

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
June 3, 2026
Regular Meeting 5:00pm**

MEMBERS PRESENT: Tony O’Brien, Rivanna District, Chair
Timothy M. Hodge, Palmyra District, Vice Chair
Mike Goad, Fork Union District

ABSENT: Chris Fairchild, Cunningham District
John M. (Mike) Sheridan, Columbia District.

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 5:03pm, Chair O’Brien called to order the Regular Meeting of June 3, 2026. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl requested the addition of James River Water Authority Loan Refunding to New Business.

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|----------------|--|----------|-----------|-------------|--------------|
| MOTION: | Accept the Agenda, for the June 3, 2026 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: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates

CARNIVAL: MAY 6 – 9 / Groovin’ at the Grove May 9

- This year’s carnival was another success with the County receiving \$13,153.00 revenue from the four days.
- Thanks to FAST (Wednesday) and BSA Crew 154 (Thursday and Friday) for parking help!
- This was also the first Groovin at the Grove with an attendance of 285 people. Chickenhead Band played while FYB sponsored the beer garden. Food trucks were Cuba Mex and Simply Trending.

Spotlight on Business

Congratulations and Ribbon Cuttings for Fluvanna Health Clinic – Fork Union location, Kid Creative & Co., and Ground up Café.

Announcements and Updates

- Fluvanna Job Fair June 4, 2026 from 4-7pm at the Fluvanna County Public Library. Event to explore career opportunities and establish professional relationships.
- Art in the Park – June 13, 2026 10am-3pm at Pleasant Grove Park
- Groovin’ at the Grove – June 13, 2026 5-7pm, food and beer garden 4-7pm at Pleasant Grove Park, Cherry Red to perform.

NEXT BOS MEETINGS

| Day | Date | Time | Purpose | Location |
|-----|--------|---------|-----------------|---------------|
| Wed | Jun 17 | 6:00 PM | Regular Meeting | Circuit Court |
| Wed | Jul 1 | 5:00 PM | Regular Meeting | Circuit Court |
| Wed | Aug 5 | 5:00 PM | Regular Meeting | Circuit Court |
| Wed | Aug 19 | 6:00 PM | Regular Meeting | Circuit Court |

5 - PUBLIC COMMENTS #1

At 5:08pm, Chair O’Brien opened the first round of Public Comments.

- James von Ottenritter, 2126 Nahor Manor Rd, commented on VDOT mowing outside the right of way without permission.

With no one else wishing to speak, Chair O’Brien closed the first round of Public Comments at 5:13pm.

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| MOTION: | Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s): | | | | |
| BOARD/COMMISSION/COMMITTEE | APPOINTEES | APPT/REAPPT | BEGINS TERM | ENDS TERM | |
| Finance Board (Citizen Representative) | Rudy Garcia (I) | Reappt | 7/1/2026 | 6/30/2030 | |
| Parks and Recreation Advisory Board (Fluvanna County Schools Representative) | Scott Morris (I) | Reappt | 7/1/2026 | 6/30/2029 | |
| Piedmont Virginia Community College Board (Fluvanna Citizen Representative) | Charles Haden Thomas Parrish (I) | Reappt | 7/1/2026 | 6/30/2030 | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

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|-----------------------------------|---|--------------------|--------------------|------------------|--------------|
| MOTION: | Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s): | | | | |
| BOARD/COMMISSION/COMMITTEE | APPOINTEES | APPT/REAPPT | BEGINS TERM | ENDS TERM | |
| Regional Housing Partnership | Timothy Hodge | Appt | 6/3/2026 | 12/31/2027 | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

7 – PRESENTATIONS

VDOT Quarterly Report – Craig Simpson, VDOT Residency Administrator

Mr. Simpson introduced himself as the new VDOT Residency Administrator in Louisa County; and gave an update on VDOT projects in the county including, road maintenance, construction projects. The Board pointed out various road issues to be corrected.

8 - ACTION MATTERS

Position Description Updates for the Department of Emergency Services – Eric Dahl, County Administrator

On December 21, 2022, the Board of Supervisors approved the original position descriptions for the then newly created Department of Emergency Services EMS providers. With the required certifications necessary for EMS professionals to provide an increased level of care for patients, it is also appropriate to add a new mid-level position description between current EMT Basic Life Support and EMT Advanced Life Support. The below chart reflects the proposed changes.

| Current Position Description Name | Proposed Position Description Name | Pay Band |
|-----------------------------------|------------------------------------|----------------|
| EMT Basic Life Support (BLS) | EMT Basic Life Support (BLS) | 14 - unchanged |
| None | Advanced EMT | 16 - new |
| EMT Advanced Life Support (ALS) | Medic | 19 - unchanged |

- For the EMT Basic Life Support (BLS) position description, the only change occurs with removing the increased Advanced certification level out to create the new mid-tier position description.
- For the new Advanced EMT position description, this creates an appropriate next level succession for the certification level required.
- For the new Medic position description, the only change is the position name to appropriately signify the level of care that can be provided.

Included in the package are two documents from the Virginia Office of Emergency Medical Services (OEMS) differentiating the different levels of care for certifications:

- Virginia OEMS Scope of Practice Formulary
- Virginia OEMS Scope of Practice Procedures

There are currently four Department of Emergency Services staff that will qualify to move from the EMT Basic Life Support (BLS) position to the new Advanced EMT position.

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| MOTION: | Approve the Job Description updates for EMT Basic Life Support (BLS) and Medic, as well as the new Job Description for Advanced EMT, as presented, and further approve a FY27 budget transfer of \$16,500 from the Department of Emergency Services operational budget lines to personnel lines and a FY27 budget transfer of \$10,511 from Personnel Contingency to the Department of Emergency Services personnel budget lines. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Second | Motion | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

Authorization to Advertise a Public Hearing – Flying Club MOU Amendment – Kelly Harris, Asst. County Administrator

- Fluvanna County Radio Control Flying Club, Inc, has utilized a portion of the former Fluvanna landfill for club activities, including the construction of a landing strip and racetrack. The construction and maintenance of these areas has been funded entirely through Flying Club funds.
- The Flying Club has requested an amendment to the current Memorandum of Understanding (MOU). Requested changes include:
 - Removal of all instances of “racetrack” from the MOU, as this is no longer used or a function of the Flying Club.
 - Replacement of the current Geo-Tex landing strip with tarmac, funded entirely by the Flying Club.
 - A longer MOU term: the current MOU includes a five-year term that may be terminated by either party. The Flying Club has requested lengthening the term to ten years.
- The Flying Club hosts periodic events to which the public is invited, and which have been well-organized and well-attended. These events have benefitted several animal rescue organizations in the County. Original MOU was entered into in 2005; current expiration/renewal is 2027. Proposed expiration/renewal – 2036.

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| MOTION: | Authorize County Staff to advertise a Public Hearing on July 1, 2026 in order to consider amending and renewing a Memorandum of Agreement between the County and the Fluvanna County Radio Control Flying Club, LLC. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

Coves at Monticello Performance Incentive Grant – Eric Dahl, County Administrator

At the March 2, 2022 Board of Supervisors meeting, the board approved the Development and Performance Agreement for the Coves at Monticello affordable workforce housing complex, by agreeing to provide semi-annual grants through the EDA based on a certain percentage of the taxes paid by the Developer due to the increased real estate assessment, which is billed after a certificate of occupancy for the project is issued.

The first real estate tax bill meeting the terms of the Development and Performance Agreement was for real estate taxes due June 5, 2025, and the developer has paid all required real estate tax bills to date based upon the increased assessment. The developer has also met all other milestone terms in the agreement. The stipulated (base) 2021 assessed value of the property per the agreement is \$71,439.14. The current assessed value of the property to \$16,926,992.00. The difference between the assessed values is \$16,855,552.86 and at a current real estate tax rate of \$0.755 per 100, that equals an annual 2026 Performance Incentive Grant of \$127,259.42, equaling a first half payment at \$63,629.71 and second half payment at \$63,629.71. The first half 2026 tax payment was made and confirmed by the Treasurer’s Office.

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| MOTION: | Approve the Performance Incentive Grant amount of \$63,629.71 for FY26, with such payment to be made to the Economic Development Authority of Fluvanna County, Virginia, and for subsequent remittance to Monticello Coves Realty Partners LP, and further authorize a supplemental appropriation of \$63,629.71 from Unassigned Fund Balance for payment of the grant funds. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Second | Motion | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for June 3, 2026:

- *Minutes of May 20, 2026* – Caitlin Solis, Clerk to the Board
- *Position Description for Deputy Director of Communications* – Kelly Harris, Assistant County Administrator
- *FY26 Department of Social Services Share of the Cost Allocation Funds* – Tori Melton, Director of Finance
- *Accounts Payable Report for April 2026* – Theresa McAllister, Management Analyst II
- *Utility Easement License Agreement with Zion 3 Notch LLC* – Dan Whitten, County Attorney

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| MOTION: | Approve the consent agenda, for the June 3, 2026 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for April 2026, in the amount of \$3,440,663.37. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

11 - UNFINISHED BUSINESS

TBD

12 - NEW BUSINESS*James River Water Authority Loan Refunding* – Eric Dahl, County Administrator

- Mr. Dahl gave the Board a brief update on the refunding of previously taken debt to see if there is an opportunity to save between \$281,000 and \$200,000 over the life of the loan.

13 - PUBLIC COMMENTS #2

At 5:56pm, Chair O'Brien opened the second round of Public Comments.

- Ray Bassi, 50 Smokewood Dr, commented on the Tenaska project's water usage.

With no one else wishing to speak, Chair O'Brien closed the second round of Public Comments at 6:02pm.

14 - CLOSED MEETING

None.

15 - ADJOURN

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| MOTION: | Adjourn the regular meeting of Wednesday, June 3, 2026 at 6:04pm. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O'Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Absent | Yes | Yes | Yes | Absent |
| RESULT: | 3-0 | | | | |

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Anthony O'Brien
Chair