

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
March 5, 2025
Regular Meeting 5:00pm
Budget Work Session 7:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair *(entered the meeting at 5:14pm)*
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
John M. (Mike) Sheridan, Columbia District

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

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

At 5:02pm, Chair Fairchild called to order the Regular Meeting of March 5, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the March 5, 2025 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Absent	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Announcements and Updates - New Employees
- Linda Mills, Finance Department, Procurement Officer, February 18th

Pleasant Grove Park Bridge
- The bridge that connects the Heritage Trail from behind the library to the dog park has started to be replaced again as of March 4. This was the bridge that was fixed and then washed away from its foundation during the last flood. Thank you, Greg Sawyer, from FUSD and Matt Stancil from Parks and Recreation for working together to get this accomplished! Matt took most of the bridge apart to make it lighter to move for Greg to get the mini-excavator to pull it back into place. Matt is currently replacing the decking, rails, and ramps for the bridge and we hope to have it back open to the public by next Friday.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Mar 12	5:30 PM	BOS Budget Work Session	Morris Room
Wed	Mar 19	5:00 PM	BOS Budget Work Session	Circuit Court
Wed	Mar 19	6:00 PM	Regular Meeting – Set Proposed FY26 Budget & CY25 Tax Rates for Advertising	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:06pm, Chair Fairchild opened the first round of Public Comments.
- Jeffery Potter, 474 Covered Bridge Rd, addressed the Board as the Asst. Chief of Kents Store Fire, commenting on the budget process.
- James Schoenster, 843 Jefferson Dr, spoke in favor of fully funding the School, MACAA, and Jaunt’s full budget requests.
- Jack Beuth, 121 Middleton Mills Ln, commented on demographics in relation to development.
- James Kelly, 363 Manor Blvd, commented on the budget process.
With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:22pm.

None.

7 – PRESENTATIONS

VDOT Quarterly Report – Scott Thornton, Residency Administrator/Louisa Residency

- *no presentation.*

Monticello Area Community Action Agency Update – John Edwards, Interim Executive Director MACAA, gave the Board of Supervisors an overview of MACAA Services in Fluvanna County.

MACCA Mission

- Empowering Families to navigate pathways to Prosperity by educating, inspiring, and advocating for those in need.

MACAA Programs

- Hope House Family Navigation Program
- Project Discovery
- After School Program
- Early Education Services (2-3 years of age)
- Food Pantry
- Thrift Store (Soft Opening soon)
- Emergency Services

MACAA Programs in Fluvanna County

- Emergency Services – 202 individuals
- Project Discovery – 14 students of 79 students (86% - first generation college students, 43% - have visited colleges/universities, 71% - financial literacy, banking, budgeting seminars/training, received elevator pitch training, Pre-employment & work maturity training)
- Food Pantry – 704 individuals served
- Thrift Store – Opening Soon

Comprehensive Plan Update – Todd Fortune, Director of Planning
Community Meetings - Compile input from the meetings into a Summary Report. Develop and disseminate a citizen survey to gather additional input. The projected timeline for surveys is late March/early April.

Advisory Groups

- The following advisory groups have been restarted/created to assist with the update of the Plan:
 - Rural Preservation (existing)
 - Historic Preservation (existing)
 - Housing (new)
 - Economic Development (new)
- Staff reached out to members of the existing groups to gauge their interest in continuing to participate in their respective groups. Staff also reached out to the community through the County web site and Fluvanna Fan Mail to solicit interest.
- A total of 18 applications were received from interested individuals.
 - Of those, six (6) applied to serve on multiple groups.
- Staff prepared recommendations for advisory group appointments.
- Per Commission by-laws, the Planning Commission Chair made appointments to the advisory groups during the February Commission meeting.

Advisory Group Assignments:

Rural Preservation	Historical Preservation	Housing	Economic Development
Suzy Morris	Tricia Johnson	Tom Diggs	Steven Hurwitz
Raghvendra Singh	Overton McGehee	Veneda Roth	Curtis Putnam
Jeffery Potter	Kathleen Kilpatrick	Kim Hyland	Rudy Garcia
Chuck Wright	Joseph Gitz	Charlotte Gregory	Brittany Gray
Haden Parrish			Loretta Johnson-Morgan

Comprehensive Plan – Next Steps

- Next Steps.
 - Complete Community Meetings.
 - Kickoff Meetings for Advisory Groups (March)
 - Citizen Surveys (March/April).
 - The Schedule for Plan development will be revised in April/May.

8 - ACTION MATTERS

FY25 Law Enforcement and General Government Pay Rates and Classifications Update – Eric Dahl, County Administrator

The County is in need of updating the Pay Rates and Classifications to remain competitive in the marketplace and to continue to attract and retain a talented workforce at market rates for Law Enforcement and General Government.

Law Enforcement Pay Rates and Classifications

The Law Enforcement Pay Rates and Classifications were updated in FY23 in response to the Compensation Study and then again fully across the board for FY25 on May 15, 2024. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for law enforcement staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost of Living Adjustment (COLA). However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.

In FY25, the Board of Supervisors provided a 4% COLA for County staff. The proposed FY25 Law Enforcement Pay Rates and Classifications have been adjusted by increasing the starting pay band 105 midpoint by 2%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, mid, maximum) will be updated. By making the 2% adjustment versus the full 4% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Law Enforcement Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states “Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 Law Enforcement Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

With these adjustments, it will provide for a minimum starting pay of \$57,624 for Deputy Sheriff – In Training (Non-Certified) and \$60,147 for a Certified Deputy Sheriff, not including amounts for sign-on bonuses or patrol shift differential pay. If the proposed adjustments are implemented, there will 4 full-time employees and 1 part-time employee below the new starting salary minimums, which are currently in the lowest pay bands (105 and 106). Since it is recommended to implement this in FY25, \$1,600 (salary and benefits) would be the not to exceed cost for the remainder of FY25. This amount can be covered by existing vacancy savings. The annual estimated amount for FY26 will not to exceed \$5,100 (salary and benefits).

General Government Pay Rates and Classifications

The General Government Pay Rates and Classifications were last updated fully across the board on August 3, 2022. On August 3, 2022 for FY23, the County implemented the findings of the Compensation Study, which provided updates to the Law Enforcement and General Government Pay Rates and Classifications. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for new staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost Of Living Adjustment (COLA) However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.

In FY24, the Board of Supervisors approved a 7% COLA for all County staff. In FY25, the Board of Supervisors provided a 4% COLA for all County staff. The proposed General Government Pay Rates and Classifications have been adjusted by increasing the starting pay band 5 midpoint by 9%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, midpoint, maximum) will be updated. By making the 9% adjustment versus the cumulative 11% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states “Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 General Government Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

If the proposed adjustments are implemented, there will 15 full-time employees and 26 part-time employees below the new starting salary minimums, which are currently in the lower pay bands. Out of the 41 total full-time and part-time employees below the minimum new starting salaries, 38 are in or below the General Government pay band 14. 22 of the part-time employees are in the lowest pay bands (5 and 6). Since it is recommended to implement this in FY25, \$12,000 (salary and benefits) would be the not to exceed cost for the remainder of FY25.

This amount can be covered by existing vacancy savings and/or personnel contingency. The annual estimated amount for FY26 will not to exceed \$38,000 (salary and benefits).

MOTION:	Approve the updated FY25 Law Enforcement and General Government Pay Rates and Classifications, as presented, effective March 5, 2025 and the pay rate changes for employees below the new minimum starting rates to be effective March 9, 2025				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were discussed before approval:

F - FY25 FCPS Grants Supplemental Appropriation – Brenda Grasser, Executive Director for Instruction and Finance

The following items were approved under the Consent Agenda for March 5, 2025:

- Minutes of February 18, 2025 – Caitlin Solis, Clerk to the Board
- Assistant County Attorney Job Description – Donna Snow, Director of Human Resources and Dan Whitten, County Attorney

MOTION:	Approve the consent agenda, for the March 5, 2025 Board of Supervisors meeting except for item F - FY25 FCPS Grants Supplemental Appropriation being deferred until March 19, 2025.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

TBD

12 - NEW BUSINESS

- Senator Ciphers requested a meeting with the Board of Supervisors. The Board agreed to meet two at a time and not hold a Special Meeting

13 - PUBLIC COMMENTS #2

At 6:33pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:33pm.

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 6:37pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3 & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate – County-owned property located in the Fork union District, Prospective Industry – prospective business update in the Fork Union, Palmyra, and Columbia Districts.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:17pm, 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.”				
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MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

BUDGET WORK SESSION

- The Board began the Budget Work Session by asking Dr. Gretz questions about State funding, pay raises, and insurance.
- The Board then moved on to CIP requests from the Schools, Fire and Rescue, Parks and Rec, County Department Budget Proposals/CIP Review

MOTION TO EXTEND

- *At 8:59pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 9:59pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- *At 9:59pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 10:30pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - CLOSED MEETING

MOTION:	At 10:01pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Prospective Industry – prospective business update in the Fork Union, Palmyra, and Columbia Districts.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 10:44 pm, 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:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- *At 10:44pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 10:50pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Adjourn the regular meeting of Wednesday, March 5, 2025 at 10:45pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

APPROVED