

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Courtroom, Fluvanna Courts Building**  
**72 Main Street, Palmyra, VA 22963**  
**August 6, 2025**  
**Regular Meeting 5:00pm**

**MEMBERS PRESENT:** Chris Fairchild, Cunningham District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
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 August 6, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Dahl requested the addition of Employee Survey, and Food and Beverage Tax to Unfinished Business.

<b>MOTION:</b>	Accept the Agenda, for the August 6, 2025 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:  
Groovin’ at the Grove

- Joe The Spy will be playing Saturday, August 9<sup>th</sup>. Based in Richmond, Joe The Spy is a 6-piece blues rock band playing music from Stevie Ray Vaughn to Aretha Franklin. A unique sound to sing and dance to! FOOD TRUCKS: Tasty Vittles' and Blue Ridge Pizza. Beer Garden Sponsor: Fluvanna Girls Softball League

**COMMUNITY CENTER UPGRADES**

- Thanks to Dale Critzer for getting the entrance way, hallways and stage room at the Community Center upgraded and looking like a new building! There has been new paint (stage room, hallways, entrance and senior room), lowered front arch with improved lighting, as well as new flooring. More repairs to the rest of the building are coming in the future.

**BUTTERFLY HOUSE AT PG PARK**

- The updated greenhouse at the Butterfly Garden has been improved over the past year or so to become a thriving Butterfly House. Through their hard work, the Master Gardeners and Master Naturalists along with Mr. Rossnagel has made this a destination for nature lovers bringing visitors from within and outside of Fluvanna County. Parks and Recreation would like to recognize and thank them for their volunteered time making Pleasant Grove Park and Fluvanna County a destination to visit!

**COUNTY VS COUNTY KICKBALL TOURNAMENT**

- The Second Annual County vs County Kickball Tournament was held on Friday, July 25 at RF&P Park in Henrico County.
- Seed Game was a loss to Hanover (B) 7-5, Game 1 we were the 4 seed beating 5 seed Powhatan 7-4, Game 2 we played 1st seed Goochland losing 14-3. 3rd seed Henrico won the tournament for the 2nd year.
- 2025 Fluvanna County Team - Vincent Rizzo, Dan Whitten, Faith Stuart, Eric Dahl, Aaron Spitzer, Brendan Krett, Nancy Frazier, Kim Mabe, Matt Stancil, Lauren Sheridan, Tori Melton, and Alex Porter.

Day	Date	Time	Purpose	Location
Wed	Aug 20	6:00 PM	Regular Meeting	Circuit Court
Wed	Sept 3	5:00 PM	Regular Meeting	Circuit Court
Wed	Sept 17	6:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:13pm, Chair Fairchild opened the first round of Public Comments.

- Don Reynard, 3531 Union Mills Rd, commented on the unallocated fund balance, and the food and beverage tax.
- Pat Block, 103 Island Hill Rd, thanked the Board for her appointment to the Parks and Recreation Advisory Board.
- Ashly Boschen, 816 Jefferson Dr, gave a brief update of the Habitat form Humanity projects in the county.
- Patti Reynard, 3531 union Mills Rd, commented on unallocated funds, raising taxes, and land use.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:22pm.

6 – BOARDS AND COMMISSIONS

<b>MOTION:</b>	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
<b>BOARD/COMMISSION/COMMITTEE</b>	<b>APPOINTEES</b>		<b>APPT/ REAPPT</b>	<b>BEGINS TERM</b>	<b>ENDS TERM</b>
Community Policy and Management Team (CPMT) – Parent Representative	Nikki Sheridan		Appt	8/6/2025	6/30/2026
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Abstain
<b>RESULT:</b>	4-0-1				

7 – PRESENTATIONS

None.

8 - ACTION MATTERS

Fork Union Water Supply System Design Services – Waterlines Preliminary Design Proposal – Eric Dahl, County Administrator

- In June 2021 VEPCO received and SUP and Conditional Rezoning to construct a lined sanitary landfill in order to dispose of the Coal Combustion Residuals on the property adjacent to the Bremo Power Station. This landfill will affect existing ground water wells within a 1.5 mile radius of the Power Station, including two FUSD wells and private wells. To provide a safe and reliable potable water source for the residents and business users in the FUSD, the County will need to construct a new water supply system.
- VEPCO proffered funds for these improvements as part of the SUP and Conditional Rezoning approval.
- The new water supply system will take raw water from a JRWA raw water main, will include a transmission main to a new water treatment plant, and will include finished water distribution mains.
- The cost of this preliminary design project is \$1,121,870.
- The scope of work in this Project Agreement should be completed within 10 months (June 2026).

<b>MOTION:</b>	Approve Project Agreement 07 with Dewberry Engineers, Inc. for professional engineering services and authorize the County Administrator to execute the Agreement subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

<b>MOTION:</b>	Approve a supplemental appropriation for the FY26 Fork Union Sanitary District budget in the amount of \$1,121,870, with funding to come from the Dominion Energy Water Supply Payment Proffer Funds for Engineering.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

Fork Union Water Supply System Design Services – Water Treatment Plant 30% Design Proposal – Eric Dahl, County Administrator

- The cost of this 30% preliminary design project is \$616,590.
- The scope of work in this Project Agreement should be completed within 12 months (September 2026).

MOTION:	Approve Project Agreement 08 with Dewberry Engineers, Inc. for professional engineering services and authorize the County Administrator to execute the Agreement subject to approval as to form by the County Attorney.				
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:	Approve a supplemental appropriation for the FY26 Fork Union Sanitary District budget in the amount of \$616,590, with funding to come from the Dominion Energy Water Supply Payment Proffer Funds for Engineering.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY27 Budget Calendar – Theresa McAllister, Management Analyst II

- Ms. McAllister gave the Board of Supervisors a brief overview of the proposed FY27 Budget Calendar.
- Mr. Hodge asked if the budget adoption dates could be up to allow the Commissioner of the Revenue and the Treasurer’s Offices more time to produce the tax bills. After some discussion, the Board agreed to defer until the next Board meeting so staff can look into new dates.

MOTION:	Defer the FY27 Budget Calendar until the August 20, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Approval of Paving Contract with ProSeal Services, Inc. – Dan Whitten, County Attorney

Contract terms the County should be aware of:

The County issued IFB #2025-01 on July 11, 2025.

- Vendor was the lowest responsive and responsible bidder for the Pleasant Grove Park Paving projects out of four bidders.
- Total paving cost is \$201,216 for the following projects:
  - o Pleasant Grove – Roads
  - o Pleasant Grove House – two parking lots
  - o Two parking lots near soccer field and playground
  - o 9 speed humps
- This lowest bid is \$21,216 higher than the County-budgeted amount of \$180,000; additional money will need to be appropriated.
- Other bid totals: \$252,215.00, \$274,325.00 and \$260,089.00.

MOTION:	Approve a supplemental appropriation in the amount of \$21,216 for the FY26 Pleasant Grove Park Paving CIP, with such funds to come from Unassigned Fund Balance.				
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:	Approve the Paving Contract with ProSeal Services, Inc. for four (4) projects at Pleasant Grove Park at a total cost of \$201,216.00, and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Authorization to Advertise for a public hearing to approve two Deeds of Easement to VDOT – Dan Whitten, County Attorney

- Fluvanna County owns the property identified as TM #18-A-1E, located at Route 600 (South Boston Rd.) near Lake Monticello.
- VDOT intends to add a left turn lane off Route 600 onto Route 618 (Lake Monticello Road), for which project it requires a Right of Way Easements on the County parcel.
- VDOT also intends to install a Brightspeed/CenturyLink communication facility within the same parcel.
- VDOT has offered the County \$4,000 for the Right of Way Easement.
- *Mr. Hodge asked if ground rent will be collected for the Brightspeed facility. Mr. Whitten will reach out to VDOT and have an update for the Board at the August 20, 2025 meeting.*

MOTION:	Advertise a public hearing to be held August 20, 2025 to approve a Right of Way Deed of Easement and a Utility Deed of Easement to Virginia Department of Transportation.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Application for Special Event Permit (SEP) – Fork Union Drive-In LLC – Eric Dahl, County Administrator

- Fluvanna Code Sec. 7-1-2: *Musical or entertainment festival or festival* shall mean any gathering of groups or individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces not within an enclosed structure.
- Planning & Zoning has recommended the Fork Union Drive-in applicant apply for a Special Event Permit for the ribbon cutting opening event- currently planned for September 13th.
- The Fork Union Drive-In ribbon cutting and fundraising event on Saturday, September 13, 2025 will include antique cars, local vendors, local music, open concession stand, and fireworks. Gates opening around 10am and ending after a firework show, approximately 10pm. Admission will be free, but a small donation at the gate entrance will be requested.

MOTION:	(approve/ deny/ defer) the application for Special Event Permit (SEP) for an event to take place at the Fork Union Drive-In on September 13, 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				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for August 6, 2025:

- Minutes of July 2, 2025 – Caitlin Solis, Clerk to the Board
- Accept Dedication of Utility Easements for extension of County water and sewer lines – Dan Whitten, County Attorney
- Accounts Payable Report for May 2025 – Tori Melton, Director of Finance
- Accounts Payable Report for June 2025 – Tori Melton, Director of Finance
- CRMF - CEN Playground Equipment – Don Stribling, FCPS Executive Director
- CRMF - FCHS Bus Loop Sheetrock and Ceiling – Don Stribling, FCPS Executive Director
- CRMF - FCHS Chiller 1 – Don Stribling, FCPS Executive Director
- CRMF - FCHS Stage CYC Lights – Don Stribling, FCPS Executive Director
- FY26 FCPS Grants Supplemental Appropriation – Brenda Grasser, Executive Director for Instruction and Finance
- FY25 FUSD Insurance Claim - Replace Fire Hydrant due to Vehicle Crash – Tori Melton, Director of Finance
- FY25 Aid to Localities Fund - Fire Department – Tori Melton – Director of Finance
- FY25 Treasurer’s Office Supplemental Appropriation – Tori Melton, Director of Finance
- FY26 Additional Library State Aid Supplemental Appropriation – Tori Melton, Director of Finance
- FY26 IT Tyler Technologies Supplemental Appropriation – Tori Melton, Director of Finance
- Emergency Management Generalist Position Updates – Eric Dahl, County Administrator
- Revised Bylaws for Parks & Recreation Advisory Board (RAB) – Aaron Spitzer, Director of Parks and Recreation
- Temporary Staff Stipend for Additional Duties – Jones – Eric Dahl, County Administrator
- Temporary Staff Stipend for Additional Duties - Shiflett – Lt. Joshua Greene, Sheriff’s Office

MOTION:	Approve the consent agenda, for the August 6, 2025 Board of Supervisors meeting.				
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

Employee Survey – Mr. Dahl gave the Board an update on the status of the Employee Survey.

Food and Beverage Tax – Mr. Fairchild asked for clarification on the Food and Beverage Tax requirements after a winery in the county reached out to him with questions. Mr. Whitten clarified the code and answered questions from the Board.

Tree at Crofton – Mr. Dahl gave the Board a quick update on the tree removal at Crofton. VDOT will remove the tree in the right of way and will also remove another tree very close to the line once the property owner has signed a right of entry.

12 - NEW BUSINESS

- Mr. Hodge asked about the status of the new administration building. Mr. Dahl updated the Board on the weekly meetings with the architects. Mr. Fairchild asked about the estimated cost of the new administration building. Mr. Dahl will bring the estimated cost back at a future meeting.

13 - PUBLIC COMMENTS #2

At 6:37pm, 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 6:37pm.

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.5, A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Prospective Industry – Prospective business in the Columbia District; Investment of Funds – Contract User Grant under the Water and Sewer Ordinance in Zion Crossroads, organizational assessment proposals review; Legal Matters – Contract User Grant under the Water and Sewer Ordinance in Zion Crossroads, legal advice involving Special Use Permit conditions for project Expedition, billing for the Fork Union Sanitary District.				
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 9:18 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:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

**MOTION TO EXTEND**

- At 9:18pm, a motion was made to extend the Board of Supervisors meeting.

<b>MOTION:</b>	Approve a motion to extend the August 6, 2024 Regular Board of Supervisors meeting to 9:39pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion	Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**15 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, August 6, 2025 at 9:19pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Second		Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Caitlin Solis  
Clerk to the Board

\_\_\_\_\_

Christopher S. Fairchild  
Chair