29 per hour or \$2,119 annually less than the proposed minimum salary. An Annual total of \$4,238 increase to the FY19 annual budget.
- 6 – PT/Temp Library Clerk positions. Are currently \$0.66 to \$1.12 per hour less than the proposed minimum salary for employees who average 250 hours per year. An Annual total of \$1,335 increase to the FY19 annual budget.

FY19 Budgeted salaries: \$5,573 + fringes \$945 = Total FY19 Increase of \$6,518

MOTION

Mr. O'Brien moved the Board of Supervisors approve the proposed Fluvanna County Pay Bands and Schematic List of Classes as presented. 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 salary adjustments for the Fulltime Deputy Treasurer I's and Part Time/Temp Library Clerks that are being paid below the approved band's minimum as of the first payroll in FY19. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Atlantic Technology Consultants, Inc. Contract—Cyndi Toler, Purchasing Officer came forward with a request to approve a contract with Atlantic Technology Consultants, Inc. This contract provides for cell tower lease management as well as cell tower review. Mrs. Toler provided a summary of events leading to this request, as well as an overview of the services provided by Atlantic Technology Consultants, Inc.:

- An RFP was issued in July 2017, resulting in 3 proposals
- The RFP Committee chose to move forward with Atlantic Technology Consultants
- Services Provided on an as needed basis:
 - New Tower Application Review Services
 - Ordinance Review
 - Lease Management Services
 - Antenna Co-location Application Review Services
 - Countywide Tower Inventory/Audit
 - Countywide Master Plan
 - Wireless Broadband Development
 - Tower Review Fees are Pass Thru fees, they are reimbursed by the applicants
- Prior contractor charged \$4,000 per tower review, and 25% share for all lease payments to manage leases.
- Atlantic Technology will charge \$3,200 for NEW Tower reviews, & \$900 for review of co-locating on EXISTING towers.
- Lease Management Service - Atlantic Technology perform the following services that we will pay an Hourly fee for (anticipated 10-15 Hours Per lease):
 - Develop Leasing Strategy for County owned Communications Towers and Water Tanks.
 - Organize Inquiry system for potential lease candidates.
 - Provider Legal documents for Right of Entry Testing, Easement and Leasing.
 - Work with county on Sign Placement for Inquiries.
 - Meet with Inquiring Party
 - Have Party Provide Documents such as Site Plan, Structural Analysis etc.
 - Negotiate Lease (Tower and Ground); Rent, Maintenance and Developmental Fees.
 - Meet with county Attorney, County Administrator etc. for Lease.
 - Present/Meet with BOS for review and Approval.
 - Remain Point of contact for project.
 - The county will be responsible for receiving and tracking lease payments.
 - Tower/Structure Leasing= \$150/hour
 - Telecom Comp Plan/Ordinance Review- If Needed (Existing document) = \$150/hour.
 - Conditional Use Permits (new WCF or rebuild of existing tower) = \$3,200.00 per Application
 - Co-location Reviews on Existing Towers = \$900.00 per application
 - Accounting/Financial Analysis/Audit.....(When Required) = \$100.00
 - Communications Technician ...(When Required) = \$75.00
- The county will be responsible for receiving and tracking lease payments.

Following brief discussion focused on projected savings and the scope of services provided by Atlantic Technology,

MOTION

Mrs. Eager moved the Board of Supervisors approve the term contract between Fluvanna County and Atlantic Technology Consultants, Inc. for services associated with Telecommunications Facilities' Application Review and General Telecommunications Services 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. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

1st Addendum To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System for Maintenance Services—Cyndi Toler, Purchasing Officer presented a request to amend the Communications System Agreement with Motorola Solutions, Inc. to clarify maintenance costs related to the radio system infrastructure.

Mrs. Toler noted the following:

- Costs of the infrastructure Maintenance Services:
 - Initial Term (9-1-2017 to 6-30-218): \$88,106.52
 - Renewal #1 (7-1-2018 to 6-30-2019): \$313,324.20
 - Renewal #2 (7-1-2019 to 6-30-2020): \$336,606.72
 - Renewal #3 (7-1-2020 to 6-30-2021): \$343,697.16
 - Renewal #4 (7-1-2021 to 6-30-2022): \$365,827.56
- Cost may change slightly in the future when additional localities join our System. Those localities would then share in the Maintenance cost of the Core of our System.
- Services included
 - 24x7x365 Technical Support

- Network Hardware Repair
- Security Patching
- Onsite Support (Dispatch and Onsite Response)
- Annual Preventive Maintenance
- Network Event Monitoring
- Microwave Repair

There being very little discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve the 1st Addendum to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System for Maintenance Services and further authorize the County Administrator to execute the Addendum subject to the County Attorney revisions for a proper agreement and approval as to form. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Approval of the Surety for Fox Hollow Streets for VDOT Acceptance – Jason Stewart, Planning/Zoning Administrator presented a request to approve a surety amount to guarantee the integrity of the street improvements in the Fox Hollow Subdivision. The Virginia Department of Transportation (VDOT), Fluvanna County, and subdivision residents have worked together for several years to resolve items that prohibited Country Creek Way from being accepted into the VDOT Secondary System of Roads. Country Creek Way has been inspected and is ready to be taken into the state road system. Mr. Stewart noted that the Board must adopt a resolution ensuring the correction of faults in road workmanship or materials for the first year after the roads are taken into the state system, and the County needs to formally petition the Virginia Department of Transportation to begin the process for the roads to be taken into the Secondary System of Highways. Residents have borne the entirety of the costs for bringing the streets into compliance and are financially unable to commit to posting the surety amount of \$28,000 required by VDOT. The County holds funds from letters of credit, dating back to the original subdivision approval that will be used to guarantee these repairs.

MOTION

Mrs. Eager moved that the Board of Supervisors approve the resolution for a surety amount of \$28,000 to expire on December 31, 2018, in order for Fox Hollow subdivision's remaining unaccepted streets to be taken into the state roadway system. On a second from Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

Population Projections Presentation – Hamilton Lombard, Research Specialist, Demographics Research Group, Weldon Cooper Center for Public Service presented area population projections as prepared by the Weldon Cooper Center for Public Service.

CARE Task Force Report – Steve Nichols, County Administrator, and Task Force Members (Aaron Spitzer, Melissa Kenney, Susan Shumate, Darrick Mitchell) provided a report on the activities of the Task Force to date.

Highlights included:

- Task Force Charter and Responsibilities
- Community Presence and Participation
- FEMA Grant Update
- Actions and Plans – Phased Approach

In addition, the Task Force identified next steps, which might include:

- Approve the general CARE Concept and Phasing Plan
- Approve new signage for Columbia
- Renew Task Force Charter though June 30, 2018
- Authorize staff to begin the process of hiring expert to develop Historic District nomination
- Approve, or budget for, funding to support the CARE
 - To support grant applications (~\$15,000)
 - For Historic District nomination work (~\$7,500)
 - Add'l funding wedge for potential FY20 and beyond funding support needs

The Board directed staff to add a 6-month extension of the CARE Task Force Charter and approval of the CARE Task Force Phase Plan to the December 20, 2017, meeting agenda.

FY17 4th Quarter Budget Report—Eric Dahl, Deputy County Administrator & Finance Director, provided the FY17 4th Quarter Budget Report. Mr. Dahl noted that typically, Offices/Departments should have expended approximately 100% of their budgets at the end of the fourth quarter, and all Offices/Departments are within expected range. FUSD was expended at 100.5% owing to year-end compensated leave and depreciation adjustments.

Unexpended dollars for all funds in the FY17 budget:

	ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED
OPERATIONAL EXPS	20,535,586	823,835.00	21,359,421.00	20,072,859.28	-	1,286,561.72	94.0%
SCHOOL EXPENSES	38,278,423	1,000,063.00	39,278,486.00	37,605,737.89	-	1,672,748.11	95.7%
CAFETERIA EXPENSES	1,478,168	54,331.00	1,532,499.00	1,393,179.80	-	139,319.20	90.9%
DEBT SERVICE	7,847,009	(177,000.00)	7,670,009.00	7,658,707.16	-	11,301.84	99.9%
UTILITIES EXPENSES	326,745	(4,437.00)	322,308.00	302,948.90	-	19,359.10	94.0%
FUSD EXPENSES	351,002	8,922.00	359,925.00	361,760.15	-	(1,835.15)	100.5%
GRAND TOTAL	68,816,933	1,705,714.00	70,522,648.00	67,395,193.18	-	3,127,454.82	95.6%
CIP	9,473,750						
GRAND TOTAL	78,290,683						

FY18 1st Quarter Budget Report— Eric Dahl, Deputy County Administrator & Finance Director, reported on FY18 1st Quarter spending. Typically, Offices/Departments should have expended approximately 25% of their budgets at the end of the first quarter and noted that most Offices/Departments are within expected range. Three Offices/Departments are over-expended:

- Board of Supervisors— 32.1% (pg. 1)
 - Public Official Insurance/Dues
 - Advertising – costs difficult to predict, indicates an increase in Public Hearings
- Correction & Detention – 48.2% (pg. 21)
 - Second Quarter payment processed prior to October 1
- Debt Service— 60.9% (p. 53)
 - Annual payments made in July, not throughout the year

Summary of 1st Quarter Expenditures:

	ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED
OPERATIONAL EXPS	21,768,073	296,703.00	22,170,257.00	5,092,133.54	18,327.13	17,059,796.33	23.1%
SCHOOL EXPENSES	39,634,787		39,634,787.00	8,312,372.88	-	31,322,414.12	21.0%
CAFETERIA EXPENSES	1,597,046		1,597,046.00		-	1,597,046.00	0.0%
DEBT SERVICE	10,468,627	(1,624,608.00)	8,844,019.00	5,388,901.34	-	3,455,117.66	60.9%
UTILITIES EXPENSES	354,563		354,563.00	51,056.20	-	303,506.80	14.4%
FUSD EXPENSES	354,719		354,719.00	58,623.24	-	296,095.76	16.5%
GRAND TOTAL	74,177,815	(1,327,905.00)	72,955,391.00	18,903,087.20	18,327.13	54,033,976.67	25.9%
CIP	1,447,100						
GRAND TOTAL	75,624,915						

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for September 6, 2017:

Minutes of November 1, 2017 – Kelly Harris, Clerk to the Board

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

VDOT Secondary Street Acceptance Request – Fox Hollow Phase 3— Jason Stewart, Planning/Zoning Administrator

FCPS FY18 Title IV Part A- Student Support and Academic Enrichment Grant—Brenda Gilliam, Executive Director for Instruction and Finance

Ratification of Sale of Former Cunningham School – Eric Dahl, DCA/Finance Director

MOTION

Mr. Weaver moved to approved the consent agenda, for the December 6, 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

BOS Chair Rotation and Decorum – Mozell Booker, Vice Chair/Fork Union Supervisor brought up the possibility of rotating the Board Chair on a yearly/biennial basis. Following general discussion, the consensus of the Board is to continue with current protocol, electing a Chair and Vice Chair at each Organizational Meeting.

Mrs. Eager read a letter from citizens who live on Redskins Lane, inquiring about follow up on VDOT plans to provide signage for the school bus stop near her home. The citizen had other concerns, including trash accumulating on the road near her home. Mr. Nichols indicated that he would follow up with Mr. Alan Saunders at VDOT regarding signage.

12 - PUBLIC COMMENTS #2

At 6:40pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 6:40pm.

13 - DINNER RECESS (*Recess to the Morris Room*)

MOTION TO EXTEND

MOTION

Mr. Weaver moved to extend the meeting until midnight. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

WORK SESSION

FY19 Preliminary Budget Discussion – Steve Nichols, County Administrator, Eric Dahl, DCA/Finance Director

- Fund Balance Overview
- Debt Overview
- Tax Rates – History and Projection
- Revenue – Myths and Facts
- Expenditures Overview
- Personnel
- CIP Issues
- School System Funding
- Emergency Services
- Miscellaneous Issues – Accounting System Updates

14 – CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 8:53pm, 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.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, & 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 9:48pm, 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." Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

15 – ADJOURN

MOTION

At 9:48pm, Mr. O'Brien moved to adjourn the regular meeting of Wednesday, December 6, 2017. Mrs. Booker 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
Vice Chair