



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

June 6, 2018, at 4:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None.

7 – ACTION MATTERS

- F FCPS Carysbrook Elementary, Roof Project Phase I —Chuck Winkler, FCPS Superintendent
- G CARE Task Force Charter and Membership Extension – Steve Nichols, County Administrator
- H FY19 Pay Rates and Classifications – Jessica Rice, HR Manager

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

None.

9 – CONSENT AGENDA

- I Minutes of April 18, 2018—Kelly Belanger Harris, Clerk to the Board
- J Minutes of May 2, 2018—Kelly Belanger Harris, Clerk to the Board
- K Policy 5.2 - Website Privacy and External Link Policy – Steve Nichols, County Administrator
- L FY19 Pay Increase - County Administrator – Jessica Rice, HR Manager
- M Senior Program Support Assistant, Building Inspections - Jason Smith, Community & Economic Development Director & Jessica Rice, HR Manager
- Mc Farm Heritage Museum Amendment #3—Cyndi Toler, Purchasing Officer
- N Memorandum of Understanding (MOU) Between of the County of Fluvanna and Fluvanna County Radio Control Flying Club, LLC—Cyndi Toler, Purchasing Officer
- O Resolution of the Designation of Rural Rustic Highway— Rte 680 - Middle Fork Road—Jason Stewart, Planning & Zoning Administrator

10 – UNFINISHED BUSINESS

County Staff Pay Raise Inclusion Policy--Jessica Rice, Human Resources Manager

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

Fluvanna County...The heart of central Virginia and your gateway to the future!

13 – CLOSED MEETING

TBD

14 – ADJOURN



Digitally signed by Steven
M. Nichols
Date: 2018.05.31 14:31:27
-04'00'

County Administrator Review

Fluvanna County...The heart of central Virginia and your gateway to the future!

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

Fluvanna County...The heart of central Virginia and your gateway to the future!



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

2018-2019 STRATEGIC INITIATIVES AND ACTIONS

A	SERVICE DELIVERY
A1	Work with FRA to identify support options for Fire and Rescue volunteers.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)
A5	Improve partnership with the school system for shared use of county and school owned facilities.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)
B	COMMUNICATION
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.
B3	Meet with local Pastors to discuss effective communications and community support.
B4	Promote tax due dates, public hearings, etc., in FAN Mail.
B5	Expand County Website to receive, answer, and post questions from residents.
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.
C	PROJECT MANAGEMENT
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).
C4	Create master report and marketing plan regarding County tower assets and rental options.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.

C6	Create a County-wide overlay map showing utilities and other key features that support business growth and development.
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
C10	Pursue Phase II of Fork Union streetscape project.
D	ECONOMIC DEVELOPMENT AND TOURISM
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
D2	Develop a “This is Fluvanna County” video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
D3	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.
D4	Conduct 2018 local Business Climate Survey and analyze results.
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.
D6	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities
D8	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)
D9	Review higher density options between PDA and R4.
D10	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,
E	FINANCIAL STEWARDSHIP AND EFFICIENCY
E1	Review local business license/registration options and pros/cons.
E2	Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
E3	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
E5	Expand Fluvanna County Website Data Dashboard with key metrics.
E6	Implement easy to access electronic format code of ordinances (MuniCode or similar).

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB F

MEETING DATE:	June 6, 2016				
AGENDA TITLE:	FCPS Carysbrook Elementary Roof Project Phase I				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$150,000 to the FY18 Carysbrook Elementary Roof Project Phase I CIP, with funding to come from Unassigned Fund Balance.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Don Stribling, Executive Director, FCPS				
PRESENTER(S):	Chuck Winkler, Superintendent, FCPS Andy Wills, Maintenance Supervisor, FCPS				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<ul style="list-style-type: none"> • Informal estimate for Phase I has come in at \$250,000 for 24,000 sq. ft. • FCPS currently has \$107,000 in the CIP for this entire project. • We have begun the RFP process. • Bids for completion of the project are estimated at \$550,000 – \$700,000 (65,000 sq. ft.) which would be included in the FY20 CIP requests. 				
FISCAL IMPACT:	This request would increase the Carysbrook Elementary Roof Project CIP budget from \$107,909.87 to \$257,909.87.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X	X		

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB G

MEETING DATE:	June 6, 2018				
AGENDA TITLE:	CARE Task Force Charter Renewal & Appointment Extensions				
MOTION(s):	I move to approve a one-year extension of the CARE Task Force Charter until June 30, 2019 and further move to extend Task Force member appointments for terms to end June 30, 2019.				
STRATEGIC INITIATIVE?	Yes XX	No	If yes, list initiative(s):		C1
AGENDA CATEGORY:	Public Hearing	Action Matter XX	Presentation	Consent Agenda	Other
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<p>The CARE Task Force was established by the BOS on July 5, 2017.</p> <p>The Task Force Charter was previously extended from Dec 31, 2017 until June 30, 2018.</p> <p>The Task Force requests to continue work through FY19 and all members are requesting reappointment</p>				
FISCAL IMPACT:	TBD				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	CARE Task Force was established by the BOS on July 5, 2017.				
ENCLOSURES:	<ul style="list-style-type: none"> • Charter • Current Appointees 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CHARTER COLUMBIA AREA RENEWAL EFFORT (CARE) TASK FORCE

Approved
By BOS:
July 5, 2017

1. Purpose. The purpose of the Columbia Area Renewal Effort (CARE) Force is to advise, assist, support, and advocate for positive change and renewal efforts in the Columbia area. The Task Force will prepare a of proposed actions for consideration by the Board of Supervisors.



Task
report

2. Task Force Duration. The work of the Task Force is intended to be completed and a final report of recommendations submitted to the Board of Supervisors by December 31, 2017, unless an extension is approved by the Board.

3. Tasks / Responsibilities. In collaboration with County staff and other local agencies, the Task Force shall develop a list of proposed action steps to:

- a. Promote citizen engagement.
- b. Support renewal and clean-up efforts.
- c. Identify and develop green space opportunities and options.
- d. Advocate for improved public safety awareness and positive actions.
- e. Protect and enhance unique historical/architectural resources.
- f. Review and assess Historic District designation options.
- g. Support business attraction.
- h. Propose and support public events for the Columbia area.

4. Membership. Membership shall be comprised as follows:

- a. Columbia-area resident, business, and/or property owner members (8) (appointed by Board of Supervisors)
- b. Columbia Interfaith Council representative
- c. Fluvanna Historical Society Representative
- d. Fluvanna County Columbia District Supervisor
- e. Fluvanna County Sheriff (or representative)
- f. Fluvanna County Administrator (or representative)
- g. Fluvanna County Community & Economic Development representatives (2)

- h. Fluvanna County Public Works representative
- i. Fluvanna County Parks & Recreation representative
- j. The Chair may request other ad hoc members to participate in task force efforts, as needed. This will likely include subject matter experts and representatives from local support agencies.

5. Organizational Structure

a. Chair. The Task Force will be chaired by Board of Supervisors' representative (or designee).

b. Meetings

(1) **Public meetings are generally scheduled for the third** Monday of each month at 7:00 pm.

(2) Meetings will be advertised via the County website. Additional or special meetings may be called by the Chair with 72-hour notice to members and posting of the notification on the County website.

(3) A quorum shall consist of a simple majority of members.

c. Minutes. Minutes of each meeting will be prepared by a designated County representative, and following adoption by the Task Force, shall be posted on the County website.

d. Recommendations and Reports. Task Force reports and action recommendations will be submitted in writing to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.

6. Parliamentary Authority

a. The Task Force shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

b. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

CARE Task Force Members

Last Name	First Name	Position
Duncan	Robin	Powhatan Resident
Hess	Eric	Sheriff
Johnson	Tricia	Fluvanna Historical Society
Jones	Chuck	Columbia Interfaith Council
Kenney	Melissa	Fluvanna Resident
Knepper	James	Fluvanna Resident
Mehfoud	John	Columbia Prop Owner; Goochland Resident
Mehfoud	Suzanne	Columbia Prop Owner; Goochland Resident
Mitchell	Darrick	Columbia Resident
Nichols	Steve	County Administrator
Robinson	Brad	Senior Planner
Sarafin	Justin	Dir. Preservation Initiatives & Engagement
Shelley	Isaac	Local Business/Property Owner
Sheridan	Mike	Columbia District Supervisor
Shumate	Susan	Columbia Interfaith Council
Spitzer	Aaron	Director, Parks & Recreation
Stephens	Wayne	Director, Public Works
Tinsley	Carolyn	Columbia Resident
Zimmer	Ed	Planning Commission Rep
Zoll	Kevin	Building Official

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB H

MEETING DATE:	June 6, 2018				
AGENDA TITLE:	FY19 Pay Rates and Classifications				
MOTION(s):	I move to approve the revised FY19 Pay Rates and Classifications, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Jessica Rice, HR Manager, and Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<ul style="list-style-type: none"> • The BOS approved the FY18 Schematic List of Classes on December 6, 2017. However, there were a number of typographical errors and misalignment of positions between the list presented and the summary of changes. This update corrects those errors as noted. • The revision also incorporates the position changes approved in the FY19 Adopted Budget. • In addition, the range between Minimum and Maximum hourly/salary amounts in each pay band has increased from 40% to 50%. This expansion of the ranges more accurately reflects actual staff pay and minimizes the number of staff who are near the top of their pay band range. • There are no new costs resulting from the corrections. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	FY18 Schematic List of Classes originally approved on December 6, 2017				
ENCLOSURES:	FY19 Pay Rates and Classifications (Draft)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	

FY19 Pay Rates and Classifications

Fluvanna County

Pending Approval: June 6, 2018

			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually incl. 208 hrs scheduled OT		
			Pay Bands 01-16 +5.5% per band; PB 17-31 +6.0%			** 2,184 hrs annually (OT above 86 hours/PP)		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
1			\$9.13	\$11.42	\$13.70	\$19,000	\$23,750	\$28,500
2			\$9.64	\$12.05	\$14.46	\$20,045	\$25,056	\$30,068
3			\$10.17	\$12.71	\$15.25	\$21,147	\$26,434	\$31,721
4	8871	Library Aid, PT/Temp	\$10.73	\$13.41	\$16.09	\$22,311	\$27,888	\$33,466
5	1450 1612 3461 4131 8851 9999	Clerk, PT/Temp Registrar Assistant, PT/Temp Convenience Ctr Worker, PT/Temp Facilities Assistant/Temp Library Clerk, PT/Temp Camp Counselor, Seasonal	\$11.32	\$14.15	\$16.97	\$23,538	\$29,422	\$35,307
6	4132	Museum Attendant (PT)	\$11.94	\$14.92	\$17.91	\$24,832	\$31,040	\$37,248
7	1611 3150 3171 8831	Assistant Registrar Building Services Worker Grounds Maintenance Worker I Library Assistant, FT & PT	\$12.60	\$15.74	\$18.89	\$26,198	\$32,748	\$39,297
8	3172 4111	Grounds Maintenance Worker II Recreation Program Specialist	\$13.29	\$16.61	\$19.93	\$27,639	\$34,549	\$41,458
9	1123 1411 1521 1811 2011 3611 4112	Admin. Program Support Assistant, PT/Temp Deputy Treasurer I Deputy Commissioner I Deputy Clerk I Program Support Assistant – Building Inspections Utilities System Operator - Trainee Active Seniors & Therapeutic Recreation Coordinator	\$14.02	\$17.52	\$21.03	\$29,159	\$36,449	\$43,739

Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
	3631	Utilities Specialist						
	4115	Recreation Amenities Manager						
	6212	Communications Team Lead			*	\$37,664	\$47,080	\$56,496
	6511	Deputy Sheriff I (Not LEO Certified)			**	\$35,952	\$44,940	\$53,928
13	1081	Paralegal/Legal Assistant	\$17.37	\$21.71	\$26.05	\$36,123	\$45,154	\$54,184
	1330	Financial Services Specialist						
	2111	Codes Inspector - Code Enforcement Officer						
	3431	Convenience Center Manager - Recycle Coord.						
	6251	Communications Supervisor (911 Center)			*	\$39,735	\$49,669	\$59,603
	6511	Deputy Sheriff I (LEO Certified w/no other Cert./Spec.)			**	\$37,929	\$47,411	\$56,894
14	2211	Codes Inspector - Building & Site Inspector	\$18.32	\$22.90	\$27.48	\$38,110	\$47,637	\$57,165
	2350	Planner						
	6281	Communications Operations Coordinator (911 Center)			*	\$41,921	\$52,401	\$62,881
	6512	Deputy Sheriff II (LEO + 1 other Cert./Spec.)			**	\$40,015	\$50,019	\$60,023
	6551	Deputy Sheriff - Investigator I			**	\$40,015	\$50,019	\$60,023
15	1122	IT Systems Technician	\$19.33	\$24.16	\$28.99	\$40,206	\$50,257	\$60,309
	2112	Codes Inspector - E&SC Plans Reviewer						
	6513	Deputy Sheriff III (LEO + 2 or more other Certs/Spec.)			**	\$42,216	\$52,770	\$63,324
	6552	Deputy Sheriff - Investigator II (1 or > other Certs/Spec.)			**	\$42,216	\$52,770	\$63,324
16	1351	CSA Coordinator	\$20.39	\$25.49	\$30.59	\$42,417	\$53,021	\$63,626
	1381	Purchasing Officer						
	2351	Senior Planner						
	6571	Deputy Sheriff - Sergeant			**	\$44,538	\$55,672	\$66,807
17	3550	Water System Manager	\$21.62	\$27.02	\$32.42	\$44,962	\$56,203	\$67,443
	3670	Project Manager, PT/Temp						
	6572	Deputy Sheriff - Sergeant of Investigations			**	\$47,210	\$59,013	\$70,815
18			\$22.91	\$28.64	\$34.37	\$47,660	\$59,575	\$71,490
	6591	Deputy Sheriff - Lieutenant			**	\$50,043	\$62,553	\$75,064

Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
19	6591	Deputy Sheriff – Lieutenant	\$24.29	\$30.36	\$36.43	\$50,519	\$63,149	\$75,779
17 (Exempt)	1091 1451 1551 1711 1851	Executive Assistant / Clerk to the Board Chief Deputy Treasurer Chief Deputy Commissioner of the Revenue Victim/Witness Manager Chief Deputy Clerk	\$21.62	\$27.02	\$32.42	\$44,962	\$56,203	\$67,443
18 (Exempt)	1385 1600 9410	Management Analyst Director of Elections/General Registrar Emergency Management Coordinator	\$22.91	\$28.64	\$34.37	\$47,660	\$59,575	\$71,490
19 (Exempt)	3680 6291	Assistant Public Works Director Director of Communications (911 Center)	\$24.29	\$30.36	\$36.43	\$50,519	\$63,149	\$75,779
20 (Exempt)	1130 2250 8800	Human Resources Manager Building Official Library Director	\$25.75	\$32.18	\$38.62	\$53,551	\$66,938	\$80,326
21 (Exempt)	1120 4290	Director of Information Technology Director of Parks and Recreation	\$27.29	\$34.11	\$40.94	\$56,764	\$70,954	\$85,145
22 (Exempt)	2390 6651 6671	Planning and Zoning Administrator Deputy Sheriff - Captain, Administration Deputy Sheriff - Captain, Field Operations	\$28.93	\$36.16	\$43.39	\$60,169	\$75,212	\$90,254
23 (Exempt)	1000 3690	Director of Community & Economic Development Director of Public Works / County Engineer	\$30.66	\$38.33	\$45.99	\$63,780	\$79,724	\$95,669
24 (Exempt)	1191 6680	Deputy County Administrator/ Finance Director Chief Deputy Sheriff - Major	\$32.50	\$40.63	\$48.75	\$67,606	\$84,508	\$101,410

Pay Band	Class	Position Title	Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
25 (Exempt)	1750	Assistant Commonwealth's Attorney	\$34.45	\$43.07	\$51.68	\$71,663	\$89,578	\$107,494
26 (Exempt)	1490 1590 6690	Treasurer Commissioner of the Revenue Sheriff	\$36.52	\$45.65	\$54.78	\$75,962	\$94,953	\$113,944
27 (Exempt)			\$38.71	\$48.39	\$58.07	\$80,520	\$100,650	\$120,780
28 (Exempt)			\$41.03	\$51.29	\$61.55	\$85,351	\$106,689	\$128,027
29 (Exempt)	1890	Clerk of Circuit Court	\$43.50	\$54.37	\$65.24	\$90,473	\$113,091	\$135,709
30 (Exempt)			\$46.11	\$57.63	\$69.16	\$95,901	\$119,876	\$143,851
31 (Exempt)	1790	Commonwealth's Attorney	\$48.87	\$61.09	\$73.31	\$101,655	\$127,069	\$152,482

Special	Seasonal Time Keepers	\$16.00	Per Game
Special	Seasonal Referees	\$28.00	Per Game

FY19 Pay Rates and Classifications

Pending Approval: June 6, 2018

Summary of Changes from FY18

Job Class	Position / Description of Change	From	To	Notes
N/A	Maximum pay is 50% above the Minimum in each pay band			More accurately reflect required PB range
2011	Program Support Assistant - Building Inspections	9	N/A	Position eliminated
2021	Senior Program Support Assistant - Building Inspections	N/A	10	Position upgrade approved in FY19 Budget
1420	Deputy Treasurer II	10	11	Correcting Pay Band error in FY18 Schematic
1531	Deputy Commissioner II - IT Specialist	10	11	Correcting Pay Band error in FY18 Schematic
1531	Deputy Commissioner II	10	11	Correcting Pay Band error in FY18 Schematic
1821	Deputy Clerk II	10	11	Correcting Pay Band error in FY18 Schematic
6211	Communications Officer (911 Center)	11	10	Correcting Pay Band error in FY18 Schematic
6221	Communications Officer, PT Temp (911 Center)	11	10	Correcting Pay Band error in FY18 Schematic
1511	Deputy Commissioner III - Mapping Technician	11	12	Correcting Pay Band error in FY18 Schematic
1430	Deputy Treasurer III	11	12	Correcting Pay Band error in FY18 Schematic
1831	Deputy Clerk III	11	12	Correcting Pay Band error in FY18 Schematic
6511	Deputy Sheriff I (Not LEO Certified)	13	12	Correcting Pay Band error in FY18 Schematic
6591	Deputy Sheriff - Lieutenant	19	18	Correcting Pay Band error in FY18 Schematic
1600	Director of Elections/General Registrar	18	18	Position name change

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB I

MEETING DATE:	JUNE 6, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors April 18, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 18, 2018, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for April 18, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
April 18, 2018
Regular Meeting 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair (*Arrived at 7:03pm*)
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District (*arrived 7:01pm*)
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, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 7:00pm Vice Chair Booker, called to order the Regular Meeting of April 18, 2018.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols noted that Tab A: *VDOT Quarterly Update and Secondary Six Year Plan Discussion*—Alan Saunders, PE, VDOT Louisa Residency, is not an Action Matter, but will be heard in the order presented on the Agenda.

MOTION

Mr. Weaver moved to accept the Agenda, as presented, for the April 18, 2018 Regular Meeting of the Board of Supervisors. Mr. Eager seconded and the Agenda was adopted by a vote of 3-0. AYES: Booker, Eager, and Weaver. NAYS: None. ABSENT: Sheridan, O’Brien.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
 - Celebrating Children's Fair - Great turnout and a big success with 153 Adults and 121 children
- Announcements and Updates
 - Clerk’s Office Records Room HVAC Closet complete
 - Farm Museum moving along
 - Barking Dogs complaint again
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	May 2	4:00 PM	BOS Regular Meeting	Courtroom
Wed	May 16	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Jun 6	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Jun 20	7:00 PM	BOS Regular Meeting	Courtroom

- From Chair Sheridan – Fluvanna Christian Service Society Dedication April 27, 2018 at 11am at Carysbrook Complex

5 - PUBLIC COMMENTS #1

At 7:18pm Chair Sheridan opened the first round of Public Comments.

- Pat Burke, Kathy’s Lane, and Steve Harvey, Kathy’s Lane spoke about the trash along Kathy’s Lane.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:25pm.

6 - PUBLIC HEARING

Fluvanna County Code Amendment Concerning Motor Vehicles and Traffic Taxation – Steve Nichols, County Administrator, requested an amendment to the County Code in order to impose a vehicle license fee on every trailer and semi-trailer garaged in the County.

With no questions from the Board, Chair Sheridan opened the Public Hearing at 7:26pm.

- Pat Burke, Kathy’s Lane, inquired as to the definition of “trailer.” Mr. Nichols indicated that “trailers” refers to those that are pulled behind vehicles.

There being no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:27pm

With no discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve, "AN ORDINANCE TO AMEND AND REENACT CHAPTER 15, ARTICLE 2, SECTIONS 15-2-1 THROUGH 15-2-3 OF THE FLUVANNA COUNTY CODE REGARDING LICENSE FEES FOR CERTAIN VEHICLES." Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

ZTA 18:02 - Amendment of Telecommunications Fee—Brad Robinson, Senior Planner, presented a request to amend the Fluvanna County Zoning Ordinance. The amendments are made to update the fee schedule for telecommunication facilities. Additions to, modifications of, or collocations onto existing towers now require a fee of \$550 (the cost of a minor site plan), plus any applicable consultant review fees and mailing costs. A new tower is specifically required to obtain a Special Use Permit, followed by a Site Plan. Applicable mailing costs and consultant fees apply.

With no questions or discussion from the Board, Chair Sheridan opened the Public Hearing at 7:30pm.

With no one wishing to speak, Chair Sheridan closed Public Hearing at 7:30pm.

Mr. Weaver asked for clarification on the change to the fees; Mr. Payne provided rationale for the changes. The proposed amendment removes that \$4,000 figure, simplifying the language to state the applicant must bear the costs of the consultant review.

MOTION

Mr. O'Brien moved that the Board of Supervisors approve ZTA 18:02, an ordinance to amend Chapter 22, Article 17 and Article 27 of the Fluvanna County Code By Certain Amendments to Sections and Subsections 22-17-7, and 22-27-14, Thereof, Amending the Fluvanna County Zoning Ordinance. The public purpose of these amendments is to update the fee schedule for telecommunication facilities.

Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

7 - ACTION MATTERS

VDOT Quarterly Update and Secondary Six Year Plan Discussion [Presentation]—Alan Saunders, PE, VDOT Louisa Residency, came before the Board to provide a brief overview of the Secondary Six Year Plan, and to give an updated of VDOT activities in the County.

Authorization to Advertise Public Hearing for VDOT Secondary Six Year Plan—Steven M. Nichols, County Administrator requested authorization from the Board to advertise a Public Hearing for the Virginia Department of Transportation Secondary Six Year Plan.

Following general discussion,

MOTION

Mrs. Eager moved the Board of Supervisors authorize staff to advertise for a Public Hearing regarding the Virginia Department of Transportation Secondary Six Year Plan. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Sheridan. NAY: None. ABSENT: None.

Appointment to the Economic Development and Tourism Advisory Council (EDTAC) Business Rep. Position—Steven M. Nichols, County Administrator presented the slate of candidates for the Economic Development and Tourism Advisory Council (EDTAC.) Nina Monroe was the sole applicant.

With no discussion,

MOTION

Mrs. Booker moved to appoint Nina Monroe to the Economic Development and Tourism Advisory Council (EDTAC), Fluvanna County Business Representative, with the term to begin April 18, 2018 and to terminate June 30, 2021. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

County Building Utility Usage Update—Wayne Stephens, Director of Public Works & County Engineer provided a three month electricity usage comparison of county buildings before and after ESCO project.

Mr. Stephens noted:

- Electricity costs for months of Dec-Feb were studied
- A Net Reduction of \$4,000 has been realized
- Ten of fourteen buildings have seen reduced costs
- Treas./Comm. Bldg. is the most notable exception
 - Extensive renovation work was being performed during the time period analyzed
 - Electricity costs were elevated due to power tools and inefficiency of HVAC during work
- Public Safety Building has seen a modest increase
 - Significant amounts of additional communications equipment was added during same period as ESCO project.

9 - CONSENT AGENDA

The following items were discussed before approval:

Accounts Payable Report – March 2018—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for April 18, 2018:

Minutes of March 7, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of March 14, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of March 21, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of March 28, 2018—Kelly Belanger Harris, Clerk to the Board

Accounts Payable Report – March 2018—Eric Dahl, Deputy County Administrator/Finance Director

FY18 3rd Quarter Voluntary Contributions—Mary Anna Twisdale, Management Analyst

VDOT Secondary Street Acceptance – Panorama Subdivision—Steven M. Nichols, County Administrator

FY18 Library E-Rate Funds Supplemental Appropriation—Mary Anna Twisdale, Management Analyst

MOTION

Mr. Weaver moved to approved the consent agenda, for the April 18, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for March 2018, in the amount of \$2,147,725.86.

Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver.

NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Mrs. Booker inquired about the status of trash ordinance enforcement. Mr. Nichols asked the Board to consider touring the areas mentioned earlier in the meeting where trash is a problem, and to further consider including trailer parks in the county.

11 - NEW BUSINESS

Chair Sheridan asked for status of the RFP for ambulance services. Mr. Nichols noted that the deadline for submissions is April 26, 2018.

12 - PUBLIC COMMENTS #2

At 8:27pm 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 8:27pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 8:28pm, 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.1, A.3, A.6. A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, Litigation, and 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 9:26pm, 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.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

Mr. Weaver suggested conducting the County Administrator’s Annual Review at the next meeting.

14 - ADJOURN

MOTION:

At 9:29pm Mr. O’Brien moved to adjourn the regular meeting of Wednesday, Date. 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

John M. Sheridan
Chair

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB J

MEETING DATE:	JUNE 6, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors May 2, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, May 2, 2018, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for May 2, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
May 2, 2018
Regular Meeting 4:00pm

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, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:00pm Chair Sheridan, called to order the Regular Meeting of May 2, 2018.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols requested an inclusion to the Agenda under New Business; *Sheriff’s Office SRO Grant Request* was approved for inclusion.

MOTION

Mr. Weaver moved to accept the Agenda, for the May 2, 2018 Regular Meeting of the Board of Supervisors, as amended. 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:

- Earth Day Field Trip to PG for 1st and 2nd Grades
 - 1st and 2nd Graders visited Pleasant Grove Park on April 20 to learn about nature from a mixture of 22 local Master Naturalist, Master Gardeners and VA Bluebird Society volunteers. Each class planted 2 trees as well as scattered native wildlife seeds and participated in a soil station simulation game.
 - 2nd Graders gathered around the PG House/Pole Barn also doing a nature hike, learning at the Butterfly Garden and Nature Room; also attending soil and Bluebird box stations.
- Earth Day Hazardous Waste and Tire Collection efforts
 - Hazardous Waste Disposal - Budgeted - \$13,000 ☑ Reached that amount within 20 minutes
 - Actual - \$18,280.79
 - Closed admission at ~10:30 am (planned for 10 am to 2 pm while funds lasted)
 - Tire Collection - Filled 1 ½ trailers and ended at 2pm
 - Complete report with alternatives, options, and recommendations at a future Board meeting
- Spotlight on Business – Fluvanna Meals on Wheels – Celebrates 10 years in Fluvanna in 2018
- Announcements and Updates
 - Another ZXR Water/Sewer Project Milestone - Virginia Department of Environmental Quality has approved our applications for CERTIFICATE TO CONSTRUCT Municipal Sewage Collection, Treatment, and/or Reclamation Systems
 - ZXR Water/Sewer Project Update - Final design completed.
 - Invitation for bids to be released by May 10th.
 - Staff and County Attorney working on property interests, easements, and rights of way necessary for the construction.
 - Bremono Power Plant Update - Dominion made employment / retirement offers to 100% of the employees; All accepted the offers, except 2. Six to 10 employees remain on site at Bremono Plant
 - Dominion also working on a report to the General Assembly regarding broadband (due Dec 31, 2018)
- County Administrator out of office May 7-11 - Deputy County Administrator covering
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	May 16	6:00 PM	Continuation of May 2, 2018, BOS Regular Meeting	Courtroom
Wed	May 16	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Jun 6	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Jun 20	7:00 PM	BOS Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

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

- Jeff Haislip, speaking on behalf of Meals on Wheels, invited the Board to Fluvanna Meals on Wheels 10th Anniversary Celebration, Saturday, May 5, 2018.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:20pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Columbia Property Donation – Steven M. Nichols, County Administrator requested the Board accept a donation of property from the estate of the late Katherine Cabell (Morris) Schoew and to exonerate and release all claims for real estate taxes relating to the said parcel. As part of the recent acquisition of flood prone parcels in the former Town of Columbia, the County considered acquiring this property. However, it was decided that obtaining clear title to the property, as required by the terms of the Federal grant, would be prohibitively expensive and difficult. Mr. Payne provided a brief history of the property, noting that the property was acquired by James Alston Cabell in 1927. In the same year, by deed recorded in Deed Book 17, page 185, Cabell conveyed the property to the Trustees of the Columbia Masonic Lodge, subject to reverter to Cabell or his estate in the event that the property ever ceased to be used by Masonic purposes. In 1996, the Lodge discontinued its use of the building, and the property reverted to the estate of Cabell under his will recorded in Will Book 4, page 8, by which all of his real estate was devised to his widow for life, remainder his three daughters, one of whom was the late Mrs. Schoew's mother, namely Katherine Cabell Morris. Mrs. Schoew acquired her mother's one-third interest in the property under her mother's will, which is recorded in Will Book 71, page 1644, in the City of Virginia Beach. Any remaining interest of the Lodge was quitclaimed to "all the known living heirs of James Alston Cabell", including Mrs. Schoew, in 1996 by deed recorded in Deed Book 296, page 578. The dollar value of the property is very small, although it may be useful to the County in connection with the other properties acquired under the Federal grant. The uncertainty of the ownership of the other interests in the property, together with its location in the flood plain, impairs its marketability, which is practically negligible, and the outstanding taxes (\$1,035.95) are of dubious collectability.

With no discussion,

MOTION

Mr. O'Brien moved that the Board of Supervisors accept the donation of an interest in Tax Map Parcel 54A 1 62A (sometimes known as the "Rock House Parcel") from the estate of the late Katherine Cabell (Morris) Schoew and to exonerate and release all claims for real estate taxes relating to the said parcel.

Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

NAY: None. ABSENT: None.

Update Procurement Policies and Procedures Manual—Cyndi Toler, Purchasing Officer requested an update to the County's Design-Build Procedure to align with State Code. Mrs. Toler noted that the current Design-Build procedures were adopted in May 2012 and amended in August 2016. The requested change affects Chapter 7 of the Procurement Policies and Procedures Manual; no other chapters are affected at this time.

While most changes are based on references to state code and do not affect the actual procedure, there are two significant changes:

- 7-3.2. Prior to taking any action, the County shall request authority, in writing and receive approval from the Board of Supervisors, to use a D-B contract. The request shall justify and substantiate that D-B is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the County will benefit from using D-B. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of D-B shall be stated in the Request for Proposals. ~~Approval of or exceptions to this procedure may be granted by the purchasing agent, who is the approving authority for requests to use D-B procedures--(sentence removed)~~
- 7-5.1.2.b. Sealed Technical Proposals as described in the RFP shall be submitted to the Committee. Separately-sealed Cost Proposals shall be submitted to the County's ~~Virginia Construction Contracting Officer ("VCCO")~~ (replaced with) Purchasing Agent, and shall be secured by and kept sealed until evaluation of the Technical Proposals and the design adjustments are completed.

With no discussion,

MOTION

Mrs. Eager moved for the Board of Supervisors to adopt the revised Fluvanna County Design-Build ("D/B") Procedure, being a part of the Procurement Policies and Procedures Manual, effective May 2, 2018. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Burn Building Design/Build Project—Cyndi Toler, Purchasing Officer requested a change to the Burn Building Project, with respect to the Request for Proposals (RFP) issued in March 2018.

Mrs. Toler provided background:

- March 28, 2018: the County issued a RFP for Design services for the Public Safety Training Facility (aka "Burn Building"). When that RFP closed on April 19, 2018 we received no proposals.
- After speaking with Theresa Hunter from Virginia Department of Fire Programs (who awarded the grant in order to build the training facility), it was decided the best course of action would be for the county to issue a Design/Build solicitation.
- The determining factors are as follows:
 - The building design is based on a prototype developed by the Commonwealth of Virginia Department of Fire Programs, and is therefore reasonably simple and straightforward.
 - The design includes integral equipment which is available as pre-engineered components (e.g. premanufactured burn-room components such as a "kitchen" or a "bedroom").
 - Site development involves no unusual or complicated processes which may require specialized design processes.
 - There are firms which specialize in the design and construction of "Burn Buildings" as a complete or "turn-key" process, which can be expected to allow overall cost and time savings for the project.
- Per the county Procurement Policies and Procedures Manual (pending revision approval on May 2, 2018):
 - 7-3.2. Prior to taking any action, the County shall request authority, in writing and receive approval from the Board of Supervisors, to use a D-B contract. The request shall justify and substantiate that D-B is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the County will benefit from using D-B. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of D-B shall be stated in the Request for Proposals.

MOTION

Mrs. Booker moved to determine that, for the reasons set forth in the attached written determination, for the construction of the new Public Safety Training Facility, (i) a design-build contract is more advantageous than a competitive sealed bid construction contract; (ii) there is a benefit to the County by using a design-build contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous; and to authorize the Chairman to sign the attached written determination. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Formal Adoption of Regional Natural Hazard Mitigation Plan – 2017 Update—Debbie Smith, Emergency Services Coordinator & Billie Campbell, TJPDC came before the Board to request a formal Adoption of the Regional Natural Hazard Mitigation Plan. The Thomas Jefferson Planning District Commission (TJPDC) has been working on the five-year update of the Regional Hazard Mitigation Plan over the past two years. Ms. Campbell reminded the Board that Cheryl Elliott, former Emergency Services Coordinator, was a very active member of the Working Group guiding the work. During the process, Ms. Elliott completed the Capacity Assessment for the County and developed the list of mitigation actions for inclusion in the plan. The purpose of the plan is to assist localities in preparing for natural disasters before they occur. An active plan is required in order for localities to have access to Pre-Disaster Hazard Mitigation Assistance Funds and to participate in the Post-Disaster Hazard Mitigation Grant Program. The plan is a requirement under the Mitigation Act of 2000 for localities to be eligible for certain funding opportunities (including the Hazard Mitigation Grant Program (HMGP) which funded the Columbia project). The final version of the 2017 Regional Natural Hazard Mitigation Plan for member localities in the Thomas Jefferson Planning District Commission has been approved by the Federal Emergency Management Agency (FEMA), pending adoption by the localities.

Mrs. Eager questioned the cost of replacing E911 house markers. Mr. Nichols noted that there is a budget placeholder, and that the Fire-Rescue Association is discussing replacing the current E911 signs with a different design, in order to aid visibility for fire and rescue responding to emergencies.

With no further discussion,

MOTION

Mrs. Eager moved that the Fluvanna County Board of Supervisors adopt the Resolution entitled "Resolution – Fluvanna County Adoption of the Regional Natural Hazard Mitigation Plan". Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Farm Heritage Museum Amendment #2—Cyndi Toler, Purchasing Officer brought forward a request to amend the Farm Heritage Museum contract. The Contractor for this project has proposed to cover the interior walls (excluding the ceiling) of the barn with textured T-111 plywood. The contractor "wants to go above and beyond...expectations for this project...We believe this project could be the "Model" of many new Farm Heritage Museum Barns in other counties." The contractor has offered to pay for the materials if the County pays the labor cost of \$7,667; the contractor has further agreed to provide the labor for \$7,000. Justification for this change includes an improved appearance and will make custodial work easier, as there will be no exposed nooks

and crannies between wall studs for dust and dirt to collect. The \$7,000 cost will currently be covered by the Contingency funds that have already been budgeted. The Historical Society has agreed to add this additional cost to the funds it will repay to the county with future donations.

Project Design and Construction	Original Costs	New Costs
Site Plan	\$15,000	\$15,000
Custom Building Plans (paid by Historic Society)	\$2,425	\$2,425
Construction Costs (per IFB low bid)	\$307,114	\$307,114
Addendum 2		\$7,000
Construction Contingency Remaining	\$15,356	\$8,356
TOTAL COSTS/BUDGET	\$339,895	\$339,895

MOTION

Mr. O’Brien moved the Board of Supervisors approve the Amendment #2 between Fluvanna County and Fuog/InterBuild, Inc. for the purpose of increasing the scope of work to include covering the interior walls increasing the total contract by \$7,000, 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. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

8 – PRESENTATIONS

Political District Road Index—Joyce Pace, Registrar briefed the Board on upcoming potential changes to Fluvanna County voters/tax payers. The Department of Elections has been working to identify street segments with potential Congressional District discrepancies. By using maps and data from the Division of Legislative Services (DLS) & the VA Geographic Information Network (VGIN) ELECT has done an overlay of the 2010 census block data to registered voter data. Historically, voters have been assigned to the precinct/locality where their dwelling is taxed. This decision was based on the definition of Residence in Virginia Code 24.2-101 as well as Virginia Code 24.2-302.2(c), which references Congressional District alignment after a Census.

During this process, 17 addresses in Fluvanna have been identified for review and correction; two of which have been resolved. If, and when, an address is confirmed as belonging to another locality, the voter’s registration will be transferred to the other locality for voting purposes only. To aid in the resolution of this issue, the Registrar will contract with Hurt & Proffitt, Inc. (the County’s GIS vendors) to provide a Political Road Index Book (Task 1) focused on the select addresses. If required and requested, Hurt & Proffitt, Inc. will produce a Political Road Index Book (Task 2) for the entire county.

- Task 1 - \$800 (within existing budget authority)
- Task 2 - \$3,200 requested from FY18 BOS Contingency

The Board indicated that they would like for Task #2 to be on the May 16, 2018, agenda.

Construction Waste Containment—James Newman, Planner presented findings regarding construction site waste and waste containment.

Mr. Newman provided the following highlights:

- No language in County Code requiring either debris/waste containers or toilet facilities on construction sites
- Uncontained debris can spread, posing hazard to citizens
- Human waste can cause serious hazards to health of citizens and animals, and pollute waterways
- Code Officer has received complaints about both issues

Proposed language, should an amendment be desired:

Sec. 21-1-1A. Same; sites under construction

In order to prevent the spread of contagious diseases among persons or animals and for the prevention of the pollution of water which is dangerous to the health or lives of persons residing in the County, the owner of every parcel of real property in the County upon which is to be constructed, reconstructed or repaired any building or structure shall provide reasonable facilities for the lawful and sanitary disposal of human excrement for the use of persons engaged in such construction, reconstruction or repair. Such facilities shall comply with all applicable regulations of the Virginia Department of Health and all other applicable law. It shall be sufficient compliance with this section to provide access to approved temporary or permanent sewage disposal facilities within 500 feet of the building or structure which is under construction.

The Board indicated that they would like for Planning staff to move forward with an Ordinance addressing construction site waste containment.

Social Services Focus Group Report—Kim Mabe, Director of Social Services provided an overview of a recent focus group study. Social Services contracted with Strumpf Associates to conduct a focus group study with staff in 2017. Strumpf Associates assisted management in developing and carrying out an action plan to address

issues brought up in the focus groups. In addition, Strumpf Associates facilitated a one-day staff retreat in January 2018.

TJPDC Rural Long Range Transportation Program---Wood Hudson, TJPDC, presented the Rural Long Range Transportation Plan proposed to be adopted by the PDC in June. TJPDC staff have completed a draft version of the 2040 Rural Long Range Transportation Plan which includes updates to the regional overview, demographics, transportation system, safety, public transportation, freight and inter-regional transit, employer locations (rural), freight generators, travel demand management, land use, bridge sufficiency, and an overall deficiency system.

FY19 Budget and Health Insurance Update – Jessica Rice, HR Manager, and Eric Dahl, DCA/Finance Director provided updates on Health Insurance rates for F19.

Mrs. Rice reported on the following:

- FY19 Adopted Budget included:
 - 29% increase over our existing Cigna insurance plans
 - \$435,000 in increased costs (health, dental & vision)
- FY19 Cigna Final Figures
 - FY19 Cigna Medical - 15% increase
 - Total Cost increase of \$228,000 (vs. \$435K)
 - Budget savings of \$207,000
 - FY19 Cigna Dental - 9% increase
 - FY19 Cigna Vision - No Change
- Renewal options received:
 - Cigna (current plan) – Increase of 15% (\$228K)
 - Anthem (The Local Choice) – Increase 29% (\$417K)
 - Anthem (Healthkeepers) – Increase 15% (\$219K)
 - Optima – Declined to quote
 - BPA (Cigna) – Proposal pending
- Staff recommendation:
 - Remain with current Cigna Plan

Mr. Eric Dahl briefed FY19 Budget Options, based on the \$207K in savings from the new FY19 Health Insurance rates.

- FY19 Budget Options (\$207K Savings)
 - Reduce the FY19 Budget by \$207K
 - BOS approves; no public hearing required
 - Leave savings in FY19 budget; will go back to Fund Balance at FY end
 - Use the FY19 \$207K surplus for:
 - Decrease/eliminate Operations cuts* - \$128K
 - Decrease Use of Fund Balance - \$404K
 - Restore FRA Ops funding cut - \$62K
 - Restore CSA Purchase of Services - \$???
 - Restore key CIP requirements - \$???
 - Other?

Following discussion, Mr. Nichols indicated that the motion to consider where to apply the budget cuts would come before the Board on May 16, 2018.

9 - CONSENT AGENDA

The following items were discussed before approval:

Temporary Staff Compensation for Additional Duties (Pieno) – Aaron Spitzer, Parks & Recreation Director

Temporary Staff Compensation for Additional Duties (Payne) – Aaron Spitzer, Parks & Recreation Director

The following items were approved under the Consent Agenda for May 2, 2018:

Minutes of April 4, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of April 11, 2018—Kelly Belanger Harris, Clerk to the Board

Staff Project Bonus (Harris) - Steve Nichols, County Administrator

Temporary Staff Compensation for Additional Duties (Pieno) – Aaron Spitzer, Parks & Recreation Director

Temporary Staff Compensation for Additional Duties (Payne) – Aaron Spitzer, Parks & Recreation Director

Staff Performance Raise (Dahl) - Steve Nichols, County Administrator

eConnect Direct User Agreement—Eric Dahl, Deputy County Administrator/Finance Director

E911 Radio Project: Radio Communications System Use Memorandum of Agreement with Lake

Monticello Owners Association and Lake Monticello Police Department—Cyndi Toler, Purchasing Officer

Trane U.S., Inc. Energy Performance Contract Addendum 1—Cyndi Toler, Purchasing Officer

FY19 CSA Provider Agreement—Bryan Moeller, CSA Coordinator

MOTION

Mr. Weaver moved to approve the Consent Agenda, for the May 2, 2018 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

Sheriff's Office SRO Grant Request – Captain Von Hill, Sheriff's Office requested approval to apply for the School Resource Officer/School Security Officer Grant Program. The School Resource Officer/School Security Officer Grant Program is awarded by the Department of Criminal Justice Services. The requested grant will fund a full-time SRO. The Officer will work directly with the Elementary School Principal and other School system administration to promote a safer school environment through proactive efforts with the students and staff. The SRO will assist with safety and crime prevention activities throughout the entire school year, promoting a closer working relationship between students, parents and the Office of the Sheriff. Grant funds will provide fringe and salary for the Officer assigned. The grant provides level funding up to 48 months, upon the submission of an application annually. The grant deadline for submission of an application is May 11, 2018 and there is a local match.

Following minimal discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the application for the School Resource Officer/School Security Officer Grant Program administered by the Department of Criminal Justice Services. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY19 Employee Health Insurance Plan – Steven M. Nichols, County Administrator, presented the proposed FY19 Employee Health Insurance Plan.

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve renewal of the Cigna Health Insurance Plan for FY19 with the County covering the proposed medical insurance premium increases and the Employees covering the proposed dental insurance premium increases, as presented. Mr. O'Brien gave second and the motion passed 3-2. AYE: Eager, O'Brien, & Weaver. NAY: Sheridan & Booker. ABSENT: None.

12 - PUBLIC COMMENTS #2

At 6:15pm Chair Sheridan opened the second round of Public Comments.

- Bryan Rothamel, updated the Board about former Supervisors Bob Ullenbruch's health. Mr. Ullenbruch has graduated from physical therapy following his heart attack last December and is doing well.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 6:16pm.

13 - CLOSED MEETINGMOTION TO ENTER INTO A CLOSED MEETING

At 6:16pm, 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.1, A.3, A.5, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Prospective Industry, Litigation, and Legal Matters. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Chair Sheridan left the Closed Meeting for a School function at 8:00 pm and returned at 8:33 pm, and was subsequently called away for a fire call at 8:59 pm.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 9:00pm, 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 4-0. AYES: Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

14 - ADJOURN

MOTION:

At 9:00pm Mr. O’Brien moved to adjourn the regular meeting of Wednesday, May 2, 2018 until 6:00pm, Wednesday, May 16, 2018. Mr. Weaver seconded and the motion carried with a vote of 4-0. AYES: Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Sheridan.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

DRAFT

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB K

MEETING DATE:	June 6, 2018				
AGENDA TITLE:	Policy 5.2. - Internet Privacy and External Links Policy				
MOTION(s):	I move to approve Fluvanna County Policy 5.2. - Internet Privacy and External Links Policy, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	The old Website Privacy policy has been rewritten in its entirety and updated to reflect current practice.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Updates previous policy.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	New Policy				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				IT

05. INFORMATION MANAGEMENT

5.2. Internet Privacy and External Links Policy

BOS Approved – *Pending June 6, 2018*

5.2.1. Purpose. To publish Fluvanna County's Internet Privacy and External Links Policy for its website and web pages at addresses beginning with "www.fluvannacounty.org/". This is intended to explain our current internet privacy and external link practices, but shall not be construed as a contractual promise. We reserve the right to amend our policy at any time without notice.

5.2.2. Virginia Law. The County maintains and protects records in accordance with responsibilities and obligations as defined by applicable Virginia statutes, including, but not limited to, the Virginia Freedom of Information Act (VFOIA), and by any applicable U.S. federal laws.

5.2.3. Information We Collect

A. When you access the County website, the following information is collected:

- Internet Protocol (IP) address
- Type of browser used
- Date and time of the visit
- Web address from which you accessed the County website
- Addresses of the pages on this website that you visit

B. No other information is collected through the website except when deliberately entered and sent to the County. Examples of information voluntarily provided to the County:

- When sending email: Sender's name, sender's e-mail address, and content of sender's message.
- When completing online forms: all the data entered on the form and submitted.

5.2.4. How the Collected Information Is Used

A. Routing information is used to route the requested web page to an individual's computer for viewing. The requested web page and the routing information is sent to the County internet service provider or other entities involved in transmitting the requested page. The County does not control the privacy practices of those entities. Essential and nonessential technical information helps the County respond to requests in a personalized manner and helps the County plan website improvements. Information may be kept indefinitely, with no intent to obtain any information to link it to the individuals who browse the website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation. In such cases these logs may be forwarded together with any other relevant information in our possession to County Information Technology staff, or

law enforcement officials, when appropriate. This transaction-routing information is primarily used in a statistical summary type format to assess site content and server performance.

B. Optional information enables the County to provide services or information tailored more specifically to individual needs, or to forward messages or inquiries to another entity that is better able to do so and contributes to website improvements. Optional information is retained in accordance with the Virginia Public Records Act and the records retention schedules at the Library of Virginia.

C. Under the VFOIA any records in the County's possession at the time of a FOIA request might be subject to inspection by, or disclosed to, members of the public. However, all identifiable confidential/personal information that is legally allowed will be removed prior to releasing the routing information.

5.2.5. Choice to Provide Information. There is no legal requirement for an individual to provide any information at the website. However, the website will not work without routing information and the essential technical information. Failure of an individual's browser to provide nonessential technical information will not prevent use of the website, but may prevent certain features from working completely/properly. Failure to provide optional information will mean that the particular feature or service associated with that part of the web page will not be available.

5.2.6. External Links. The County website provides some external links for conduct of business related to you as a resident of the County, such as a link for paying certain amounts owed to the County or registering to vote in Virginia elections. Sites linked for conducting County business collect other essential information. As noted above, your decision to complete any information requested by any such site is up to you. The County website may provide other links to external sites such as those providing information about cultural, educational, and recreational opportunities and activities and other resources in Fluvanna County.

A. The presence of external links to third party websites other than those for conducting official business, such those noted above, should not be taken as an endorsement by the County of these sites or their content. The existence of these links should not be interpreted as County sanction, approval, or authorization of the information on, or the information that is obtainable through these other sites. ***The County makes no guarantee or warranty, express or implied, concerning the content or accuracy of any material on any third party sites, including sites such as those noted above for conducting official business. Nor does the County ensure the protection of the privacy of any information provided to, or from, any such sites. Such cannot be guaranteed by the County since the County does not control and has not constructed such sites.***

B. The County website and all links are subject to control by the County. Except as expressly permitted by the County, no link (explicit or implied) may be created from *Fluvannacounty.org* without County approval. Such request or approval may be in any written form, including email correspondence.

C. The County reviews all requests for links from the County's website to other websites based on the following criteria and conditions:

1. The website link will assist Fluvanna County in fulfilling its stated mission or has a natural affinity with, and is consistent with, County goals, policies, and mission.
2. The County has adequate availability of system resources and personnel to monitor the proposed link.
3. The requested link has a relationship of sufficient importance to the ordinary and necessary functioning of the County.
4. The material contained on the linked site is significant and timely.
5. The external website is operational and generally available.

D. The County generally does not link to:

1. Political candidate sites or sites advocating a position on County, political, or religious issues.
2. Individual personal home pages, non-County newsletters, and opinion or editorial sites.
3. Sites with content written by many different people (e.g., chat rooms, interactive bulletin boards, etc.) which are not appropriately monitored or edited by the host or where participation criteria have not been posted on the site.
4. Sites that link to inappropriate content or illegal activities including, but not limited to: gambling, graffiti, obscene content such as X-rated descriptions or graphics, or content which offends common standards of decency and propriety.

E. Response to Requests for Links

1. When a request to link to an external website is received, the site will be reviewed to determine if it is consistent with the County mission and adopted criteria.
2. The requesting organization will be notified of the County's decision regarding the requested link. Sites that are linked from the Fluvanna County site will be reviewed periodically to confirm that linked website is still complying with the County's policies.
3. The County reserves the right to modify its criteria and conditions and add or delete links at any time without notice.

5.2.7. Legal Disclaimer. Fluvanna County provides this website information and services "as is" without warranty of any kind, either expressed or implied. The County does not warrant the

accuracy, authority, completeness, usefulness, timeliness, or fitness for a particular purpose of its information or services. The County, its officials and employees, shall not be liable for any loss or injury caused in whole or part by its negligence, contingencies beyond its control, loss of data, or errors or omissions in the web site information or services.

05. INFORMATION MANAGEMENT

5.2. Internet Privacy and External Links Policy

BOS Approved – *Pending June 6, 2018*

5.2.1. Purpose. To publish Fluvanna County's Internet Privacy and External Links Policy for its website and web pages at addresses beginning with "www.fluvannacounty.org/". This is intended to explain our current internet privacy and external link practices, but shall not be construed as a contractual promise. We reserve the right to amend our policy at any time without notice.

5.2.2. Virginia Law. The County maintains and protects records in accordance with responsibilities and obligations as defined by applicable Virginia statutes, including, but not limited to, the Virginia Freedom of Information Act (VFOIA), and by any applicable U.S. federal laws.

5.2.3. Information We Collect

A. When you access the County website, the following information is collected:

- Internet Protocol (IP) address
- Type of browser used
- Date and time of the visit
- Web address from which you accessed the County website
- Addresses of the pages on this website that you visit

B. No other information is collected through the website except when deliberately entered and sent to the County. Examples of information voluntarily provided to the County:

- When sending email: Sender's name, sender's e-mail address, and content of sender's message.
- When completing online forms: all the data entered on the form and submitted.

5.2.4. How the Collected Information Is Used

A. Routing information is used to route the requested web page to an individual's computer for viewing. The requested web page and the routing information is sent to the County internet service provider or other entities involved in transmitting the requested page. The County does not control the privacy practices of those entities. Essential and nonessential technical information helps the County respond to requests in a personalized manner and helps the County plan website improvements. Information may be kept indefinitely, with no intent to obtain any information to link it to the individuals who browse the website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation. In such cases these logs may be forwarded together with any other relevant information in our possession to County Information Technology staff, or

law enforcement officials, when appropriate. This transaction-routing information is primarily used in a statistical summary type format to assess site content and server performance.

B. Optional information enables the County to provide services or information tailored more specifically to individual needs, or to forward messages or inquiries to another entity that is better able to do so and contributes to website improvements. Optional information is retained in accordance with the Virginia Public Records Act and the records retention schedules at the Library of Virginia.

C. Under the VFOIA any records in the County's possession at the time of a FOIA request might be subject to inspection by, or disclosed to, members of the public. However, all identifiable confidential/personal information that is legally allowed will be removed prior to releasing the routing information.

5.2.5. Choice to Provide Information. There is no legal requirement for an individual to provide any information at the website. However, the website will not work without routing information and the essential technical information. Failure of an individual's browser to provide nonessential technical information will not prevent use of the website, but may prevent certain features from working completely/properly. Failure to provide optional information will mean that the particular feature or service associated with that part of the web page will not be available.

5.2.6. External Links. The County website provides some external links for conduct of business related to you as a resident of the County, such as a link for paying certain amounts owed to the County or registering to vote in Virginia elections. Sites linked for conducting County business collect other essential information. As noted above, your decision to complete any information requested by any such site is up to you. The County website may provide other links to external sites such as those providing information about cultural, educational, and recreational opportunities and activities and other resources in Fluvanna County.

A. The presence of external links to third party websites other than those for conducting official business, such those noted above, should not be taken as an endorsement by the County of these sites or their content. The existence of these links should not be interpreted as County sanction, approval, or authorization of the information on, or the information that is obtainable through these other sites. ***The County makes no guarantee or warranty, express or implied, concerning the content or accuracy of any material on any third party sites, including sites such as those noted above for conducting official business. Nor does the County ensure the protection of the privacy of any information provided to, or from, any such sites. Such cannot be guaranteed by the County since the County does not control and has not constructed such sites.***

B. The County website and all links are subject to control by the County. Except as expressly permitted by the County, no link (explicit or implied) may be created from *Fluvannacounty.org* without County approval. Such request or approval may be in any written form, including email correspondence.

C. The County reviews all requests for links from the County's website to other websites based on the following criteria and conditions:

1. The website link will assist Fluvanna County in fulfilling its stated mission or has a natural affinity with, and is consistent with, County goals, policies, and mission.
2. The County has adequate availability of system resources and personnel to monitor the proposed link.
3. The requested link has a relationship of sufficient importance to the ordinary and necessary functioning of the County.
4. The material contained on the linked site is significant and timely.
5. The external website is operational and generally available.

D. The County generally does not link to:

1. Political candidate sites or sites advocating a position on County, political, or religious issues.
2. Individual personal home pages, non-County newsletters, and opinion or editorial sites.
3. Sites with content written by many different people (e.g., chat rooms, interactive bulletin boards, etc.) which are not appropriately monitored or edited by the host or where participation criteria have not been posted on the site.
4. Sites that link to inappropriate content or illegal activities including, but not limited to: gambling, graffiti, obscene content such as X-rated descriptions or graphics, or content which offends common standards of decency and propriety.

E. Response to Requests for Links

1. When a request to link to an external website is received, the site will be reviewed to determine if it is consistent with the County mission and adopted criteria.
2. The requesting organization will be notified of the County's decision regarding the requested link. Sites that are linked from the Fluvanna County site will be reviewed periodically to confirm that linked website is still complying with the County's policies.
3. The County reserves the right to modify its criteria and conditions and add or delete links at any time without notice.

5.2.7. Legal Disclaimer. Fluvanna County provides this website information and services "as is" without warranty of any kind, either expressed or implied. The County does not warrant the

accuracy, authority, completeness, usefulness, timeliness, or fitness for a particular purpose of its information or services. The County, its officials and employees, shall not be liable for any loss or injury caused in whole or part by its negligence, contingencies beyond its control, loss of data, or errors or omissions in the web site information or services.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB L

MEETING DATE:	June 20, 2018																				
AGENDA TITLE:	FY19 County Administrator Salary Increase																				
MOTION(s):	I move the Board of Supervisors approve a 2% base salary increase for County Administrator Steven M. Nichols, effective June 25, 2018, with the total salary and benefits amount of \$2,927 to come from the existing FY19 Personnel Contingency fund.																				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																		
		X																			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																
				X																	
STAFF CONTACT(S):	Jessica Rice, Human Resource Manager																				
PRESENTER(S):	Jessica Rice, Human Resource Manager																				
RECOMMENDATION:	Approval																				
TIMING:	Effective June 25, 2018 (first July 2018 payroll) based on BOS approved FY19 Pay Plan																				
DISCUSSION:	Salary increase as approved by the Board during the County Administrator's Annual Performance Review process.																				
FISCAL IMPACT:	<p>Current base pay increases from \$124,137 to \$126,620</p> <table> <tr> <td>Pay Increase</td><td>Current Plan</td></tr> <tr> <td>2% Salary Increase</td><td>\$2,483</td></tr> <tr> <td>FICA/Medicare</td><td>190</td></tr> <tr> <td>VRS</td><td>212</td></tr> <tr> <td>VRS HRIC</td><td>7</td></tr> <tr> <td>Group Life</td><td>33</td></tr> <tr> <td>Workers Comp</td><td>2</td></tr> <tr> <td>TOTAL</td><td>\$2,927</td></tr> </table>					Pay Increase	Current Plan	2% Salary Increase	\$2,483	FICA/Medicare	190	VRS	212	VRS HRIC	7	Group Life	33	Workers Comp	2	TOTAL	\$2,927
Pay Increase	Current Plan																				
2% Salary Increase	\$2,483																				
FICA/Medicare	190																				
VRS	212																				
VRS HRIC	7																				
Group Life	33																				
Workers Comp	2																				
TOTAL	\$2,927																				
POLICY IMPACT:	N/A																				
LEGISLATIVE HISTORY:	N/A																				
ENCLOSURES:	N/A																				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																
				X																	

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB M

MEETING DATE:	June 6, 2018				
AGENDA TITLE:	Updated Position Description for Senior Program Support Assistant – Building Inspection Department				
MOTION(s):	I move to approve the position description for Job Class 2021, Senior Program Support Assistant, Building Inspections Department, replacing Job Class 2011, Program Support Assistant, Building Inspections Department.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Jason Smith, Community and Economic Development Director & Jessica Rice, Human Resources Manager				
PRESENTER(S):	Jason Smith, Community and Economic Development Director & Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	The Board of Supervisors approved a position upgrade for this from pay band 9 to pay band 10 on April 11, 2018. The attached position description was adapted based upon County and department administrative needs.				
FISCAL IMPACT:	Within FY19 adopted budget; Increase of \$2,750, plus benefits.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Position description - #2021-Senior Program Support Assistant, Building Inspections				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	COAD



Fluvanna County, Virginia
Department of Community & Economic Development
Job Description

SENIOR PROGRAM SUPPORT ASSISTANT (BUILDING INSPECTIONS) - #2021

Job Class #: 2021
Pay Band: 10
Category: Full-Time (w/Benefits)
FLSA Status: Non-Exempt
Reports To: Building Official

SUMMARY

Performs difficult skilled clerical work providing office and administrative assistance to the Department of Community & Economic Development and various Boards and Commissions; does related work as required. Work is performed under general supervision of the Building Official.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Preparing and maintaining official records while serving as secretary to the Building Inspections Department.
- Provides immediate assistance to the public, including visitors and callers.
- Serves as principal Building Permits Database administrator for the Building Inspections Department and Erosion and Sediment Control, those responsibilities include :
 - Reviewing new permit applications, verifying permit fees.
 - Keeping contractor and contact information updated.
 - Updating database with new fees, permit types inspections types and work flows as needed.
 - Monitoring of requested and scheduled inspections.
 - Transmitting revenue to the Treasurer's office.
- Provides administrative support for erosion and sediment control (E&SC) program including:
 - Receiving E&SC applications and plans.
 - E&SC liaison to developers, contractors and owners through the duration of the project.
 - Processes performance bonds , letters of credit and cash bonds from developers and contractors.
 - Obtains signatures from the county attorney and the E&SC program administrator on all performance bonds and letters of credit.
 - Reviews all Agreement in lieu of a plan applications and issues land disturbing permits.
 - Tracks progression of all E&SC cases and issues annual permit renewal letters on a monthly basis.
 - Provides administrative support to the Director of Community & Economic Development as needed.
 - Provides Virginia Department of Environmental Quality with details and updates on all E&SC projects.
- Administers the building addressing process including:
 - Scheduling new address GIS data collection.
 - Receiving new addresses from GEO-Com and updating address in database.
 - Providing the new address to the owner , post office and 911 Director.
- Provides basic clerical assistance to the Director of Community & Economic Development, CSA Director and Emergency Services Coordinator as time permits.
- Receives visitors at County Administration office and refers them to proper departments.

- Arranges meetings, schedules appointments, and handles correspondence for Department of Community & Economic Development as needed.
- Assists with the preparation of reports and correspondence.
- Assists citizens in completing permit applications.
- Generates monthly revenue reports.
- Responds to all inquiries regarding fees, licenses, permits, policies, rules and regulations.
- Assists with billing and payroll functions.
- Orders departmental supplies, uniforms and equipment; maintains required inventories.
- Receives and processes incoming and outgoing mail; transports mail to the post office; delivers items to various County departments.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the functions and organization of the county government; thorough knowledge of standard office procedures, practices, equipment, and software; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with government officials, associates and the general public; ability to take and transcribe dictation at a reasonable rate of speed. The successful candidate will have strong organizational skills with the ability to multi-task, excellent written and verbal communication skills along with attention to detail and problem solving skills.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- High School degree; additional qualification as an Administrative assistant or Secretary is a plus.
- One to three years of progressively more responsible experience in office management systems and procedures. Energov Permitting software experience preferred.
- General knowledge of Building Inspections processes and permitting preferred.
- Proficiency in MS Office Suite applications.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires identifying, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST-OFFER REQUIREMENTS


- Criminal Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Approval:	Board of Supervisors Approved:
Jason Smith 5/28/2018	Jessica Rice 5/28/2018	Steve Nichols 5/28/2018	Mike Sheridan, Chair June 6, 2018. (pending)

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB Mc

MEETING DATE:	June 6, 2018																												
AGENDA TITLE:	Farm Heritage Museum Amendment #3																												
MOTION(s):	I move the Board of Supervisors ratify Amendment #3 between Fluvanna County and Fuog/InterBuild, Inc. to increase the scope of work to include painting of the exterior walls, increasing the total contract by \$6,850.																												
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):	C9																									
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda X	Other																								
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer																												
PRESENTER(S):	Cyndi Toler, Purchasing Officer																												
RECOMMENDATION:	recommend approval																												
TIMING:	Routine																												
DISCUSSION:	<p>❖ The original contract called for the barn to be stained.</p> <p>❖ The Historical Society has requested the building be painted a Calke Green with white trim.</p>  <p>❖ The Historical Society has already raised the additional funds necessary to cover the cost of painting.</p>																												
FISCAL IMPACT:	<table border="1"> <thead> <tr> <th>Project Design and Construction</th><th>Original Costs</th><th>New Costs</th></tr> </thead> <tbody> <tr> <td>Site Plan</td><td>\$15,000</td><td>\$15,000</td></tr> <tr> <td>Custom Building Plans (paid by Historic Society)</td><td>\$2,425</td><td>\$2,425</td></tr> <tr> <td>Construction Costs (per IFB low bid)</td><td>\$307,114</td><td>\$307,114</td></tr> <tr> <td>Addendum 2</td><td></td><td>\$7,000</td></tr> <tr> <td>Addendum 3</td><td></td><td>\$6,850</td></tr> <tr> <td>Construction Contingency Remaining</td><td>\$15,356</td><td>\$1,506</td></tr> <tr> <td>TOTAL COSTS/BUDGET</td><td>\$339,895</td><td>\$339,895</td></tr> </tbody> </table>					Project Design and Construction	Original Costs	New Costs	Site Plan	\$15,000	\$15,000	Custom Building Plans (paid by Historic Society)	\$2,425	\$2,425	Construction Costs (per IFB low bid)	\$307,114	\$307,114	Addendum 2		\$7,000	Addendum 3		\$6,850	Construction Contingency Remaining	\$15,356	\$1,506	TOTAL COSTS/BUDGET	\$339,895	\$339,895
Project Design and Construction	Original Costs	New Costs																											
Site Plan	\$15,000	\$15,000																											
Custom Building Plans (paid by Historic Society)	\$2,425	\$2,425																											
Construction Costs (per IFB low bid)	\$307,114	\$307,114																											
Addendum 2		\$7,000																											
Addendum 3		\$6,850																											
Construction Contingency Remaining	\$15,356	\$1,506																											
TOTAL COSTS/BUDGET	\$339,895	\$339,895																											
POLICY IMPACT:	N/A																												
LEGISLATIVE HISTORY:	N/A																												
ENCLOSURES:	• AMENDMENT No. 3 FOR FARM HERITAGE MUSEUM BARN CONSTRUCTION																												
REVIEWS COMPLETED:	Legal X	Finance	Purchasing X	HR	Other																								

COUNTY OF FLUVANNA, VIRGINIA

AMENDMENT No. 3 FOR FARM HERITAGE MUSEUM BARN CONSTRUCTION

This Amendment No. 3 for Farm Heritage Museum Barn Construction (the "Amendment"), is made this 29 day of MAY, 2018 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia ("County"), and InterBuild, Inc., a Virginia corporation ("Contractor") and amends that Contract for Farm Heritage Museum Barn Construction, previously amended (the contract as modified by prior Amendments No. 1 and 2 is referred to herein as the "Contract") between the County and Contractor dated December 14, 2017. When used in this Amendment, any terms defined in the Contract have such defined meaning.

WHEREAS, the parties wish to modify and amend the requirements of the Agreement as laid out herein and further wish to formalize their agreement by this Amendment to the Agreement hereby; and **THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

THE AGREEMENT: All capitalized terms used herein shall have the same meaning as defined terms of the Agreement except as modified hereby or if the context requires otherwise.

MODIFICATIONS: The contractor agrees to provide all materials, labor, work, and services necessary to paint the exterior walls Calke Green in color, and the trim white in color (the "Additional Services"). The Additional Services are part of the Work on the Project must be furnished by Contractor in a good and workmanlike manner and so as to pass without exception in the trade with new highest quality materials. The Work on the Project includes a 5-year warranty from the Completion Date as defined in Article IV of the Contract on all labor and materials performed to complete the project, but the Additional Services ONLY include a one (1) year warranty; and the Contractor agrees to assign to the County any manufacturer's warranties relating to the Additional Services.

COSTS OF THE MODIFICATIONS: The total cost of the Additional Services is SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$6,850.00), to be invoiced on or after the Completion Date and paid in accordance with the Contract.

Witness the following duly authorized signatures and seals:

Contractor: InterBuild, Inc.,
A Virginia corporation

BY: [Signature]

Print Name: JOHN S. SHOURDS

Title: PROJECT MANAGER

Date: 5/29/2018

Approved as to Form: [Signature]

Fluvanna County Attorney

County: Fluvanna County,
a political subdivision of the
Commonwealth of Virginia

BY: [Signature]

Print Name: Steven M. Nichols
County Administrator
Fluvanna County

Date: 5/30/18

By ¹Kristina M. Hofmann, Assistant
County Attorney

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB N

Meeting Date:	June 6, 2018				
AGENDA TITLE:	Memorandum of Understanding Between of the County of Fluvanna And Fluvanna County Radio Control Flying Club, LLC				
MOTION(s):	I move to approve the Memorandum of Understanding between the County and the Fluvanna County Radio Control Flying Club, Inc. for use of a portion of the landfill property as a landing strip and oval track, and authorize the County Administrator to execute the agreement, subject to approval as to form by the County Attorney.				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Fluvanna County Radio Control Flying Club, Inc. has requested to continue to use a portion of unused land at the landfill for a landing strip area and oval track for their club. The Flying Club hosts periodic events to which the public is invited, and which have been well-organized and well-attended. 				
FISCAL IMPACT:	None				
POLICY IMPACT:	n/a				
LEGISLATIVE HISTORY:	The original MOU was approved in 2005. It was renewed in 2009, and then renewed once again in March, 2013				
ENCLOSURES:	Memorandum of Understanding Between of the County of Fluvanna And Fluvanna County Radio Control Flying Club, LLC				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX		XX		XX

**Memorandum of Understanding
Between
of the County of Fluvanna
And
Fluvanna County Radio Control Flying Club, LLC**

The purpose of this Memorandum of Understanding (the MOU) is for the County of Fluvanna (the County), a political subdivision of the Commonwealth of Virginia, to grant Fluvanna County Radio Control Flying Club, Inc. (the Club), a Virginia corporation, a revocable nonexclusive limited license to utilize a designated portion of a certain parcel (the Property) owned by the County as a launching and landing site (the Landing Strip) for model aircraft, and as an operational area for remote controlled model automobiles (the Race Track). The Property lies within the Fork Union Magisterial District, and is more particularly described on County Tax Maps as Parcel 40-A-16. The Landing Strip and Race Track shall be defined as the areas indicated on Attachment A to this MOU.

The revocable nonexclusive limited license granted by the MOU shall be for a four (4) year period and may be renewed, revised, rescinded and/or revoked at the discretion of the County. Pursuant to the granting of the revocable nonexclusive limited license, being the consideration here fore, the sufficiency of which is acknowledged by the Club, the following Terms and Conditions are understood and agreed by both parties:

- 1) The property upon which the model aircraft landing strip is located is primarily used by the County as a solid waste and recycling collection and transfer facility (the Convenience Center). The property also contains a closed solid waste landfill. As such, the County's need to fulfill all requirements associated with the Convenience Center and the closed landfill will supersede this MOU and any other agreements concerning the use of the Property by the Club.
- 2) The activities of the Club shall be restricted to the following areas:
 - a. The Landing Strip, and
 - b. The Race Track; and
 Further all activities thereon shall be limited to those activities directly related to the launching and landing of unmanned model aircraft and the operation of unmanned remote controlled model automobiles.
- 3) The operation of remote controlled automobiles shall occur only within the Race Track area, as shown on Attachment A to this MOU.
- 4) No portion of the Race Track may be paved or covered in gravel. The track area shall consist of closely cropped grass or dirt. If dirt is used, the Club will take appropriate measures to prevent soil loss due to erosion.
- 5) While this MOU is in effect, the Club shall annually provide the County a current Membership List containing the names of all members of the Club who are authorized to use the Landing Strip and Race Track. The Membership List shall be delivered to the County Director of Public Works no later than the thirty-first day of January each year.

- 6) The Club shall have use of the Landing Strip and Race Track only. This MOU shall not be interpreted to provide unrestricted access by the Club to any portion of the Property.
- 7) The members of the Club whose names appear on the Membership List will be allowed to bring guests to the Landing Strip and Race Track. Club members must supervise their guest(s) at all times.
- 8) Access by the Club to portions of the Property other than the Landing Strip and Race Track shall be limited to the normal operating hours of the Convenience Center (as they may be periodically amended by the County), or by specific permission of the Fluvanna County Director of Public Works or the County Administrator.
- 9) The Club shall keep the Landing Strip and Race Track in good clean condition at all times, and free of litter and refuse.
- 10) The Club shall be responsible for such periodic mowing, weeding or other maintenance of the Landing Strip and Race Track as may be necessary in order for them to pursue approved activities at the site.
- 11) Access to the Landing Strip and Race Track shall be by means of the designated entrance from Route 6 and the associated access road. The gate on the access road shall be kept secured at all times.
- 12) The Club shall be responsible for erecting and maintaining a safety fence around the Landing Strip.
- 13) This MOU and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Club shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.
- 14) In the event of a dispute between the parties under this MOU which cannot be amicably resolved, in addition to all other remedies, the County shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees, costs and any expert fees.
- 15) This MOU may not be assigned to any other entity or person by The Club.
- 16) The Club agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation (including without limitation any expert fees), all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with The Club, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its activities under this MOU. The Club shall, at its own expense, appear, defend and pay all

charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, The Club shall, at its own expenses, satisfy and discharge the same. Nothing contained in this MOU shall be deemed to be a waiver of the County's sovereign immunity.

- 17) The Club agrees to maintain adequate general liability insurance (minimum \$1 million per occurrence and \$2 million in the aggregate) and to provide the County with evidence of the same from time to time upon request.
- 18) This MOU represents the entire understanding between the parties and any modification of this MOU shall be in a writing signed by duly authorized agents of all the parties hereto. This MOU may be executed in one or more counterparts, which together shall be a fully executed agreement. This MOU allows for electronic signatures by facsimile or other transmission which will be considered original signatures hereto.

Agreed on _____
Date

Witness the following duly authorized signatures and seals:

Fluvanna County Radio Control Flying Club, Inc.

By: _____ (SEAL)
William Sykes, President

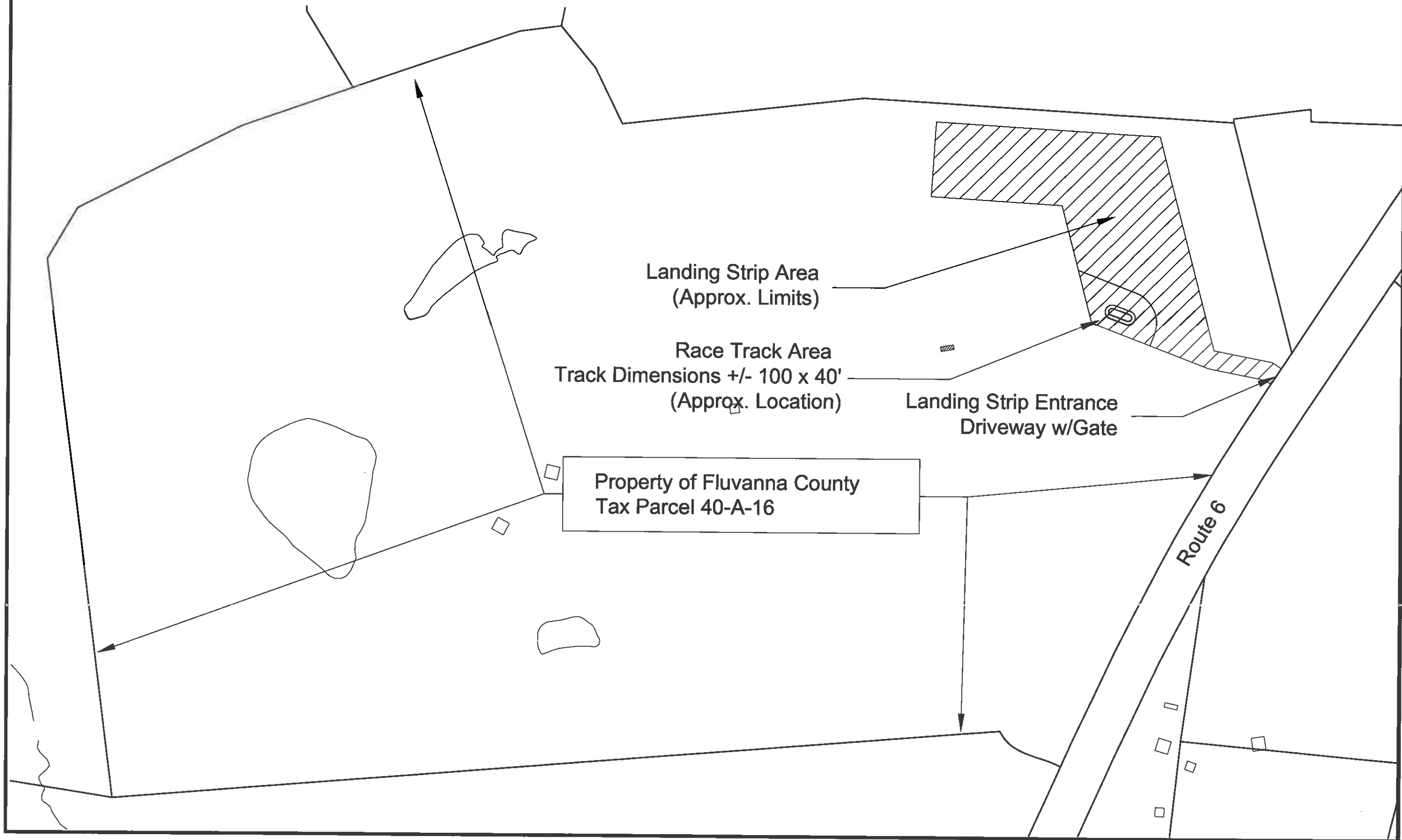
Fluvanna County, Virginia

_____ (SEAL)
Steven M. Nichols, County Administrator

Approved as to Form:

Fluvanna County Attorney

Attachment A - Exhibit Showing Landing Strip Area at Fluvanna County Landfill Property
for use by Fluvanna County Radio Control Flying Club
(See Memorandum of Understanding for Terms & Conditions)



Proj No:	JWS
Design By:	05/08/2014
Date:	1" = 250'
Scale:	1 of 1
Sheet No:	

DRAFT REVISION - Attachment A
to Memorandum of Understanding Between
Board of Supervisors of Fluvanna County and
Fluvanna County Radio Control Flying Club, LLC

Fluvanna County Virginia
P.O. Box 540
Palmyra, Virginia 22963
www.fluvannacounty.org



**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB O

Meeting Date: June 6, 2018

AGENDA TITLE:	Resolution of the Designation of Rural Rustic Highway— Rte 680 - Middle Fork Road				
MOTION(s):	I move that the Board of Supervisors approve the attached resolution declaring Route 680 – Middle Fork Road, to be a Rural Rustic Road, and to be improved and accepted into the Secondary System of State Highways as such.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Jason Stewart, Planning and Zoning Administrator				
PRESENTER(S):	Jason Stewart, Planning and Zoning Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	VDOT has requested this action by the County in order to move these projects forward and improve them to the rural rustic road standards required for acceptance into the state system. These roads are currently approved in the VDOT Secondary Six Year Plan as projects.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:					
ENCLOSURES:	A Resolution Designating Rural Rustic Road Project Route 680, Middle Fork Road				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 11-2018

A RESOLUTION DESIGNATING RURAL RUSTIC ROAD PROJECT ROUTE 680, MIDDLE FORK ROAD

WHEREAS, Section 33.2-332 of the *Code of Virginia*, permits the hard surfacing of certain unpaved roads deemed to qualify for designation as a Rural Rustic Road; and

WHEREAS, any such road must be located in a low-density development area and have no more than 1,500 vehicles per day; and

WHEREAS, the Board of Supervisors of Fluvanna County, Virginia desires to consider whether Route 680 Middle Fork Road, From: Route 639 Long Acre Road To: End of State Maintenance should be designated a Rural Rustic Road; and

WHEREAS, the Board is unaware of pending development that will significantly affect the existing traffic on this road; and

WHEREAS, the Board believes that this road should be so designated due to its qualifying characteristics; and

WHEREAS, this road is in the Board's six-year plan for improvements to the secondary system of state highways.

NOW, THEREFORE, BE IT RESOLVED, the Board hereby designates this road a Rural Rustic Road, and requests that the Resident Engineer for the Virginia Department of Transportation concur in this designation.

BE IT FURTHER RESOLVED, the Board requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right-of-way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Virginia Department of Transportation Resident Engineer.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the Regular Meeting of the Board held on the 6th day of June, 2018;

Supervisor	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

Attest:

John M. Sheridan, Chair
Fluvanna County Board of Supervisors

**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

January 10, 2018

No.	Item
1	Building Inspection Monthly Report - April 2018
2	FY18 BOS Contingency Balance report – 2018-06-06
3	FY18 Capital Reserve Memo – 2018-06-06
4	Unassigned Fund Balance Report – 2018-06-06
5	
6	
7	
8	
9	
10	

County of Fluvanna

Building Official:	Period:
Kevin Zoll	Apr-2018

[illegible][illegible]

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2014	8	1	10	4	8	16	3	10	5	9	6	10	90
	2015	6	5	9	10	10	12	15	16	3	5	10	5	106
	2016	12	11	8	14	10	17	7	6	11	3	9	9	117
	2017	3	2	17	7	7	9	6	6	15	8	7	14	101
	2018	10	4	16	13									43

INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2014	135	149	103	180	113	168	173	148	155	167	112	162	1,765
	2015	105	137	146	214	113	232	193	181	208	206	149	149	2,033
	2016	116	91	153	157	155	214	249	230	197	181	184	172	2,099
	2017	159	144	171	141	177	152	202	182	153	183	181	169	2,014
	2018	163	148	173	186									670

[illegible]

MEMORANDUM

Date: June 6, 2018
From: Eric Dahl – Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: FY18 BOS Contingency Balance

The FY18 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520
Less: Reimbursement of Legal Fees to Linda Lenherr – 09.20.17	-\$18,132
Less: Reimbursement to Fire for Transfer of Brush 10 to Public Works – 11.01.17	-\$20,000
Less: Lucas 3 Chest Compression System – 12.20.17	-\$14,735.50
Less: FY18 Reassessment Contract Cost Increase – 02.07.18	-\$11,474
Less: ARC Building Repair and Maintenance – 02.21.18	-\$30,000
Less: Lake Monticello Engine Repair Reimbursement – 03.21.18	-12,192.15
Available:	\$31,446.35

MEMORANDUM

Date: June 6, 2018
From: Eric Dahl- Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: FY18 Capital Reserve Balances

The FY18 Capital Reserve account balances are as follows:

County Capital Reserve:

FY17 Carryover	\$134,975
FY18 Allocation:	\$175,000
Plus: Projects Completed July 2017	\$31
Less: Courts Building Well Repairs – 08.02.17	-\$7,800
Less: Bobcat Skid-Steer Major Repairs – 08.02.17	-\$2,400
Less: Additional Historic Courthouse Roof Repairs – 09.06.17	-\$10,000
Less: Courts Building Records Room HVAC – 09.06.17	-\$55,000
Less: Palmyra Rescue Asphalt and Concrete Slab – 09.20.17	-\$39,000
Less: Demolish Old Maintenance Shop and Dispose of Debris – 11.01.17	-\$40,000
Less: Design and Construction of Foundation Underpinning Along Front of Pleasant Grove House – 11.01.17	-\$27,500
Less: Secure Evidence Storage at Public Safety Building – 11.01.17	-\$8,550
Less: Replace Fencing and Expand Impound Lot at Public Safety Building – 11.01.17	-\$15,000
Available:	\$104,756

Schools Capital Reserve:

FY17 Carryover - Corrected	\$229,097
FY18 Allocation:	\$75,000

Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
Less: Bus Motor Repair – 10.04.17	-\$20,000
Less: Repair and Resurface FCHS Tennis Courts and Track – 10.04.17	-\$44,400
Less: Replace FCHS Baseball Bleachers – 10.04.17	-\$36,200
Less: Maintenance of Fire Extinguishers – 10.04.17	-\$7,980
Less: Middle School Painting – 12.20.17	-\$32,450
Less: Roof Repairs, Carysbrook Elementary, West Central Primary, FCHS – 12.20.17	-\$8,770
Less: Central Elementary Water Pipe Repair and Clean-up – 04.04.18	-\$35,598
Plus: Insurance Recovery for Central Elementary Water Pipe Repair and Clean-up – 04.04.18	\$27,373
Less: Central Elementary School Water Leak – 05.16.18	-\$8,550
Less: FCHS Balancing and Calibrating Air Units – 05.16.18	-\$7,888
Less: FCHS Main Water Line Repair – 05.16.18	-\$8,259
Available:	\$116,308

MEMORANDUM

Date: June 6, 2018
From: Eric Dahl- Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY17 Year End Audited Total Unassigned Fund Balance:	\$15,855,959
Unassigned Fund Balance – 12% Target Per Policy:	\$8,342,826
Unassigned Fund Balance – Excess Above Policy Target:	\$7,513,133
Less: FY17 to FY18 Automatic Carryovers	-\$23,862
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
Less: ZXR Water & Sewer Sys. Amend. to Agrmt. #6 (Dewberry) – 09.06.17	-\$13,870
Less: ZXR Water & Sewer Sys. Project FY18 Interest Payments – 09.06.17	-\$224,852
Less: ZXR Water & Sewer Sys. Project Agreement #6 (Bowman) – 10.18.17	-\$6,550
Less: FY17-18 Department Carryovers – 11.15.17	-\$105,481
Less: FY17-18 Schools Carryovers – 11.15.17	-\$515,000
Less: Farm Heritage Museum – 11.15.17	-\$54,470
Less: Image Trend Software – 12.20.17	-\$29,750
Less: The Local Choice Adverse Exp. Adj. – 01.31.18	-\$83,033
Less: Updates and Repairs at Carysbrook Field – 02.21.18	-\$25,000
Less: FY19 Adopted CIP – 04.11.18	-\$1,312,960
Less: FY19 Adopted Budget – 04.11.18	-\$403,840
Less: CSA Funding Transfer from State to Local – 05.16.18	-\$267,000
Less: CSA Add'l Funding – 05.16.18	-\$133,000
Current FY18 Unassigned Fund Balance– Excess Above Policy Target:	\$4,228,805