

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
September 4, 2019
Regular Meeting 4:00pm

MEMBERS PRESENT:

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

ABSENT:

None.

ALSO PRESENT:

Eric M. Dahl, County Administrator
 Fred Payne, County Attorney
 Caitlin Solis, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:01pm Chair Sheridan called to order the Regular Meeting of September 4, 2019.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the September 4, 2019 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

- New Commissioner of the Revenue Staff member
 - Sarah Pullen- Deputy COR II
 - Started Monday, August 5th
- New Public Work's Staff member
 - Bobby Popowicz- Utilities Project Manager (PT)
 - Started Monday, August 19th
- 2019 Elected Officials Breakfast will be held Tuesday, October 1, 2019 at 8am in the Fluvanna County Library. Elected Officials, Board of Supervisors, School Board, Constitutional Officers, Department Heads will meet with Senator Peake, Delegate Ware, Delegate Bell and representatives for Senator Warner and Representative Rigglesman to discuss issues affecting Fluvanna County and the Commonwealth.
- Monthly County and Schools Meeting
 - Mr. Dahl asked the Board of Supervisors if they wanted to continue the monthly meeting with the County Administrator, the Superintendent, the BOS Chair and an another BOS member on a consistent basis.
- Fluvanna County EDA issuance of tax exempt bonds
 - The Fluvanna County EDA is acting as a conduit for a bond transaction
 - Fluvanna County has bank qualified bond issuing capacity of about 10 million dollars. In 2019 the County does not intend to use the tax exempt bonds on behalf of the county so the EDA can issue bonds to other tax exempt organizations.
 - There will be a onetime fee payed to the EDA as well as an annual fee to the EDA as the issuer of the bonds and SOCA will be obligated to repay the bonds to the bank.
 - Similar transactions have been made in previous years for Veritas School in Richmond and Region 10.
 - There will be a public hearing held on September 12, 2019 in Fluvanna County in the County Administration building to approve an inducement resolution
 - The BOS would then vote on a resolution to issue the bond at the September 18, 2019 Board of Supervisors meeting.
- Local Government Spending Index (LGSI)
 - 20 Year Comparative Look (1998- 2018)
 - Charlottesville, Albemarle, Fluvanna, Greene, Nelson, Louisa
 - Fluvanna 2nd fastest growing locality (43.51%).

- Fluvanna 1st in terms of school enrollment growth (24%).
- The 2019 Quad County Business Summit will feature its first-ever pitch competition.
 - The QuadTank will offer entrepreneurs from the four localities (Greene, Fluvanna, Louisa & Orange) a funding opportunity to take their business ideas to the next level.
 - The winning individual or team will be awarded a cash prize to be used to implement their business plans.
- Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Sep 18	7:00 PM	Regular Meeting	Courtroom
Wed	Oct 2	4:00 PM	Regular Meeting	Courtroom
Wed	Oct 16	7:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:16pm Chair Sheridan opened the first round of Public Comments.

Sam Patterson, Palmyra District, expressed his displeasure at offering a 3.57-million-dollar bond to SOCA, a competing soccer organization in Albemarle. Mr. Patterson asked the Board to help facilitate opportunities for the local FYSA athletes in Fluvanna County.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:22pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Position Description for HVAC Specialist - Jessica Rice, Human Resources Manager requested the Board of Supervisors approve the position description for a HVAC Specialist. County currently pays an average of \$142,000 annually to a contractor for labor and mileage for HVAC preventative maintenance, troubleshooting, repairs, retrofitting and installation.

- The cost is driven by the age of the systems, number of units, mileage for service calls, and contractor profit margin.
- HVAC work is a specialized trade for which there are trained and experienced workers in the area, who could perform the necessary work while being a part of County staff.
- Transitioning the HVAC work to County staff will result in approximately 40-45% saving on the average annual expenditure for the service.
- A contractor will still be utilized to assist with large replacement projects and emergency service coverage when the HVAC Specialist is unavailable.
- The expected savings on the first year is \$42,000 and the savings would average \$70,000 every year thereafter.

MOTION:	Approve the position description for the new HVAC SPECIALIST position.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Termination of Agreement for Services with The Pierce Group Benefits, LLC - Jessica Rice, Human Resources Manager proposed the approval of the termination agreement for services between the County of Fluvanna and The Pierce Group Benefits, LLC.

- The current contract with The Pierce Group Benefits was signed in February 2016 for an initial 1-year term beginning July 1, 2016. This contract automatically renews in July of each subsequent year, indefinitely.
- The contract includes services for both benefits advisory services, and health and supplemental Insurance brokerage.
- Currently, we are paying The Pierce Group Benefits, LLC \$1,402.89 per month for the contracted services.
- Due to the County's changing needs, a new request for proposal will be issued by internal staff for health insurance coverage. All other benefits administration will be handled internally by County staff.
- The contract savings will allow for additional personnel support for Human Resources programs, initiatives, and regulatory compliance.

MOTION:	Approve the termination of the Agreement for Services between The Pierce Group Benefits, LLC and the County of Fluvanna dated February 9, 2016 by letter of termination directed to Mr. Chris Pierce of The Pierce Group Benefits, LLC with such termination being effective December 31, 2019 and authorize the County Administrator to sign the termination letter subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Position Description for Human Resources Assistant – Jessica Rice, Human Resources Manager requested the Board of Supervisors approve the Position Description for a Human Resources Assistant.

- The addition of a part-time position in the Human Resources Department will assist with the workload generated through internal Benefits Administration.
- HR Assistant will assist with new health and wellness initiatives and overall human resources administrative functions.
- The position description was created based upon administrative needs and will improve efficiency, service, and programming of employee benefits.

MOTION:	Approve the following description for the new Human Resources Assistant position.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 – PRESENTATIONS

General Assembly Legislative Program – David Blount, Director of Legislative Services, Thomas Jefferson Planning District Commission presented the 2019 TJPDC legislative priorities

- State Budget and funding obligations
- Public education funding
- Broadband
- Local revenue authority
- Children's Services Act
- Land Use and Growth Management

Zion Crossroads Small Area Plan – Sandy Shackelford, Director of Planning and Transportation, Thomas Jefferson Planning District Commission

- TJPDC conducted a small area plan for the Fluvanna and Louisa Zion Crossroads area
- Already funded from funds that were previously contributed
- 8/21/19 had a kick off meeting to discuss the included area to create a unified area to live, shop, work, and play
- The next small area plan meeting will be October 4, 2019, location to be determined
- Town hall meetings will also be scheduled in the future

2019 County Fair Review – Aaron Spitzer, Director of Parks and Recreation

- 5,993 to 7,000+ visitors
- Total expenses: \$15,625.51
- Total revenue: \$25,316.75
- 2019 balance: \$9,691.24
- A special needs event welcomed youth and adults with special needs to the fair on Friday from 10am to Noon. This event was made possible by Wade Parrish from EW Thomas Grocery, The Fluvanna County Public Schools and Parks and Recreation.
- The Fair Board made \$23,252.86 and had \$21,098.95 of expenses for a 2019 balance of \$2,153.91
- Total hours worked by Parks and Rec staff: 365 hours
- Suggestions for 2020:

- Parks and Rec needs help with parking
- Raise gate fee from \$2 to \$3 and give the Fair Committee the \$1 from each ticket sold for seed money the following year
- Allow fair committee to hold a beer/wine garden on Saturday from 11am-6pm
- The board of supervisors was supportive of Mr. Spitzer’s requests for 2020
- Chair Sheridan suggested getting radio ads for next year

9 - CONSENT AGENDA

The following items were discussed before approval:
Minutes of August 21, 2019

The following items were approved under the Consent Agenda for September 4, 2019:

- Minutes of August 21, 2019, as amended – Caitlin Solis, Clerk to the Board
- FY19 Treasurer’s Office Supplemental Appropriation – Liz McIver, Management Analyst

MOTION:	Approve the consent agenda, for the September 4, 2019 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

TBD

11 - NEW BUSINESS

TBD

12 - PUBLIC COMMENTS #2

At 5:37pm Chair Sheridan opened the second round of Public Comments.
With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:37pm.

13 - CLOSED MEETING

MOTION:	At 5:37pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, & Legal Matters.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 6:51pm, move 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.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, September 4, 2019 at 6:52pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

DRAFT