



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

August 1, 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

- | | |
|---|--|
| S | County Meals Tax Referendum – Jason Smith, Community & Economic Development Director |
| T | FY19 County Attorney Agreement – Steve Nichols, County Administrator |
| U | Palmyra Area Revitalization Committee (PARC) Charter – Steve Nichols, County Administrator |
| V | FY18 BOS Contingency Budget Transfer – County Attorney – Eric Dahl, Deputy County Administrator/Finance Director |
| W | Resolution Recognizing Fluvanna Volunteer Fire and Rescue Organizations for Purposes of Eligibility for Line of Duty Act (LODA) Benefits – Eric Dahl, Deputy County Administrator/Finance Director |

7A – APPOINTMENTS

- Board, Commission, and Committee Appointments – Steven M. Nichols, County Administrator
- | | |
|-----|--|
| XYZ | <ul style="list-style-type: none"> • Economic Development Authority (EDA) • Region Ten |
|-----|--|

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

- | | |
|---|---|
| A | VDOT Quarterly Report—Alan Saunders, PE, VDOT Louisa Residency |
| B | CVEC Rural Broadband Project Collaboration—Jason Smith, Community and Economic Development Director |

9 – CONSENT AGENDA

- | | |
|---|---|
| C | Minutes of May 16, 2018—Kelly Belanger Harris, Clerk to the Board |
| D | Minutes of June 20, 2018—Kelly Belanger Harris, Clerk to the Board |
| E | Minutes of July 11, 2018—Kelly Belanger Harris, Clerk to the Board |
| F | Position Description Updates— Jessica Rice, HR Manager |
| G | SmartScale Round 3 Applications—Jason Stewart, Planning/Zoning Administrator |
| H | Closed Landfill Environmental Monitoring Programs – Cyndi Toler, Purchasing Officer |

10 – UNFINISHED BUSINESS

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

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



Digitally signed by
Steven M. Nichols
Date: 2018.07.26 07:02:32
-04'00'

County Administrator Review

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*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 defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
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.

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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 S

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	County Meals Tax Referendum				
MOTION(s):	I move that the board authorize the staff to prepare an ordinance imposing a tax on meals pursuant to Virginia Code Section 58.1-3833 and to submit to the Circuit Court a request that the Court order a referendum in support of the adoption of such ordinance.				
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, Steve Nichols, and Fred Payne				
PRESENTER(S):	Jason Smith, Community & Economic Development Director				
RECOMMENDATION:	Approval.				
TIMING:	Current				
DISCUSSION:	<p>OUTLINE OF MEALS TAX AUTHORITY</p> <ol style="list-style-type: none"> 1. County is authorized to levy tax on food and beverages sold, for human consumption, by a restaurant as defined in VC Sec. 35.1-1 (see below for both enabling statutes). 2. Maximum rate of tax is 4%. 3. Applies to alcoholic and non-alcoholic beverages served as part of a meal, but does not apply to gratuities or meals covered by food stamps 4. Despite the breadth of the definition of "restaurant" there are numerous exemptions, such as "in-house" cafeterias, etc., for employees only; non-profit fundraisers; churches and schools; hospitals, etc., for patients, et al.; day care centers; publically-owned facilities. 5. Scope of tax coverage includes food stores serving ready-to-eat foods. 6. Must be approved by referendum. Subsequent amendments need not be approved by referendum. 7. Collection procedures established by local ordinance. 				

	<p>Virginia Code Sec. 58.1-3833 authorizes any county in Virginia to adopt a tax on certain food and beverages (sometimes called a “meals tax”). Such tax cannot exceed 4% of the price of the products and applies to food and beverages (including alcoholic beverages) served by a restaurant, as defined in Virginia Code Sec. 35.1-1. The definition of “restaurant” is subject to many exceptions set forth in the enabling statute.</p> <p>No ordinance imposing such a tax can be enforced unless the same is approved by the voters in a referendum authorized by the Circuit Court pursuant to Virginia Code Sec. 24.2-684. A special election for a referendum cannot be held within 55 days of a primary or general election, but it can be held at the same time as a general election, provided that the order authorizing the referendum be entered not less than 81 days prior to the election. The form of the question presented by the referendum is prescribed by statute. If the proceeds of the tax are to be used for specific purposes, such purposes must be specified in the question presented for referendum.</p> <p>Copies of the above-referenced statutes are attached.</p>				
FISCAL IMPACT:	Such a tax would provide an additional source of revenue for the County to support essential public safety, education, and human services priorities. Revenue estimated at \$300-600K per year.				
POLICY IMPACT:					
LEGISLATIVE HISTORY:	The board has considered the adoption of such tax in the past but has never submitted the issue for consideration by the voters of the County.				
ENCLOSURES:	<ul style="list-style-type: none"> • Draft Ordinance • Applicable Sections of Virginia Code 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			

DRAFT FLUVANNA COUNTY ORDINANCE

ARTICLE 10. FOOD AND BEVERAGE TAX

Sec. 20-10-1. Definitions.

The words and phrases used in this article, shall have, for the purposes of this article, the meanings set forth in Virginia Code Sec. 58.1-3833, as the same may be amended from time to time.

Sec. 20-10-2. Levy of tax; amount.

In addition to all other taxes and fees of any kind now or hereafter imposed by law, a tax is hereby levied and imposed on the purchaser of all food served, sold or delivered for human consumption in the county in or from a restaurant, whether prepared in such restaurant or not, or prepared by a caterer. The rate of this tax shall be four percent (4%) of the amount paid for such food. In the computation of this tax, any fraction of one-half cent (\$0.005) or more shall be treated as one cent (\$0.01).

Sec. 20-10-3. Exemptions.

The tax levied under this article shall not apply to food and beverages served, sold or delivered which are declared to be exempt pursuant to Virginia Code Sec. 58.1-3833, subsections A. and E., as the same may be amended from time to time

Sec. 20-10-4. Payment and collection of tax.

Every seller of food with respect to which a tax is levied under this article shall collect the amount of tax imposed under this article from the purchaser on whom the same is levied at the time payment for such food becomes due and payable, whether payment is to be made in cash or on credit by means of a credit card or otherwise. The amount of tax owed by the purchaser shall be added to the cost of the food and beverages by the seller who shall pay the taxes collected to the county as provided in this article. Taxes collected by the seller shall be held in trust by the seller until remitted to the county.

Sec. 20-10-5. Deduction for seller.

For the purpose of compensating sellers for the collection of the tax imposed by this article, every seller shall be allowed three percent (3%) of the amount of the tax due and accounted for in the form of a deduction on his monthly return not to exceed one hundred dollars (\$100.00) per monthly return; provided, the full amount shall be due if any part of the payment is delinquent at the time of payment.

Sec. 20-10-6. Reports and remittances generally.

Every seller of food with respect to which a tax is levied under this article shall make out a report, upon such forms and setting forth such information as the treasurer may prescribe and require, showing the amount of food charges collected and the tax required to be collected, and shall sign and deliver such report to the treasurer with a remittance of such tax. It shall be presumed that all food served, sold or delivered in the county in or from a restaurant is taxable under this article and the burden shall be upon the seller of food to establish by records what food is not taxable. Such reports and

remittance shall be made on or before the twentieth day of each month, covering the amount of tax collected during the preceding month.

Sec. 20-10-7. Preservation of records.

It shall be the duty of any seller of food liable for collection and remittance of the taxes imposed by this article to keep and preserve for a period of three (3) years records showing gross sales of all food and beverages, the amount charged the purchaser for each such purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. The treasurer shall have the power to examine such records at reasonable times and without unreasonable interference with the business of the seller for the purpose of administering and enforcing the provisions of this article and to make copies of all or any parts thereof.

Sec. 20-10-8. Duty of seller when going out of business.

Whenever any seller required to collect or pay to the county a tax under this article shall cease to operate or otherwise dispose of his business, any tax payable under this article shall become immediately due and payable and such person shall immediately make a report and pay the tax due.

Sec. 20-10-9. Advertising payment or absorption of tax prohibited.

No seller shall advertise or hold out to the public in any manner, directly or indirectly, that all or any part of the tax imposed under this article will be paid or absorbed by the seller or anyone else, or that the seller or anyone else will relieve the purchaser of the payment of all or any part of the tax.

Sec. 20-10-10. Enforcement; duty of treasurer.

The treasurer shall have the power and the duty of collecting the taxes imposed and levied hereunder and shall cause the same to be paid into the general treasury for the county. It shall also be the duty of the treasurer to ascertain the name of every seller liable for the collection of the tax imposed by this article who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The treasurer shall have all of the enforcement powers as authorized by Article 1, Chapter 31 of Title 58.1 of the Code of Virginia for purposes of this article. In so acting, the treasurer may promulgate reasonable rules and regulations for the interpretation, administration and enforcement of this article.

Sec. 20-10-11. Procedure upon failure to collect, report, etc.

If any seller whose duty it is to do so shall fail or refuse to collect the tax imposed under this article and to make, within the time provided in this article, the reports and remittances mentioned in this article, the treasurer shall proceed in such manner as he may deem best to obtain facts and information on which to base his estimate of the tax due. As soon as the treasurer shall procure such facts and information as he is able to obtain upon which to base the assessment of any tax payable by any seller who has failed or refused to collect such tax and to make such report and remittance, he shall proceed to determine and assess against such seller the tax and penalties provided for by this article and shall notify such seller, by registered mail sent to his last known place of address, of the total amount of such tax and penalties and the total amount thereof shall be payable within ten (10) days from the date such notice is sent.

Sec. 20-10-12. Penalty for late remittance or false return.

A. If any seller whose duty it is to do so shall fail or refuse to remit to the treasurer the tax required to be collected and paid under this article within the time and in the amount specified in this article, there shall be added to such tax by the treasurer a penalty in the amount of ten percent (10%) of the total amount of the tax owed if the failure is not for more than one month, with an additional penalty of five percent (5%) of the total amount of the tax owed for each additional month or fraction thereof during which the failure continues, such penalty not to exceed twenty-five percent (25%) of the taxes collected but not remitted, provided, however, the minimum penalty shall be ten dollars (\$10.00), or the amount of the tax assessable, whichever is less.

B. If any seller whose duty it is to do so shall fail or refuse to file any return required by this article within the time specified in this article, there shall be added to such tax by the treasurer a penalty in the amount of ten percent (10%) of the tax assessable on such return or \$10, whichever is greater; provided, however, that the penalty shall in no case exceed the amount of the tax assessable.

Sec. 20-10-13. Violations of article.

Any corporate or partnership officer as defined in Virginia Code § 58.1-3906, or any other person required to collect, account for and pay over tax under this article, who willfully fails to collect or truthfully account for and pay over such tax, and any person who willfully evades or attempts to evade any such tax or payment thereof, shall be punished in accordance with Sec. 1-10 of this Code. Conviction of such violation shall not relieve any person from the payment, collection or remittance of the taxes or penalties provided for in this article. Any agreement by any person to pay the taxes or penalties provided for in this article by a series of installment payments shall not relieve any person of criminal liability for violation of this article until the full amount of taxes and penalties agreed to be paid by such person is received by the treasurer.

APPLICABLE SECTIONS OF VIRGINIA CODE

§ 24.2-682. Times for special elections

A. Notwithstanding any charter or special act to the contrary, the following provisions govern the times for holding special elections. Every special election shall be held on a Tuesday. No special election shall be held within the 55 days prior to a general or primary election. No special election shall be held on the same day as a primary election. A special election may be held on the same day as a general election.

B. A referendum election shall be ordered at least 81 days prior to the date for which the referendum election is called.

C. A special election to fill a vacancy in any constitutional office shall be held promptly and in accordance with the requirements of subsection A.

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§ 24.2-684. *How referendum elections called and held, and the results ascertained and certified*

Notwithstanding any other provision of any law or charter to the contrary, the provisions of this section shall govern all referenda.

No referendum shall be placed on the ballot unless specifically authorized by statute or by charter. Whenever any question is to be submitted to the voters of any county, city, town, or other local subdivision, the referendum shall in every case be held pursuant to a court order as provided in this section. The court order calling a referendum shall state the question to appear on the ballot in plain English as that term is defined in [§ 24.2-687](#). The order shall be entered and the election held within a reasonable period of time subsequent to the receipt of the request for the referendum if the request is found to be in proper order. The court order shall set the date for the referendum in conformity with the requirements of [§ 24.2-682](#).

A copy of the court order calling a referendum shall be sent immediately to the State Board by the clerk of the court in which the order was issued.

The ballot shall be prepared by the appropriate general registrar and distributed to the appropriate precincts. On the day fixed for the referendum, the regular election officers shall open the polls and take the sense of the qualified voters of the county, city, town, or other local subdivision, as the case may be, on the question so submitted. The ballots for use at any such election shall be printed to state the question as follows:

"(Here state briefly the question submitted)

☐ Yes

☐ No"

The ballots shall be printed, marked, and counted and returns made and canvassed as in other elections. The results shall be certified by the secretary of the appropriate electoral board to the State Board, to the court ordering the election, and to such other authority as may be proper to accomplish the purpose of the election.

§ 35.1-1. Definitions

As used in this title unless the context requires otherwise or it is otherwise provided:

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9. "Restaurant" means any one of the following:

- a.** Any place where food is prepared for service to the public on or off the premises, or any place where food is served. Examples of such places include but are not limited to lunchrooms, short order places, cafeterias, coffee shops, cafes, taverns, delicatessens, dining accommodations of public or private clubs, kitchen facilities of hospitals and nursing homes, dining accommodations of public and private schools and institutions of higher education, and kitchen areas of local correctional facilities subject to standards adopted under [§ 53.1-68](#). Excluded from the definition are places manufacturing packaged or canned foods which are distributed to grocery stores or other similar food retailers for sale to the public.
- b.** Any place or operation which prepares or stores food for distribution to persons of the same business operation or of a related business operation for service to the public. Examples of such places or operations include but are not limited to operations preparing or storing food for catering services, push cart operations, hotdog stands, and other mobile points of service. Such mobile points of service are also deemed to be restaurants unless the point of service and of consumption is in a private residence.

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§ 58.1-3833. County food and beverage tax

A. 1. Any county is hereby authorized to levy a tax on food and beverages sold, for human consumption, by a restaurant, as such term is defined in [§ 35.1-1](#), not to exceed four percent of the amount charged for such food and beverages. Such tax shall not be levied on food and beverages sold through vending machines or by (i) boardinghouses that do not accommodate transients; (ii) cafeterias operated by industrial plants for employees only; (iii) restaurants to their employees as part of their compensation when no charge is made to the employee; (iv) volunteer fire departments and volunteer emergency medical services agencies; nonprofit churches or other religious bodies; or educational, charitable, fraternal, or benevolent organizations the first three times per calendar year and, beginning with the fourth time, on the first \$100,000 of gross receipts per calendar year from sales of food and beverages (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes; (v) churches that serve meals for their

members as a regular part of their religious observances; (vi) public or private elementary or secondary schools or institutions of higher education to their students or employees; (vii) hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof; (viii) day care centers; (ix) homes for the aged, infirm, handicapped, battered women, narcotic addicts, or alcoholics; or (x) age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees. Also, the tax shall not be levied on food and beverages: (a) when used or consumed and paid for by the Commonwealth, any political subdivision of the Commonwealth, or the United States; or (b) provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, blind, handicapped, or needy persons in their homes, or at central locations; or (c) provided by private establishments that contract with the appropriate agency of the Commonwealth to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, blind, handicapped, or needy persons in their homes or at central locations.

2. Grocery stores and convenience stores selling prepared foods ready for human consumption at a delicatessen counter shall be subject to the tax, for that portion of the grocery store or convenience store selling such items.

3. This tax shall be levied only if the tax is approved in a referendum within the county which shall be held in accordance with § [24.2-684](#) and initiated either by a resolution of the board of supervisors or on the filing of a petition signed by a number of registered voters of the county equal in number to 10 percent of the number of voters registered in the county, as appropriate on January 1 of the year in which the petition is filed with the court of such county. However, no referendum initiated by a resolution of the board of supervisors shall be authorized in a county in the three calendar years subsequent to the electoral defeat of any referendum held pursuant to this section in such county. The clerk of the circuit court shall publish notice of the election in a newspaper of general circulation in the county once a week for three consecutive weeks prior to the election. If the voters affirm the levy of a local meals tax, the tax shall be effective in an amount and on such terms as the governing body may by ordinance prescribe. If such resolution of the board of supervisors or such petition states for what projects and/or purposes the revenues collected from the tax are to be used, then the question on the ballot for the referendum shall include language stating for what projects and/or purposes the revenues collected from the tax are to be used.

4. Any referendum held for the purpose of approving a county food and beverage tax pursuant to this section shall, in the language of the ballot question presented to voters, contain the following text in a paragraph unto itself: "If this food and beverage tax is adopted and a maximum tax rate of four percent is imposed, then the total tax imposed on all prepared food and beverage shall be ..." followed by the total, expressed as a percentage, of all existing ad valorem taxes applicable to the transaction added to the four percent county food and beverage tax to be approved by the referendum.

5. Notwithstanding any other provision of this section, if a county that has not imposed a county food and beverage tax adopts an ordinance or resolution pursuant to subdivision 1 of § [15.2-2607](#) providing for the payment of the principal and premium, if any, and interest on bonds issued in accordance with

the Public Finance Act (§ [15.2-2600](#) et seq.) from revenue collected from a county food and beverage tax, then the ballot may provide, as a single question:

- a.** The purpose or purposes of the bonds to be issued;
- b.** The estimated maximum amount of such bonds proposed in the notice required in subsection A of § [15.2-2606](#);
- c.** The request for approval by the voters of a county food and beverage tax authorized and levied in accordance with subdivision 3;
- d.** The language required to be included in the ballot question as set forth in subdivision 4; and
- e.** An explanation that the bonds shall be issued only if the county food and beverage tax is approved in the referendum.

Any referendum placed on the ballot pursuant to this subdivision 5 shall be submitted according to the procedures specified in § [24.2-684](#).

The term "beverage" as set forth herein shall mean alcoholic beverages as defined in § [4.1-100](#) and nonalcoholic beverages served as part of a meal. The tax shall be in addition to the sales tax currently imposed by the county pursuant to the authority of Chapter 6 (§ [58.1-600](#) et seq.). Collection of such tax shall be in a manner prescribed by the governing body.

B. Notwithstanding the provisions of subsection A, Roanoke County, Rockbridge County, Frederick County, Arlington County, and Montgomery County are hereby authorized to levy a tax on food and beverages sold for human consumption by a restaurant, as such term is defined in § [35.1-1](#) and as modified in subsection A and subject to the same exemptions, not to exceed four percent of the amount charged for such food and beverages, provided that the governing body of the respective county holds a public hearing before adopting a local food and beverage tax, and the governing body by unanimous vote adopts such tax by local ordinance. The tax shall be effective in an amount and on such terms as the governing body may by ordinance prescribe.

C. Nothing herein contained shall affect any authority heretofore granted to any county, city or town to levy a meals tax. The county tax limitations imposed pursuant to § [58.1-3711](#) shall apply to any tax levied under this section, mutatis mutandis. All food and beverage tax collections and all meals tax collections shall be deemed to be held in trust for the county, city or town imposing the applicable tax. The wrongful and fraudulent use of such collections other than remittance of the same as provided by law shall constitute embezzlement pursuant to § [18.2-111](#).

D. No county which has heretofore adopted an ordinance pursuant to subsection A shall be required to submit an amendment to its meals tax ordinance to the voters in a referendum.

E. Notwithstanding any other provision of this section, no locality shall levy any tax under this section upon (i) that portion of the amount paid by the purchaser as a discretionary gratuity in addition to the

sales price; (ii) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price; or (iii) alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption or food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to that act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and nonfactory sealed beverages.

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

TAB T

MEETING DATE:	August 1, 2017																												
AGENDA TITLE:	County Attorney Compensation Agreement																												
MOTION(s):	I move to approve the County Attorney's Compensation Agreement for services for Fiscal Year 2019, effective July 1, 2018.																												
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):	Steven M. Nichols, County Administrator, and Fred Payne, County Attorney																												
PRESENTER(S):	Steven M. Nichols, County Administrator																												
RECOMMENDATION:	Approval.																												
TIMING:	The County Attorney's current agreement began July 1, 2017.																												
DISCUSSION:	<p>The County Attorney has proposed the same service rates for FY19 as are currently in effect, with Chris Tate substituted for Christina Guidry. The agreement calls for a flat monthly fee of \$10,000 and includes additional services and periodic on-site work. Other rates and terms are specified below and in the attached proposal.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Position</th> <th style="text-align: left;">Prior</th> <th style="text-align: left;">New</th> </tr> </thead> <tbody> <tr> <td>Frederick W. Payne</td> <td>\$310</td> <td>\$310</td> </tr> <tr> <td>Donna R. DeLoria</td> <td>\$265</td> <td>\$265</td> </tr> <tr> <td>William W. Tanner</td> <td>\$240</td> <td>\$240</td> </tr> <tr> <td>Kristina M. Hofmann</td> <td>\$215</td> <td>\$215</td> </tr> <tr> <td>Christopher R. Tate</td> <td>\$150</td> <td>\$150</td> </tr> <tr> <td>Paralegals</td> <td>\$ 95</td> <td>\$ 95</td> </tr> <tr> <td>Assistants (when applicable)</td> <td>\$ 75</td> <td>\$ 75</td> </tr> </tbody> </table>					Position	Prior	New	Frederick W. Payne	\$310	\$310	Donna R. DeLoria	\$265	\$265	William W. Tanner	\$240	\$240	Kristina M. Hofmann	\$215	\$215	Christopher R. Tate	\$150	\$150	Paralegals	\$ 95	\$ 95	Assistants (when applicable)	\$ 75	\$ 75
Position	Prior	New																											
Frederick W. Payne	\$310	\$310																											
Donna R. DeLoria	\$265	\$265																											
William W. Tanner	\$240	\$240																											
Kristina M. Hofmann	\$215	\$215																											
Christopher R. Tate	\$150	\$150																											
Paralegals	\$ 95	\$ 95																											
Assistants (when applicable)	\$ 75	\$ 75																											
FISCAL IMPACT:	Budgeted for FY19																												
POLICY IMPACT:	N/A																												
LEGISLATIVE HISTORY:	N/A																												
ENCLOSURES:	Draft Agreement																												
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																								
	XX																												

FLUVANNA COUNTY ATTORNEY**Deputy County Attorneys:**

Donna R. DeLoria
William W. Tanner

Frederick W. Payne

414 East Jefferson Street
Charlottesville, Virginia 22902
Telephone: (434) 977-4507
Facsimile: (434) 977-6574
E-mail: fwpayne@fluvannacounty.org

Assistant County Attorney:

Kristina M. Hofmann
Christina Ashie Guidry

COUNTY ATTORNEY SERVICES**Effective July 1, 2018**

The Fluvanna County Attorney is appointed by the governing body and serves at the pleasure of the governing body. He shall serve at a rate of compensation as set forth hereinafter and shall be allowed to recover his reasonable costs expended. When serving at an hourly rate, the County Attorney shall provide the County with an itemized list of fees and expenses.

The County Attorney shall have the duty in civil matters of advising the governing body and all boards, departments, agencies, officials and employees of the County, of drafting or preparing ordinances, of defending or bringing actions in which the County or any of its boards, departments or agencies, or officials or employees, thereof, shall be a party, and in any other manner advising or representing the County, its boards, departments, agencies, officials and employees, and the County Attorney shall be accountable to the governing body in the performance of his duties.

The County Attorney is the primary risk management officer for the County and works daily with leadership, staff and citizens to resolve problems. The County Attorney and Deputy/Assistant County Attorneys work collaboratively with County leadership to accomplish the essential functions outlined below with an emphasis on creative solutions to the County's desired goals within the limits of state law.

ESSENTIAL FUNCTIONS: This information is of a general nature, and is not intended to be a comprehensive description of every role and responsibility.

I. For routine services, the County Attorney will be paid a flat fee of \$10,000 per month. "Routine services" shall include such matters as (a) regular advice and support to members of the Board, the County Administrator and other members of the County staff, as well as constitutional officers upon their request; (b) reviewing/drafting of ordinary documents, including, but not limited to, private road maintenance agreements, development bonds, zoning and subdivision staff reports, tax refund letters, legal notices, etc.; (c) drafting of routine ordinance amendments and regular maintenance of the County Code to maintain compliance with state enabling legislation; (d) support of staff in enforcement of zoning, subdivision and other County Code violations (but not including court proceedings except as directed by the Commonwealth's Attorney); (e) assistance to staff regarding compliance with the Freedom of Information Act, and policies for records retention and policies for procurement; (f) preparation, review and execution of simple leases, simple deeds and other simple contracts which are not subject to the Virginia Public Procurement Act; and (g) occasional briefing/educational activities, including such things as updating the Board, Planning Commission and staff on matters such as zoning procedures and other legal

matters. It shall also include attendance at regular meetings of the Board of Supervisors, the Planning Commission, the Board of Zoning Appeals and the building code board of appeals, with occasional attendance at special meetings and work sessions as directed by their respective chairmen or the County Administrator. It shall also include attendance at occasional staff and other meetings, approximately twice per week, as scheduled in consultation with the County Administrator.

II. For other, non-routine services, which are particularly time-intensive and unpredictable, the County Attorney will bill the County by the hour at the rates set out below and will provide a monthly itemized list of fees and expenses. The additional services would include such things as the following:

- (a) real estate (including sales, acquisitions and other non-routine matters, such as the negotiation of telecommunications leases, etc., not covered in Section I. (f), above);
- (b) general procurement, reviewing/drafting contracts, memoranda of understanding/agreement, requests for proposals/bids not covered by Section I. (f), above;
- (c) litigation; and
- (d) special projects (such as comprehensive review/revision of major legislative projects including land use ordinances, comprehensive plan, exercises of the County's power of eminent domain, appearance before governmental bodies other than as provided in Section I., above, etc.).

Frederick W. Payne, county attorney	\$310
Donna R. DeLoria, deputy county attorney	\$265
William W. Tanner, deputy county attorney	\$240
Kristina M. Hofmann, assistant county attorney	\$215
Christopher R. Tate, assistant county attorney	\$150
Paralegals	\$ 95
Assistants (when applicable)	\$ 75

When a matter involves travel outside the immediate Charlottesville area, the County will be charged for travel time (at the above-listed hourly rates) and mileage (at rates approved by the federal IRS) **except** that there will be no such charges for attendance at regular meetings of the Board of Supervisors and Planning Commission.

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

TAB U

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	Palmyra Area Revitalization Committee (PARC) Charter				
MOTION(s):	I move to approve the Palmyra Area Revitalization Committee (PARC) Charter, as presented.				
STRATEGIC INITIATIVE?	Yes XX	No	If yes, list initiative(s):	C7	
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. First meeting of the committee TBD pending member appointments.				
DISCUSSION:	<p>There have been similar committees and groups formed since at least the 1970s. The most recent iteration was the Court Green Committee that was disbanded in 2012. This new committee request results from a couple recent Fluvanna Leadership Development Program group projects.</p> <p>PARC would have the stated purpose to advocate for and support positive revitalizations efforts within the Village of Palmyra. The work of the Committee is expected to be completed with a final report submitted to the Board of Supervisors by June 30, 2020, unless an extension has been agreed upon by the committee and approved by the Board of Supervisors. Goals and membership are outlined in the attached draft Charter.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	As above.				
ENCLOSURES:	Draft PARC Charter				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



CHARTER PALMYRA AREA REVITALIZATION COMMITTEE “PARC”

**Approved
By BOS:
Pending
Aug 1, 2018**

1. Purpose. The purpose of the Palmyra Area Revitalization Committee (the “Committee” or “PARC”) is to advocate for and support positive renewal efforts within the Village of Palmyra. PARC will prepare a report of proposed actions for consideration by the Board of Supervisors.

2. Committee Duration. The work of the Committee is expected to be completed with a final report submitted to the Board of Supervisors by June 30, 2020, unless an extension has been agreed upon by the committee and approved by the Board of Supervisors.

3. Tasks / Responsibilities. The Committee will propose and complete projects to enhance the Village of Palmyra, such as:

- a. Promote Village of Palmyra signs to mark historic buildings and locations
- b. Promote two “Welcome to Palmyra” signs on Route 15
- c. Promote an information kiosk
- d. Promote support for the purchase and placement of park benches
- e. Develop a web based Virtual Tour for the Village Walking Tour
- f. Encourage replacement of the VDOT Old Courthouse sign and placement to new location
- g. Encourage landscape refurbishments in Memorial Park and at the Old Jail

4. Membership. Membership shall be comprised as follows:

- a. Up to five (5) Fluvanna County residents
- b. Fluvanna County Historical Society Representative(s)
- c. Two (2) Fluvanna County staff representative(s)
- d. 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 membership shall select a member to serve as Chair of the Task Force.

b. Meetings

(1) Public meetings will generally be scheduled quarterly and advertised on the County website.

(2) 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 Committee member, and after adoption by Committee, shall be posted on the County website.

d. Recommendations and Reports. Committee reports and recommendations will be submitted to the County Administrator for Board of Supervisors consideration. Documentation will include background information and justification for any recommended actions.

6. Parliamentary Authority

a. The Committee 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 policy recommendations and action requires referral to the Board of Supervisors for approval.

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

TAB V

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	FY18 Budget Transfer – County Attorney Budget				
MOTION(s):	I move the Board of Supervisors approve a budget transfer of \$12,122 from the FY18 BOS Contingency budget and \$4,370 from the FY18 Personnel Contingency budget for a total of \$16,492 to the FY18 County Attorney budget for legal services.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, Deputy County Administrator / Director of Finance				
PRESENTER(S):	Eric Dahl, Deputy County Administrator / Director of Finance				
RECOMMENDATION:	We recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The FY18 County Attorney budget is currently over-expended by \$16,492 through June 2018 for legal services. • A budget transfer from BOS Contingency and Personnel Contingency is recommended in order to bring the County Attorney line under budget for FY18. • If approved, this budget transfer will increase the FY18 County Attorney budget from \$275,000 to \$291,492. • If approved, this budget transfer will decrease FY18 BOS Contingency from \$12,122 to \$0. <p style="text-align: right;"><u>Fiscal Year County Attorney Costs:</u> FY10 - \$106,470 FY11 - \$155,275 FY12 - \$181,443 FY13 - \$137,126 FY14 - \$113,557 FY15 - \$169,985 FY16 - \$202,811 FY17 - \$271,879 FY18 - \$291,492</p>				
FISCAL IMPACT:	Approval of the motion as stated above will decrease FY18 BOS Contingency \$12,122 and FY18 Personnel Contingency \$4,370 and increase the FY18 County Attorney budget by \$16,492				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB W

MEETING DATE:	August 1, 2018					
AGENDA TITLE:	Resolution Recognizing Fluvanna Volunteer Fire And Rescue Organizations For Purposes Of Eligibility For The Line Of Duty Act (LODA) Benefits					
MOTION(s):	I move to approve the resolution entitled, “A RESOLUTION RECOGNIZING FLUVANNA VOLUNTEER FIRE AND RESCUE ORGANIZATIONS FOR PURPOSES OF ELIGIBILITY FOR THE LINE OF DUTY ACT (LODA) BENEFITS.”					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):			
		X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		X				
STAFF CONTACT(S):	Eric Dahl, Deputy County Administrator/Finance Director					
PRESENTER(S):	Eric Dahl, Deputy County Administrator/Finance Director					
RECOMMENDATION:	Approval					
TIMING:	Current					
DISCUSSION:	<ul style="list-style-type: none"> • The Virginia Line of Duty Act (LODA), established in Title 9.1 of the Code of Virginia and enacted in 1972, provides benefits to eligible family members of eligible employees and volunteers killed in the line of duty and to those eligible employees and volunteers disabled in the line of duty and their eligible family members. • The Virginia Retirement System makes all eligibility determinations for LODA benefits and also issues benefit payments on behalf of LODA Fund participating employers • The Virginia Retirement System is in the process of updating their records for LODA. • In doing so, they realized that they do not have a copy of Fluvanna County’s Ordinance, or Board Resolution, recognizing your Volunteer Fire Department(s)/Volunteer Rescue Squad(s) as an integral part of the official safety program for your county. • Through a search of county records and previous BOS meetings, staff could not find a resolution or ordinance that had been previously approved. • In order to have members of these departments covered under the Line of Duty Act, the code requires a resolution or ordinance recognizing these departments as an integral part of the official safety program of such locality. 					
FISCAL IMPACT:	N/A					
POLICY IMPACT:	N/A					

LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	A RESOLUTION RECOGNIZING FLUVANNA VOLUNTEER FIRE AND RESCUE ORGANIZATIONS FOR PURPOSES OF ELIGIBILITY FOR THE LINE OF DUTY ACT (LODA) BENEFITS				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 13-2018

A RESOLUTION RECOGNIZING FLUVANNA VOLUNTEER FIRE AND RESCUE ORGANIZATIONS FOR PURPOSES OF ELIGIBILITY FOR THE LINE OF DUTY ACT (LODA) BENEFITS

WHEREAS, The County of Fluvanna wishes to comply with the State Code 9.1-400 recognizing such fire company or department or rescue squad as an integral part of the official safety program; and

WHEREAS, the County of Fluvanna recognizes three organizations, namely Fluvanna County Volunteer Fire Department, Inc., Fluvanna Rescue Squad, Inc. and Lake Monticello Volunteer Fire Department And Rescue Squad, Inc.; and

WHEREAS, the Board of Supervisors, the governing body of the County of Fluvanna, have for many years recognized the existence of all three volunteer organizations but have never formally adopted a resolution; and

WHEREAS, for such fire company or department or rescue squad to be eligible for benefits of the “Line of Duty Act” a resolution must be approved by the governing body; and

NOW, THEREFORE, BE IT RESOLVED, the Fluvanna County Board of Supervisors voted to recognize the aforementioned fire company or department or rescue squad as emergency responders for the citizens of Fluvanna County; and

BE IT FURTHER RESOLVED that the County of Fluvanna acknowledges the important contribution made by the members of each fire company or department or rescue squad to the County and wishes to make available the benefits of the “Line of Duty Act”.

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 1st day of August, 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
BCC APPOINTMENTS STAFF REPORT

TAB XYZ

MEETING DATE:	Aug 1, 2018			
AGENDA TITLE:	Board, Commission, and Committee Appointments			
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):			
Board/Commission/Committee		Appointees	Begins Term	Ends Term
Economic Development Authority			Jul 1, 2018	Jun 30, 2022
Region Ten Community Services Board			Immediately	Jun 30, 2019

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Economic Development Authority (1 Vacancy)	Rudy Garcia	New	Fork Union	Finance Board, Social Services
	Keith Smith	New	Cunningham	TJPDC
Region Ten Community Services Board	Nadia Manifold Anderson	New	Palmyra	
DISCUSSION:	Region Ten: unexpired term left vacant when Dr. Jerry Swiggett resigned his appointment. The unexpired term ends on June 30, 2019.			
ENCLOSURES:	Candidate Applications; EDA Membership Info			

Current EDA Membership

Name	Position	Term Ends
Scott Marshall	Chair	Jun 30, 2022
Shelley Murphy	Secretary	Jun 30, 2020
Robert Flood	At-Large	Dec 31, 2019
Daniel T. Nunziato	At-Large	Aug 31, 2019
Curtis Putnam	At-Large	Jun 30, 2022
Gerald Swiggett	Treasurer	Aug 31, 2019
VACANT	At-Large	Jun 30, 2022
Jason Smith	Staff	N/A

Desired EDA Member Skill Sets

- Experience in business, economic and community development to include commercial real estate, broadband infrastructure, natural gas, water and sewer infrastructure, etc.
- Considerable knowledge in business retention and expansion activities.
- Experience in Chamber of Commerce and/or Economic Development activities and programs.
- Working knowledge of Fluvanna County local government.
- Experience with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Keith Smith		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 35 Acre Ln Palmyra Va. 22963		Physical Address (if different)	
Years Lived in Fluvanna 30	Cell Phone – preferred? <input checked="" type="radio"/> 4345310795	Home Phone – preferred? <input checked="" type="radio"/> 4345310795	Email keithsmith011163@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Please see the attached resume.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: TJPDC			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Please see the attached resume.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I respectfully request the opportunity to continue representing Fluvanna on the TJPDC and advocating for Fluvanna's regional interests.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Keith Smith		Date 12/12/2017	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
x	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

Tuesday, December 12, 2017

Keith B Smith

35 Acre Lane * Palmyra, VA 22963 * (434)531-0795 * keithsmith011163@gmail.com

An experienced, self-motivated professional with outstanding communications skills, problem solving skills and customer service.

Profile:

- Over 30 years' experience in all phases of, General Real Estate, Land Planning & Development, General Contracting and Business Management to include but not limited to General & Detailed Management, Local Public Policies, Problem Solving, Sales, Marketing, Financing, and Public Relations & Advertising.
- Excellent time management skills and a personal work ethic characterized by persistence, tenacity, willingness to listen, flexibility, creativity as well as versatility.
- Very open minded to new challenges and willing to learn & hone skills through continued education and open communications.
- Detail-oriented, with good organizational, multitasking, and problem-solving skills.
- Outgoing, energetic with a proven ability to create and maintain positive and beneficial relationships with peers, administration, management, government officials and the general public.

Experience:

- 2009 – Present: Roy Wheeler Reality Co.
 - *Licensed to practice Real Estate Agent in the State of Virginia.*
- 1999 – Present: YES Business Management L.L.C.
 - *Consulting and facilitating services for local business and individuals conducting business and land planning / economic development projects with local Governments.*
- 1997 – 2011: Acres Development L.L.C.
 - *Land Planning and Development.*
- 1987 – Present: Bridge Hampton Builders Inc.
 - *Virginia State Class A General Contractor.*

Military Experience:

- 1980 to 1986 USMC, Military Police / Marine Security Guard at US Embassies abroad.
 - Sgt. Honorably discharged.

Education / Professional Studies and Certifications:

- Gen. Douglas Mac Arthur, Levittown, Long Island, NY. High School Graduation, Vocational Horticultural Degree.
- SUNY The State University of New York: Farmingdale NY, Horticultural / Landscaping, completed one year of a two-year associates degree.
- US Air Force Police Academy: Lackland AFB TX, Law Enforcement. Received Federal Police certification.

- **USMC Marine Security Guard: Quantico VA, US Embassy security, received Top Secret clearance.**
- **EMT: Lake Monticello Rescue Squad**
- **Va. State Class A Contractors License: Richmond Va., Received Class A License.**
- **Basic Principles of Real Estate: Charlottesville Va., Received license to practice Real Estate in the State of Va.**

Additional Skills:

- Experienced & knowledgeable in computer applications incl. CAD, Microsoft Word, Excel, PowerPoint.

Current public service affiliations and memberships:

- *Board Member of the Thomas Jefferson Planning District Corporation.*
- *Member of the Thomas Jefferson Planning District Commission.*
- *Board Member of the Thomas Jefferson Community Land Trust.*
- *2016 Graduate of the Charlottesville/Albemarle Chamber of Commerce “Leadership Class”*
- *Member of various committees within the Charlottesville Area Association of Realtors.*

References:

- **Mr. Chip Boyles** Phone Number, (804) 979-7310 ext 110
 - **ED, Thomas Jefferson Planning District**
- **Mr. Lenoard Bozza.** Phone Number, (516) 652-8314
 - **President, Lake Monticello Vol. Fire and Rescue Inc.**
- **Mr. Michael Guthrie** Phone Number, (434) 227-9118
 - **CEO, Roy Wheeler Realty Inc.**
- **Lt. Col. Raymond Beal III** Phone Number, (904) 451-1537
 - **Lt. Col. USMC JAG, Appellate Judge retired.**



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Rudy L. Garcia		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 802 Rivanna Woods Dr Fork Union, VA 23055		Physical Address (if different)	
Years Lived in Fluvanna 17	Cell Phone – preferred? <input checked="" type="radio"/> 850-776-9209	Home Phone – preferred? <input type="radio"/> 434-842-9249	Email rleegarcia@rleegarcia.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): MS ED Walden University Global View Capital Advisors-3 years Retirement Plan Advisors of Virginia- 5 years HBW Advisory Services- Provisional Agency Vice President- 2 years President and Founder of Rivanna Woods Financial Services- 10 years Federal Emergency Management Agency- Disaster Logistician- 6 Year Retired U.S. Army Senior Noncommissioned Officer-Logistics Management-22 Years			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Director and President- Prevent Child Abuse Virginia- 2012-Present Rotary Club of Fluvanna County 2011-Present Director Fluvanna Chamber of Commerce 2013- Present Director Retail Merchants Association 2010-Present Director Youth Life Foundation Richmond 2012-Present Fluvanna Leadership Development Program Steering Committee 2012-Present Fluvanna County Finance Board- 2014-Present Director and Treasurer Goochland Chamber of Commerce- 2007-2013			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Fluvanna Rotary Club- 2011 to Present Fluvanna Chamber of Commerce -President Goochland Chamber of Commerce- Treasurer Retail Merchants Association- Director			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have been serving the county in some capacity since 2012. I currently am President of the Chamber of Commerce. Working on the EDA would be a natural extension that would better allow the Chamber and the EDA to serve their joint constituents.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Rudy L. Garcia		Date Nov 20, 2017; May 7, 2018 (updated)	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
X	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	November 20, 2017	Received by Kelly Harris through website. 11/20/2017
Acknowledgement Sent:	November 20, 2017	
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		



GLOBAL VIEW CAPITAL®
A D V I S O R S

Global View Capital Advisors is a global network of financial service professionals servicing thousands of clients with innovative solutions in an unpredictable world.



Rudy Garcia

Executive Director
802 Rivanna Woods Dr
Fork Union VA 23055
Office: 804-323-3032 x 101
Fax: 804-767-1844
Cell: 850-776-9209
E-mail: rgarcia@gvcaponline.com
Web: gvcaponline.com

At Global View Capital Advisors, our mission is to help design, grow, and protect the personal economies of families from all over the world.

BIOGRAPHY

Rudy has a diverse background of over 30 years of coaching and financial consultation experience that he relies on to work with clients on their personal and business retirement plans.

Rudy grew up in south Florida and spent 18 years living in Key West before joining the US Army and spending the next 22 years serving the country in various assignments in multiple locations across the US, Europe and North Africa. It was while he was in the Army that Rudy fell in love with learning and education and developed a passion for serving others.

He has over 25 years of adult education experience, having served as a trainer educator in the U.S. Army and the Federal Emergency Management Agency. He brings over 26 years of Managerial experience in both the military and federal government, culminating his military career as the Deputy Commandant for the US Army's Quartermaster School's NCO Academy where he oversaw curriculum development and delivery of over 23 courses to over 3000 students annually. Rudy also has experience as a High School French and Spanish Teacher at Fork Union Military Academy. Because of his experience with the Army, FEMA and his own

Master's Program, Rudy is quite familiar and comfortable with distance learning as a delivery medium for training and education classes.

The passion he brings about educating others is built into the way he conducts business. Whether he is meeting with a business owner and providing an evaluation of an employer sponsored retirement plan or with a family discussing the paths they can take to move closer to their ultimate retirement goals, Rudy makes each experience an educational event.

Because of his many years of experience in adult education it was a natural outgrowth for him to adapt those skills to serving the business community; as a result he has been conducting live educational seminars for business owners for the past several years. These skills serve well in the employer sponsored retirement plan arena as he brings his experience to bear on the employee educational plans that are so essential to each plan participant achieving their goals.

Rudy's desire to serve others also manifests itself in his community involvement. He has been involved in service organizations since 1980 when he was the Lion Tamer for the Ft Bliss Lions Club in El Paso, Texas. While stationed in Tunisia in the mid 1990's he was the treasurer for the US Government Employees Recreation

Association and the President of the Tunis American Softball Association. He continued his community service throughout his military career and is still serving his community today as a Board Member for multiple non-profits and trade associations as well as a member of the Rotary Club of Fluvanna County.

Rudy is married to Catherine, who is currently teaching Freshman English at Fork Union Military Academy, and more significantly, is a Retired Command Sergeant Major with 24 years of service in the Criminal Investigation Command of the US Army. Rudy has two children, Edward and Georgia and three grandchildren, Noah, Gabriel and Hannah.

QUALIFICATIONS

Chartered Retirement Plans SpecialistSM

Professional Plan ConsultantTM

Accredited Domestic Partnership AdvisorSM

MEMBERSHIP ORGANIZATIONS

Director and President- Prevent Child Abuse Virginia- 2012-Present

Rotary Club of Fluvanna County 2011-Present

Director Fluvanna Chamber of Commerce 2013- Present

Director Retail Merchants Association 2010-Present

Director Youth Life Foundation Richmond 2012-Present

Fluvanna Leadership Development Program Steering Committee 2012-Present

Fluvanna County Finance Board- 2014-Present

Director and Treasurer Goochland Chamber of Commerce- 2007-2013

BUSINESS PHILOSOPHY

My philosophy is relatively simple. I have adopted the filter of the Rotary Four Way Test into all of my business dealings:

First: Is it the Truth

Second: Is it fair to all concerned?

Third: Will it build good will and better friendship?

Fourth: Will it be beneficial to all concerned?

I also adhere to the ROTARIAN CODE OF CONDUCT

So As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life

2. Deal fairly with others and treat them and their occupations with respect

3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world

4. Avoid behavior that reflects adversely on Rotary or other Rotarians

I have found that by following these two "Golden Rules" I am able to deal honestly and fairly with not only my clients, but also everyone I happen to meet during the course of a day.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) Nadia Manifold Anderson		Election District: <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 3 Elm Court Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 25	Cell Phone 4342490599	Home Phone 4345894840	Email nadia@dbmeducationcenter.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Please see resume			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Please see resume			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Please see resume			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Fluvanna County is my home. Though I moved away for 10 years for college and graduate school, I always knew I wanted to come back and promote education in the community. I would like to serve Fluvanna County on the Board for Region 10, because I am very interested in having a hand in assisting adults with intellectual disabilities. As a teacher, so many have come through my classrooms, and I never know how they do after transitioning off their IEPs etc. I would also like to bring a different perspective and background to the board, while embracing the opportunity to learn from current board members.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Nadia Manifold Anderson		(Typing name below serves as digital signature) Date	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Broadband Access Taskforce (BAT)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
	Planning Commission
X	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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Office Use Only		
Application Received On:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		

Nadia Manifold Anderson

3 Elm Court Palmyra, VA 22963 | 434-249-0599 | nadia@dbmeducationcenter.com

EDUCATION

IBCEES

Certified Autism Specialist 2018

Cambridge College, Cambridge, MA

M.Ed. (Special Education) 2014

Thesis: A Comparison Study of the History of Special Education
Practices and Inclusion in the United States and China: From
Antiquity to Present Day

Hollins University, Roanoke, VA

B.A. Honors Sociology/Anthropology 2004

Areas of Concentration: Cultural Anthropology, Journalistic Photography

Minor: Anthropology/Photography

Honors Thesis: Islamaphobia

TEACHING EXPERIENCE

Demetria B Manifold Education Center Palmyra, VA

Owner and Program Director 2017-current

1:1 and Group Tutoring, IEP consultation, Assessment, ABA
Intervention, Pre-School Skills workshops

Charlottesville Public Schools Walker Upper Elementary School, Charlottesville, VA

Special Education Teacher- Targeted Intervention Practice Lab 2016-2017

IEP development and implementation, Behavior Support Plan
development, curriculum development and daily
instruction/remediation (5th and 6th grades)

Fluvanna Public Schools Carysbrook Elementary School, Palmyra, VA

Special Education Resource Teacher 2015-2016

IEP development and implementation, Behavior Support Plan
development, case management, curriculum development,
targeted reading instruction and daily instruction/remediation
(Elementary math, reading, writing, science, history- 3rd and
4th grades)

Albemarle Public Schools Monticello High School, Charlottesville, VA

Special Education Collaborative Teacher 2014-2015

IEP Development and Implementation, Behavior Support Plan
development, case management, curriculum development and
daily instruction in collaborative setting (Algebra, Geometry,
English 11)

Virginia Institute of Autism, Charlottesville, VA

Senior Classroom Teacher/ Lead Teacher- Middle School 2012-2014

IEP Development and Implementation, Behavior Support Plan
Development, Curriculum development and daily instruction
based on principles of Applied Behavior Analysis, Staff training
and mentoring

Assistant Lead Teacher 2012

Lead Instructor 2012

Provide direct instruction to four students with autism, Student
programming, analyzing student data, assist
with development of new programs, summarizing student progress

Instructor 2011

Direct instruction

RELATED EXPERIENCE

Self Employed

Private Behavior Technician/Therapist 2012 – current

Provide support for families with children with disabilities,
including behavior modification plans, and
academic/instructional programs

Norfolk Public Schools

Substitute Teacher/ Paraprofessional/Teaching Assistant 2011 – 2012

LANGUAGES

English- Native Speaker

American Sign Language- basic competence

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

TAB A

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	VDOT Quarterly Report				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Wayne Stephens, Public Works Director / County Engineer				
PRESENTER(S):	Alan Saunders, VDOT Residency Administrator				
RECOMMENDATION:	Information Only				
TIMING:	Routine				
DISCUSSION:	Quarterly VDOT update.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	VDOT Monthly Report				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Culpeper District, Louisa Residency
Fluvanna County Monthly Report: August 2018

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
05/05	Route 250, at Route 631 Troy Rd	No	No

[Link to SmarTeScale information](#)

[Link to SmarTeScale Projects \(Filter for Fluvanna Co. Projects\)](#)



Proposed SmartScale Application Candidates:

- Thomas Jefferson Pkwy (Rte 53) & Turkeysag Trail (Rte 1015)
- James Madison Hwy (Rte 15) & Bybees Church Rd (Rte 613)
- James Madison Hwy (Rte 15) & Hunters Lodge Rd (Rte 631)
- Route 250 at Toy Road (Route 631)

Key Dates:

- Aug. 1, 2018 – Full Application Submission Deadline;

Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Authorize ROW (JUL 2018)	Obtain Environmental Permits (JAN 2019)	Anticipated NOV 2019
Route 680 – Rural Rustic (UPC:107558)	CN Authorized	Construction	Summer 2018
Route 629 Bridge Replacement	Right of Way	Construction Authorization	October 2018
Route 600-618 Intersection Improvements (UPC 111739)	Authorize PE/Scoping (JAN 2018)	Environmental Review Process	2022
Route 759 Bridge Replacement	--	Project Scope	-----

Additional Road Projects:

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)

- **On-Call District Wide Pavement Marking** (UPC 108282)
- **Rumble-stripes** (VDOT installing rumble-stripes on all County primary routes and high-volume secondary routes)

State-Force and District-Wide Bridge Projects:

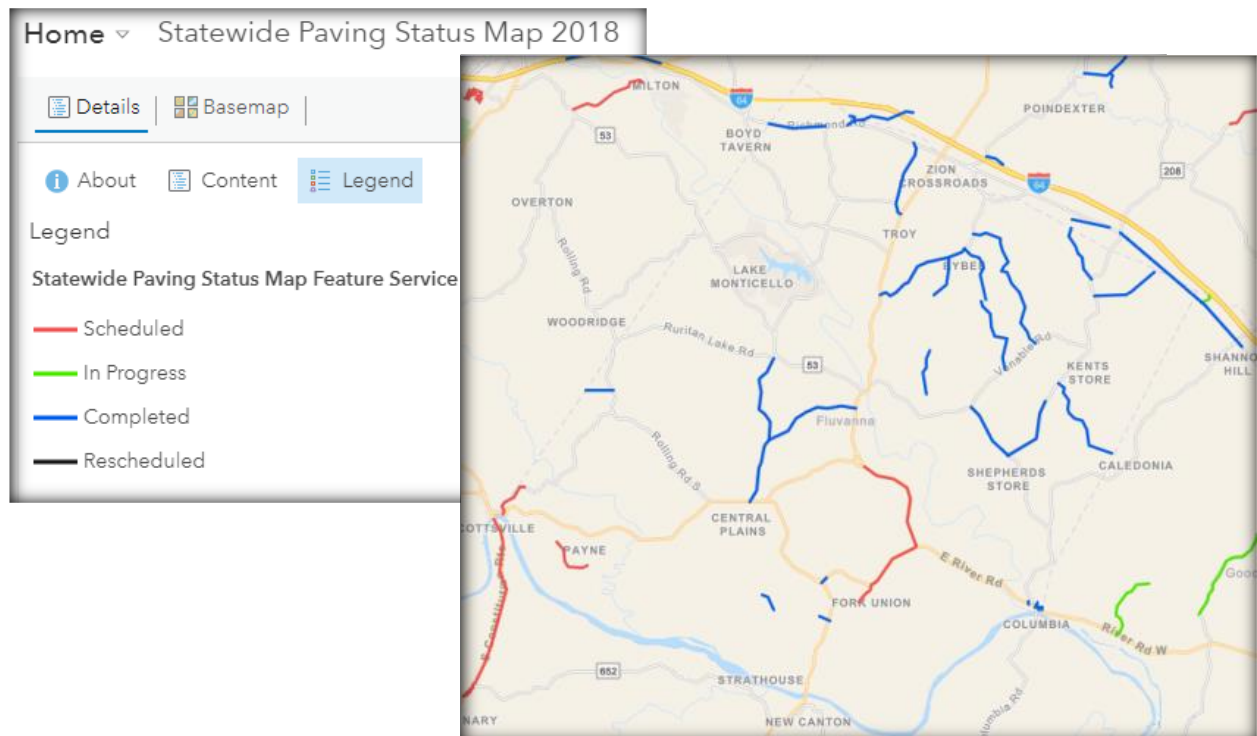
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2018 resurfacing schedule. Customers can review routes to be resurfaced and their status through the following link:

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$ 1,093 K	2017	52.29	\$ 587K
2018	6.38	\$ 1,015 K	2018	73.86	\$ 550K

Link to <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")



Traffic Engineering

Studies under Review:

- Route 250 speed study, from Route 631 to Route 15.
 - Under evaluation
- Route 53 shoulder safety improvements (proximity 4800 block +/-)
 - Under evaluation

Completed Studies:

- Route 600 (S. Boston Rd): installed additional warning signs, refreshed/improved pavement markings and installed rumble-strips;
- Route 616 (Union Mills Rd): safety study, VDOT recommendations include signing, pavement marking, and sight-distance improvements:
 - Route 600/616 intersection: sight-distance and pavement marking improvements completed;
 - Route 616: Centerline rumble-strips installed;
 - Route 616: pavement markings and curve signage refreshed;
 - Route 616: after evaluating the Union Mills Rd corridor, VDOT does not recommend removing the passing zone at S. Keswick Drive. This is the only segment of Route 616 with appropriate sight-distance and roadway geometry for a passing zone. Research indicates that passing zones increase operational effectiveness, reduce congestion of platooned vehicles, and improve safety. VDOT recommended several signage and pavement marking improvements to S. Keswick Dr. HOA and is available to meet with homeowners to discuss their concerns.

County Safety and Operational Improvements:

- Route 600 (S. Boston Rd), Slice Rd/Abbey Rd. intersection/pedestrian safety and signal improvements: complete;
- Route 600 (S. Boston Rd) at Rte 616 (Union Mills Rd): intersection sight-distance and pavement marking improvements: complete;
- Route 600 (S. Boston Road) at Route 618 (Lake Monticello Rd): intersection sight-distance and pavement marking improvements: complete;
- Route 250 at Route 631 (Troy Rd): VDOT is preparing to perform sight-distance improvements at this intersection (clearing trees, vegetation, and minor grading);
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 619 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements;

Area Land Use

Fluvanna County Plan/Plat Review Status - Received the Month of June 2018								
Locality	Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status

Fluvanna	Farrer Minor Subdivision	15-James Madison Highway	Preliminary Plat Review,	Mark Wood	6/1/2018	7/13/2018		Review Underway
Fluvanna	Cunningham UM Church, Property Boundary Adj	53-Thomas Jefferson Parkway	Preliminary Plat Review,	Mark Wood	6/4/2018	7/18/2018	7/3/2018	Review Complete - Acceptable
Fluvanna	MacIntyre Minor Subdivision	637/773-Antioch Rd/The Cross Road	Preliminary Plat Review,	Mark Wood	6/6/2018	7/20/2018	6/11/2018	Review Complete - Revision Required
Fluvanna	OGF LLC Property Boundary Adjustment	15-James Madison Hwy	Preliminary Plat Review,	Mark Wood	6/12/2018	7/26/2018	6/25/2018	Review Complete - Acceptable
Fluvanna	Cunningham UM Church Boundary Adjustment	53-Thomas Jefferson Parkway	Preliminary Plat Review,	Mark Wood	6/4/2018	7/18/2018	6/25/2018	Review Complete - Acceptable

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **29** Work Orders in FY19 (beginning July 01, 2018). Top five activities include: Dead Animal, Tree/Limb Removal, Debris, Pot holes, Visibility Corrections

BOS Manual:

http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf

Alan Saunders, P.E.
Residency Engineer
VDOT Louisa Residency
540-967-3710

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

TAB B

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	CVEC Rural Broadband Project Collaboration				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):		A-2
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Jason Smith - Community & Economic Development Director, Eric Dahl - Deputy County Administrator/Director of Finance				
PRESENTER(S):	Jason Smith - Community & Economic Development Director				
RECOMMENDATION:	N/A				
TIMING:	Current				
DISCUSSION:	CVEC has begun an aggressive broadband access plan to provide options to its 36,000 members in Central Virginia. Fluvanna County leaders have been in discussion with CVEC's leadership team over the last several months on including the approximate 8,900 Fluvanna households in this initiative early in the process.				
FISCAL IMPACT:	TBD				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

CVEC RURAL BROADBAND PROJECT AND COLLABORATION WITH FLUVANNA COUNTY



August 1, 2018

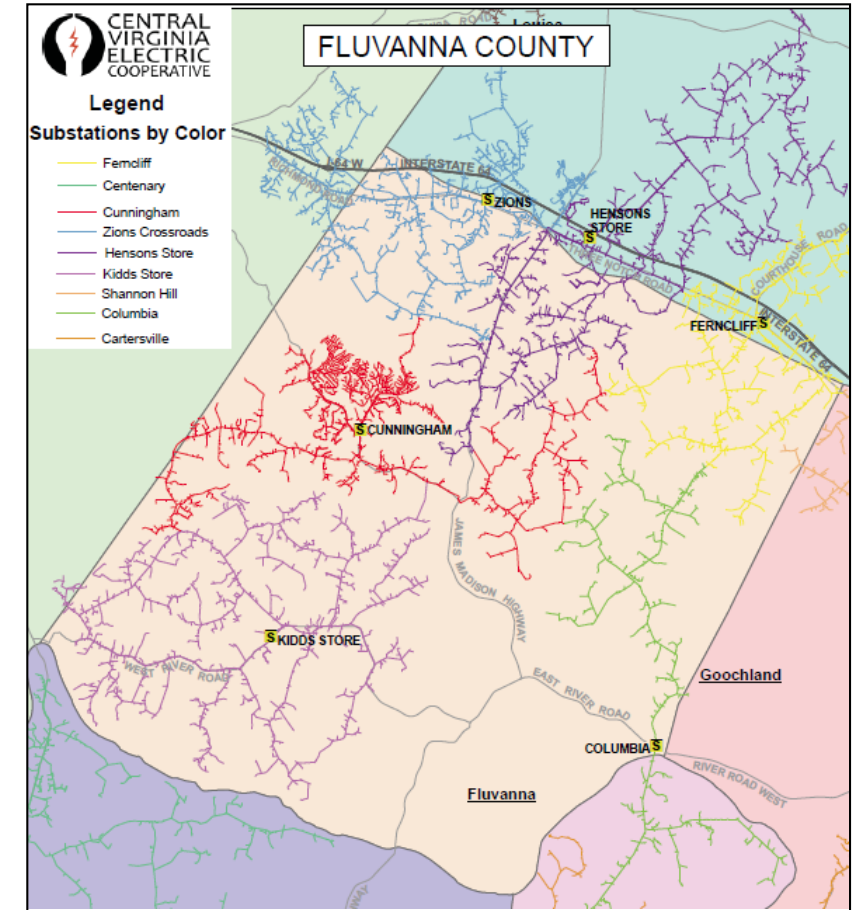


CVEC Rural Broadband Project

- **CVEC needs fiber for their operations**
- **Will provide members with broadband service option**
 - And fiber access to other businesses and organizations
- **5 year project**
- **\$110 million CVEC investment**
 - ~\$20-25 million in Fluvanna County
- **CVEC will install and own fiber on their electric poles**
 - Underground where other facilities underground
- **All 8,600 Fluvanna accounts will have option for service within ~5 years**

Expected CVEC Services and Pricing

- **Two Broadband Options**
 - 100 mbps service - \$49.99/month
 - 1 gigabit per second - \$79.99/month
- **Router and managed service (included)**
- **Telephone Service**
 - Unlimited local and long distance - \$29.99/month
- **\$100 Installation fee**
 - Waived if signup during area build



CVEC Seeking Support from all Sources

- **Federal**
 - FCC, RUS and other federal agencies that provide funding for rural broadband projects
 - Infrastructure bill grant or incentives
- **State**
 - VEDP
 - CIT
 - Tobacco Commission (south of James River)
- **Local**
 - Economic development incentives based on new tax revenues
 - Commitment for contracts for government communications and internet services
 - Incentive grants
 - In kind services
 - Cash

Reaching out to all potential sources for grants, incentives, revenue commitments, in kind services, etc.

Why would Fluvanna County participate?

- **Accelerate expansion of internet access and capacity for residents and businesses that have no access or need better/faster options**
 - “Mom & Pop” shops and home-based businesses can expand their market reach across the Commonwealth, the country, and even the world.
 - Improved internet access to education and health care offerings for Fluvanna residents who are otherwise forced to travel for educational courses and medical treatment
 - Enables businesses like graphic design, website design, and other online creative industries to experience new life in Fluvanna County’s rural settings while competing on the same level as urban-based companies

Why would Fluvanna County participate? (cont.)

- **May increase real estate values** and marketability in areas with little or no access
- Fast and affordable internet options can **increase community engagement**
- **Speeds receipt of increased tax revenue** from new CVEC construction
- **Guarantees new jobs** in Fluvanna County

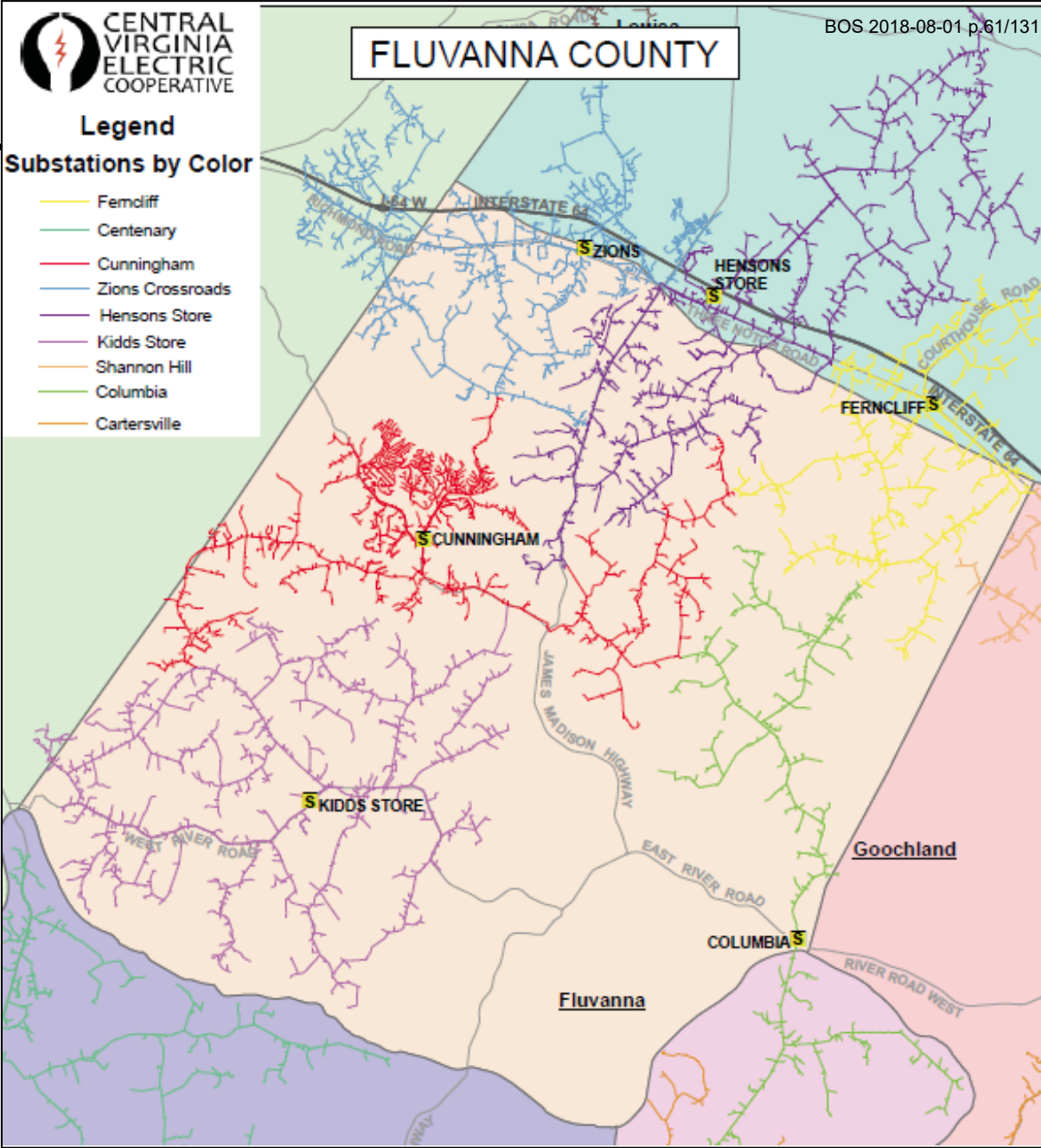
Providing fiber to ~8,600 points doesn't provide complete county coverage, but...

- *Makes it easier to extend broadband from those points by wireless provider or by extension of the fiber.*
- *Project also provides a platform to facilitate eventual full county coverage.*

CVEC Electric Service Areas

CVEC serves about 85% of all our households

Substation Area	Fluvanna Accounts
Cunningham	4,200
Zions	1,295
Hensons Store	900
Kidds Store	1,600
Ferncliff	540
Columbia	TBD

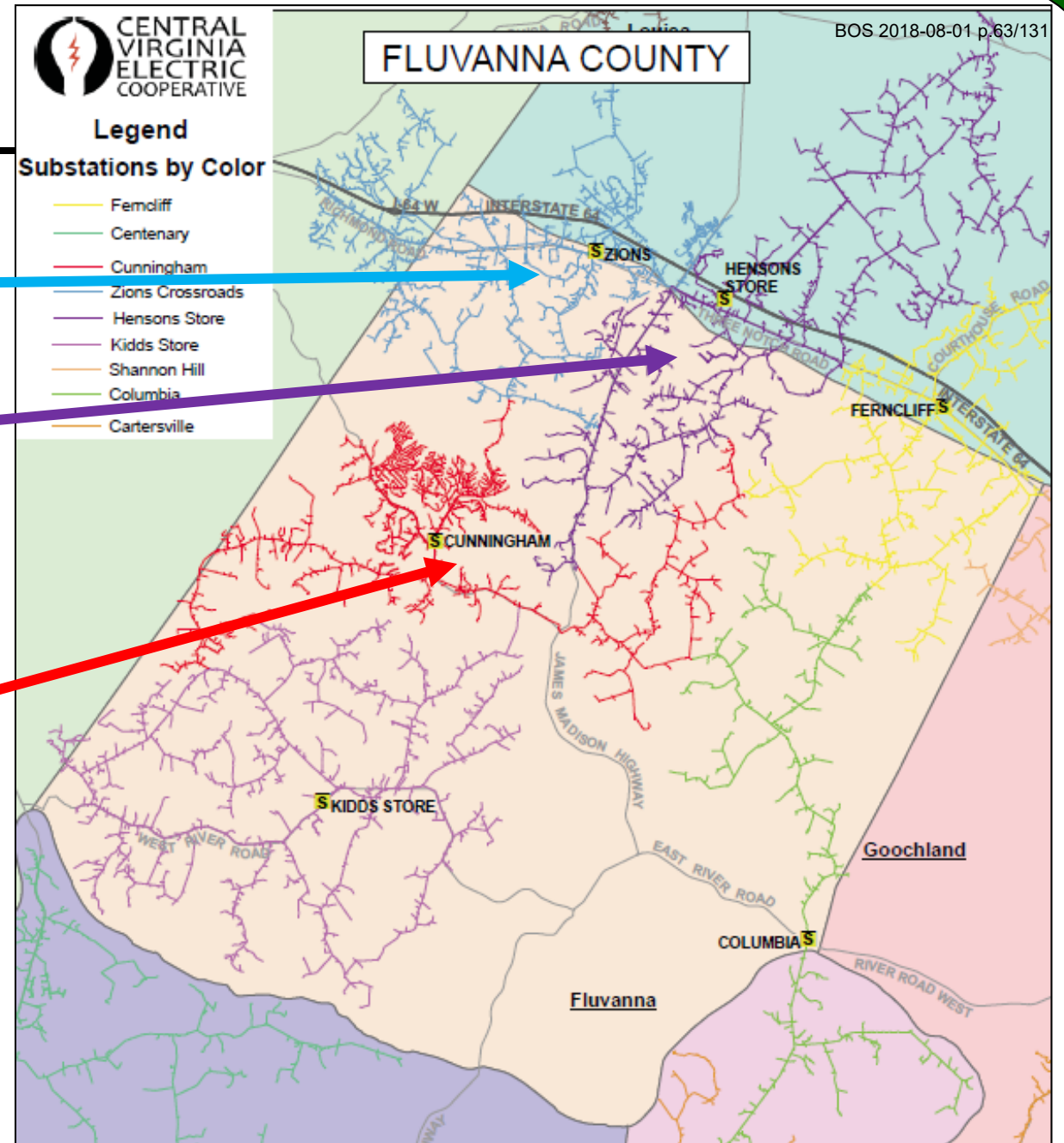


Final EDA Agreement Details (Approved July 23, 2018)

- | | |
|----|---|
| A. | ZXR Substation (South of I-64) – Completed by Dec 31, 2019 |
| B. | Hensons Store Substation (South of I-64) – Completed by Dec 31, 2020 |
| C. | Another Substation TBD – Completed by Mar 31, 2022 |
| D. | Cunningham Substation – Completed by Mar 31, 2023 |
| E. | Remainder of County – estimated to be completed, but not guaranteed, NLT Dec 31, 2024 |
| F. | Cash contribution when 1 st Substation Completed – \$375K |
| G. | Tax Rebates based on new Construction Costs – Not to exceed \$500K |
| H. | At least 10 new jobs created in Fluvanna County, such jobs to be filled not later than December 31, 2024. The positions, or similar jobs, will be maintained for five years from when they are created. |

Priority of Work

1. Zions – Dec 2019
2. Hensons Store – Dec 2020
3. Another Area (TBD) – Mar 2022
4. Cunningham – Mar 2023
5. Remainder of County by Dec 2024



Questions?

BOS 2018-08-01 p.64/131



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

TAB C

MEETING DATE:	AUG 1, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors May 16, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, May 16, 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 16, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
May 16, 2018
Adjourned Meeting of May 2, 2018 6:00pm
Regular Meeting 7:00pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair (*Arrived at 6:04pm*)
 Mozell Booker, Fork Union District, Vice Chair
 Patricia Eager, Palmyra District
 Tony O'Brien, Rivanna District (*arrived at 6:10pm*)
 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

RECONVENE ADJOURNED MEETING OF MAY 2, 2018

At 6:01pm, Vice Chair Booker called to order the Adjourned Meeting of May 2, 2018.

CLOSED MEETING**MOTION TO ENTER INTO A CLOSED MEETING**

At 6:02pm, Mr. Weaver 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. Mrs. Eager seconded. The motion carried, with a vote of 3-0. AYE: Booker, Eager, and Weaver. NAY: None. ABSENT: Sheridan, O'Brien.

Mr. Sheridan and Mr. O'Brien arrived during Closed Session.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:05pm, 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.

ADJOURN**MOTION**

At 7:06pm Mr. O'Brien moved to adjourn the Adjourned Meeting of Wednesday, May 2, 2018. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

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

At 7:06pm Chair Sheridan, called to order the Regular Meeting of May 16, 2018.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols noted that *Tab H: Community Service Award Resolution Recognizing Keith Spitzer & Dennis Masincup* does not include an action item, it is a Special Presentation only.

MOTION

Mrs. Booker moved to accept the Agenda, as amended, for the May 16, 2018 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

SPECIAL PRESENTATION OF COMMUNITY SERVICE CERTIFICATES

Presentation of Community Service Award Certificates—Steven M. Nichols, County Administrator, called forward Mr. Keith Spitzer. In order to honor the volunteer work provided by Mr. Spitzer, father of Parks and Recreation Director. Mr. Spitzer, along with Mr. Dennis Masincup who was not able to be in attendance, provided many hours of volunteer labor in aid of preparing and building the disc golf course at Pleasant Grove Park.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

5 - PUBLIC COMMENTS #1

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

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:18pm.

6 - PUBLIC HEARING

VDOT Secondary Six Year Plan—Alan Saunders, PE, VDOT Louisa Residency presented the Secondary Six Year Plan for 2018/2019 – 2023/2014, and Construction Priority List for 2018-2019. Mr. Saunders noted that TeleFee funds have been reallocated to the County in order to begin streetscape studies for Palmyra and Fork Union (Phase II.)

At 7:23pm Chair Sheridan opened the Public Hearing.

There being no one wishing to speak, Chair Sheridan closed the Public Hearing.

With little discussion,

MOTION

Mrs. Eager moved to accept the Resolution for the VDOT Secondary Six-Year Plan (2018/19 through 2023/24) and VDOT Construction Priority List (2018/19) as required by sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

SUP 18:02: Lake Monticello Owners Association—Brad Robinson, Senior Planner presented a request for a special use permit for a new golf course maintenance building. The property is located between Bunker Boulevard and South Boston Road (Route 600), approximately 0.1 miles west of the Slice Road gate entrance to Lake Monticello. The proposed building will be constructed in a new location and allow consolidation of two buildings. The existing maintenance building is deemed too small and it is anticipated that it will either be repurposed or demolished. The subject use is classified as an "outdoor recreation facility" and defined in the Zoning Ordinance as, "*Predominantly participant uses conducted in open or partially enclosed or screened facilities, but not including public facilities. Typical uses include, but are not limited to, golf courses, driving ranges, tennis courts, motorized cart and motorcycle tracks, paintball facilities, swimming pools, athletic ball fields.*"

Although the proposed building is associated with the golf course, and similar to an accessory building, the proposed vacant property is currently not within Lake Monticello and will, therefore, not be subordinate to a use on the same lot. The new building will support the existing golf facility located in Lake Monticello. Outdoor recreation facilities are permitted by special use permit in the A-1 zoning district and are subject to an approved site development plan. According to the concept plan, the project will consist of a 6,473 sq. ft. building with a parking area and concrete pads for gasoline tanks and a chemical storage building. The maintenance building will include space for an office, garage, and storage area for equipment. The property is currently undeveloped and completely wooded. The concept plans shows vegetation will be cleared only for the portion of the property that will contain the proposed building and parking area. The remainder of the property will remain wooded and no other buildings or additional expansion are planned or anticipated at this time per the applicant.

Following Mr. Robinson's presentation, Chair Sheridan, called the applicant forward.

Mr. Steve Hurwitz, General Manager of Lake Monticello, spoke briefly, addressing comments made at the May 8, 2018 Planning Commission meeting, noting that residents expressed concerns related to speeding and deliveries to the proposed building and that the number of residences impacted by deliveries to the new location is significantly fewer than the current location. In addition, Mr. Hurwitz reported on a new initiative to curb speeding.

Chair Sheridan opened the Public Hearing at 7:30pm.

- Dana Shepherd, 15 Bunker Blvd, spoke in opposition to the proposed project.
- Clifford Shifflett, 8 Slice Road, spoke in opposition to the proposed project.
- John Misorek, 4 Slice Road, spoke in opposition to the proposed project.
- Glen Reuther, 7 Bunker Blvd, spoke in opposition to the proposed project.
- Dee McCauley, 861 South Boston Road, spoke in opposition to the proposed project.
- Jim Boyd, Project Architect, provided additional details about the project.

Mr. Boyd noted that: the project was approved to proceed in 2014 by the Lake Monticello Owners Association following an extensive study of the current site, and the proposed site, necessary set-backs rendered the current site unbuildable; the building will be placed in the middle of the site, with minimal foliage being removed; lighting will be such that there is no light transfer; the current building is not ADA compliant.

Following Mr. Boyd's comments, Mrs. Booker asked if those who had spoken previously could return to comment, given the information shared by Mr. Boyd.

- Mr. Shifflett returned to the podium to express his concern regarding diminishing property values if the project is approved.

- Ms. Shepherd returned to the podium to express concerns about the safety of workers crossing Bunker Blvd.

Chair Sheridan called Mr. Hurwitz back to the podium to address comments made by the public. Mr. Hurwitz indicated that he was not aware of any proposals to purchase additional property to expand the current site, but acknowledged that alternatives had been studied. Mr. Hurwitz spoke generally about the expected maintenance traffic generated by the employees and golf course equipment.

Following discussion related to citizen comments,

MOTION

Mr. O'Brien moved that the Board of Supervisors approve SUP 18:02, a request to establish an outdoor recreation facility with respect to 6.134 acres of Tax Map 18, Section A, Parcel 38E, subject to the five (5) conditions listed in the staff report.

For want of a second, the motion died.

Mrs. Eager moved that the Board of Supervisors deny SUP 18:02, a request to establish an outdoor recreation facility with respect to 6.134 acres of Tax Map 18, Section A, Parcel 38E, subject to the five (5) conditions listed in the staff report. Mr. Weaver gave second. Following the second, Mr. O'Brien called for discussion, noting that the proposed project is a project that will benefit all residents of Lake Monticello, adding property value, and noted that he feels denying this requests set an unfortunate precedent. The motion passed 4-1. AYE: Sheridan, Booker, Eager, & Weaver. NAY: O'Brien. ABSENT: None.

Staff Conditions

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. Any lighting shall not be directed toward adjacent properties and comply with Article 25 of the Fluvanna County Code.
3. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
4. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
5. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

ZTA 18:04 BZA Fees—James Newsman, Planner requested an amendment to the Zoning Ordinance that would Increase the fee for an 'Appeal of Zoning Administrator' application from \$125 to \$550. An Appeal of the Zoning Administrator application currently costs \$125. The cost to run a 1/8 page horizontal ad in the Fluvanna Review is \$78.75. Since an ad must be run two weeks in a row, the ad costs totals \$157.50. The cost of advertisements alone is not covered by the application fee, let alone costs for staff. Analysis by the Financial Department last year showed that Staff costs come out to around \$530 (this does not include County attorney fees, Board of Zoning Appeals pay, or Zoning Administrator pay). The breakeven cost for staff and ads is just under \$700. Mr. Newman noted that staff is not recommending an increase to \$700; the point is not to recoup all losses but rather, to bring fees more in line with costs. Currently, a Variance application carries a \$550 fee; both a Variance and an Appeal of the Zoning Administrator go through the same process.

Chair Sheridan opened the Public Hearing at 8:48pm.

There being no one wishing to speak, the Public Hearing was closed at 8:48pm.

Following general discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve ZTA 18-04, an Ordinance to Amend Chapter 22, Article 17 of the Fluvanna County Code by Certain Amendments to Section and Subsection 22-17-7, Thereof, Amending the Fluvanna County Zoning Ordinance. The public purpose of these amendments is to bring fees in line with costs. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

7 - ACTION MATTERS

Authorization to Advertise a Public Hearing Amending the County Code with Regards to Construction Waste—

James Newman, Planner requested authorization to advertise a Public Hearing related to construction waste.

With no discussion,

MOTION

Mrs. Eager moved that the Fluvanna County Board of Supervisors direct staff to initiate a County Code Amendment to amend "CHAPTER 10, ARTICLE 1 OF THE FLUVANNA COUNTY CODE BY THE ADDITION OF A NEW SECTION 10-1-3.3", and to amend "CHAPTER 21, ARTICLE 1 OF THE FLUVANNA COUNTY CODE BY THE ADDITION OF A SECTION 21-1-1A", and to schedule a future public hearing for the Board of

Supervisors. On a second by Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

NetMotion Mobility Contract—Cyndi Toler, Purchasing Officer presented a request to approve a contract with NetMotion. As part of this new CAD System, our responders will need a VPN (Virtual Private Network) in order to communicate over secured lines to each other and to Dispatch. NetMotion is specifically designed for Mobile devices to account for poor signal and dropped calls by enhancing and optimizing network connectivity to ensure critical applications are always accessible.

Mrs. Toler provided a recap of the CAD budget process:

- \$500,000 was allocated as part of the FY2017 CIP Budget to the purchase, installation, and implementation of a new Computer Aided Dispatch/Public Safety Software Solution.
- In June 2017 a contract was issued to Spillman Technologies in the amount of \$459,981

The proposed contract with NetMotion is a Cooperative procurement from Fairfax County Public Schools.

- \$40,019 remaining in Cad Budget
- -\$24,000 onetime fee for NetMotion
- \$16,019 Remaining
- Annual Fee of \$6,016.44 has already been budgeted as part of the FY19 approved budget.

After limited discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the contract between the County of Fluvanna, Virginia, and AT&T Mobility National Accounts LLC, for the NetMotion Mobility Contract for a onetime fee of \$24,000 and annual cost of \$6,016.44 and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Resolution Confirming County VRS Contribution Rate—Steven M. Nichols, County Administrator requested approval of a Resolution to Set VRS Employer Contribution Rates.

With no discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the Resolution to Set VRS Employer Contribution Rates of 8.14% for FY19 and FY20, effective July 1, 2018. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY18 Budget CSA Purchase of Services Budget Transfer—Eric Dahl, Deputy County Administrator/Finance Director requested a budget transfer to correct an administrative error caused by transposing state and local revenue percentages. Local funds account for approximately 38% of the total CSA Purchase of Services budget and the State pool covers the remaining 62%. During the FY18 budget process, \$267,000 of the revenue budget was recorded as State revenue rather than Local revenue, by using the following transposed percentages: 32% Local and 68% State. Approval of the motion as stated above will increase the revenue budget for Use of Unassigned Fund Balance and decrease the CSA State revenue budget by \$267,000.

MOTION

Mr. Weaver moved the Board of Supervisors approve a budget transfer of \$267,000 decreasing CSA State Revenue and increasing Local Revenue, to come from Unassigned Fund Balance. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY18 Supplemental Budget Appropriation for CSA Purchase of Services—Bryan Moeller, CSA Coordinator presented a request for an increase in appropriation for CSA Purchase of Services budget, which is projected to go over budget. Local funds will account for approximately 38% of the total CSA Purchase of Services budget and the State pool covers the remaining 62%. Currently, staff projects the final FY18 Purchase of Services amount to be \$3,100,000, approximately \$350,000 over the current budgeted amount of \$2,750,000. This over-budget balance changes daily as children come into the program, and as unused funds are released for services. This supplemental appropriation would increase the FY18 budget to \$3,100,000. This request would increase the FY18 CSA Purchase of Services budget by \$350,000, of which \$133,000 is the local share to be funded from Unassigned Fund Balance and \$217,000 to be reimbursed to Fluvanna through the State pool reimbursement. Mr. Moeller noted several options and proposals for decreasing the purchase of services costs in the next fiscal year.

MOTION

Mrs. Eager moved the Board of Supervisors approve a supplemental appropriation of \$350,000 for the FY18 CSA Purchase of Services Budget, with the \$133,000 local portion of funding to come from Unassigned Fund Balance and the state portion of \$217,000 to come from the Office of Children's Services. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY19 Non-Profit Budget Allocations—Eric Dahl, Deputy County Administrator/Finance Director presented the FY19 Non-Profit Budget Allocations. The FY19 Non-Profit budget is currently funded at \$615,877. An operational cut of \$14,180 from Non-Profits is required, to comply with the BOS approved FY19 Budget operational cuts of \$127,774. There are per capita and mandated funding amounts for several of the non-profit agencies; therefore, not all agencies may have the operational cut applied equally. Mr. O’Brien recommended transferring \$14,180 from fund balance, noting that the services provided by non-profits saves the County money. Following discussion,

MOTION
Mr. O’Brien moved the Board of Supervisors approve a \$14,180 transfer from the FY19 Board of Supervisors Contingency to the FY19 Non-Profits budget. Mrs. Booker seconded and the motion passed 3-2. AYE: Sheridan, Booker, & O’Brien. NAY: Eager & Weaver. ABSENT: None.

Non-Profit	FY19 Adopted Budget	FY19 Required Cut (\$14,180)	FY19 Revised Budget
TJ EMS Council	16,095	0	16,095
Legal Aid Justice Center	4,000	0	4,000
Region Ten	126,250	0	126,250
JABA (Jefferson Area Board Of Aging)	85,000	0	85,000
JAUNT (Jefferson Area United Transportation)	85,000	0	85,000
Shelter For Help In Emergency	9,000	0	9,000
SARA (Sexual Assault Resource Agency)	1,000	0	1,000
Fluvanna/Louisa Housing Foundation	16,000	0	16,000
Piedmont Housing Alliance	2,100	0	2,100
CHIP (Children's Health Improvement Program)	52,020	0	52,020
Readykids (CYFS)	2,100	0	2,100
Piedmont Workforce Ntwk	3,920	0	3,920
OAR (Jefferson Area Community Corrections)	13,500	0	13,500
MACAA	50,000	0	50,000
Foothills	10,000	0	10,000
Hospice Of The Piedmont	2,500	0	2,500
PVCC (Piedmont Va Community College)	50,426	0	50,426
Fluvanna Arts Council	10,000	0	10,000
Fluvanna Chamber Of Commerce	3,500	0	3,500
CVSBDC (Central Va Small Business Dev. Center)	2,500	0	2,500
Rivanna Conservation Alliance	1,750	0	1,750
Fluvanna Leadership Devel Program	1,000	0	1,000
CVPED (Central Va Partnership For Econ. Dev.)	13,066	0	13,066
TJPDC (TJ Planning District Commission)	33,900	0	33,900
TJ Soil & Water Consv Dist	20,500	0	20,500
Interagency Council	750	0	750
TOTAL	615,877	0	615,877

Courthouse Audio System Budget Transfer— Eric Dahl, Deputy County Administrator/Finance Director requested approval of a budget transfer to improve and install a new Courthouse Audio System. As part of the FY2017 carryover, \$9,000 was approved for the purpose of updating the audio system in the courthouse. After extensive research and quote-gathering, it was determined that Audio Video Services LLC was the lowest bid. In addition to what has been determined to be required by Public Works, IT, and the Court Clerk, additional items have been added to aid at Board meetings, by increasing ease of set up and clarity of recordings. A total of \$10,100 will come from the existing FY18 Circuit Court Judge budget (\$9,000 +\$1,100 existing budget). It is requested that the remaining \$2,669 be paid out of BOS Contingency. Mr. Dahl noted that the contract with Audio Visual Services, LLC does not need Board approval.

MOTION
Mrs. Booker moved the Board of Supervisors approve a budget transfer of \$2,669.00 from FY18 BOS Contingency budget to the FY18 Circuit Court Judge budget for the Courthouse Audio System – Products and Installation. Mr. O’Brien gave second. Mr. Weaver asked for discussion and questioned the date on the contract. The motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

2017 Development Activity Report—James Newman, Planner presented the 2017 Development Activity Report.

Earth Day 2018 Update: Hazardous Waste and Tires—Aaron Spitzer, Director of Parks and Recreation gave an overview of Earth Day 2018 Hazardous Waste Collection at Pleasant Grove. On April 21, 2018, the County spent a total of \$18,280.79 on hazardous waste and \$3,000.00 on tire disposal. In order to avoid going too far over the \$13,000.00 budget, it was necessary to cut-off hazardous waste collection less than 45 minutes into the scheduled 4-hour event. It is clear that there is a high demand for county residents to dispose of various hazardous waste and tires. County Staff recommends expanding the County's Earth Day hazardous waste disposal program. The Board discussed ways to expand the program and/or collecting with fee at the County Convenience Center.

Kents Store ARC Renovations Update - Mel Sheridan, Commissioner of the Revenue provided an update on renovations to the ARC Building, reporting that the renovations have been completed. Mr. Sheridan noted that donations of time and materials helped to keep the costs lowered as well as allowed for a greater scope of work than previously hoped for.

9 - CONSENT AGENDA

The following items were discussed before approval:

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

The following items were approved under the Consent Agenda for May 16, 2018:

Resolution Recognizing Ben Chisholm – Eagle Scout—Steven M. Nichols, County Administrator

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

Project Agreement # 1 Hurt & Proffitt, Inc—Cyndi Toler, Purchasing Officer

CRMF – Central Elem School Water Leak - Front Wall—Don Stribling, Director of Student Services

CRMF - FCHS Balancing and Calibrating Air Units—Don Stribling, Director of Student Services

CRMF - FCHS Main Water Line Repair—Don Stribling, Director of Student Services

FY19 Schools Cafeteria Fund Supplemental Appropriation—Eric Dahl, Deputy County Administrator/Finance Director

FY18 Sheriff's Vehicle's Insurance Claims—Eric Dahl, Deputy County Administrator/Finance Director

Position Description for Administration Programs Assistant—Jessica Rice, Human Resources Manager

MOTION

Mr. Weaver moved to approved the Consent Agenda, for the May 16, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for April 2018, in the amount of \$2,545,078.71. 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

None.

12 - PUBLIC COMMENTS #2

At 9:55pm 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 9:55pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 9:55pm, 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.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Prospective, 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 11:29pm, 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 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXTEND

At 11:30pm, Mr. O’Brien moved to extend the meeting until midnight. On a second by Mrs. Booker, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 11:30pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, Date. Mr. O’Brien 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

DRAFT

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

TAB D

MEETING DATE:	AUG 1, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors June 20, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, June 20, 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 June 20, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 20, 2018
Regular Meeting 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
 Patricia Eager, Palmyra District
 Tony O'Brien, Rivanna District (*Arrived at 7:05*)
 Donald W. Weaver, Cunningham District

ABSENT: Mozell Booker, Fork Union District, Vice Chair

ALSO PRESENT: Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Stephanie Keuther, Clerk, Planning Commission

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

At 7:00pm Chair Sheridan, called to order the Regular Meeting of June 20, 2018.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols noted the inclusion of with New Business: *County Staff Pay Raise Inclusion Policy*—Jessica Rice, Human Resources Manager.

MOTION

Mr. Weaver moved to accept the Agenda, as amended, for the June 20, 2018 Regular Meeting of the Board of Supervisors. Seconded by Mrs. Eager and the Agenda was adopted by a vote of 3-0. AYE: Sheridan, Eager, & Weaver. NAY: None. ABSENT: Booker and O'Brien.

4 - COUNTY ADMINISTRATOR'S REPORT

None.

5 - PUBLIC COMMENTS #1

At 7:04pm, Chair Sheridan opened the first round of Public Comments.
 With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:04pm.

6 - PUBLIC HEARING

Fluvanna County Code Amendment – Garbage, Refuse & Waste—James Newman, Planner requested an amendment to the Fluvanna County Code. The proposed amendments are made to prevent the accumulation of litter at construction sites.

At 7:05 pm, Chair Sheridan opened Public Hearing Comments.

With no one wishing to speak, Chair Sheridan closed the Public Hearing Comments at 7:05pm.

With no discussion,

MOTION

Mrs. Eager moved that the Fluvanna County Board of Supervisors approve an ordinance to amend Fluvanna County Code Chapter 10, Article 1, by the addition of a new section 10-1-3.3, concerning the furnishing of receptacles for the prevention of accumulation of litter at certain construction sites. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAY: None. ABSENT: Booker.

Fluvanna County Code Amendment – Water and Sewage Disposal—James Newman, Planner requested an amendment to the Fluvanna County Code. The proposed amendment to the Fluvanna County Code will:

- Require that human waste at construction sites be properly disposed of.
- Aid in maintaining the health and safety of the County's citizens.

With no discussion,

MOTION

Mrs. Eager moved that the Fluvanna County Board of Supervisors approve an ordinance to amend Fluvanna County Code Chapter 21, Article 1, by the addition of a new section 21-1-1A, concerning the provision of approved disposal methods of human waste at sites of building construction. Seconded by Mr. O'Brien. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAY: None. ABSENT: Booker.

7 - ACTION MATTERS

FY18 Energy Project Debt Service Budget—Eric Dahl, Deputy County Administrator/Finance Director requested a supplemental appropriation related to eh FY18 Energy Project Debt Service. In addition, Mr. Dahl also request a budget transfer into the FY18 Debt Service budget.

When the original FY18 Energy Project Debt Service budget was created, it was incorrectly based on total payments for a calendar year, rather than fiscal year, from a debt service schedule. The chart below reflects the changes:

	Principal	Interest	VA Saves	Net Subsidy	Net Debt Service
FY18 Budget	236,000	126,211	8,133	(96,667)	273,677
FY18 Corrected Budget	236,000	270,115	17,405	(207,241)	316,279
FY18 Difference	-	143,904	9,272	(110,574)	42,602

As part of the Energy Project debt service, the County receives federal Qualified Energy Conservation Bonds (QECB) interest rate subsidy, after debt service payments are made to the VRA. The County made its budgeted debt service payment on December 28, 2017 and received the interest rate subsidy of \$110,574 on February 8, 2018. To correct the FY18 budget:

- Supplemental Appropriation to reflect the \$110,574 in increased federal interest rate subsidy than what was budgeted. This requires no additional County funds, as it is external funds.
- Budget Transfer of \$42,602 from the FY18 Personnel Contingency budget (\$69,192 balance) to the Debt Service budget. This requires no additional County funds, as it is in the existing FY18 budget.

Approval of the motion #1 as stated above will allow finance to increase the FY18 Debt Service budget revenues and expenditures by \$110,574.

MOTION

Mrs. Eager moved the Board of Supervisors approve a supplemental appropriation of \$110,574 to the FY18 Energy Project Debt Service budget from funds received for the VRA QECB Interest Rate Subsidy. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

And,

Mr. O’Brien moved the Board of Supervisors approve a budget transfer of \$42,602 from the FY18 Personnel Contingency budget to the FY18 Debt Service budget. Seconded by Mrs. Eager. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

Renewal of Volunteer Fire/Rescue Workers Compensation Insurance and Accident/Sickness Insurance Coverages—Eric Dahl, Deputy County Administrator/Finance Director brought forward a request to recognize Volunteer Firefighters and Volunteer Emergency Medical Services personnel as employees for the purposes of Workers’ Compensation and Accident/Sickness Insurance.

Currently, the County funds Workers Compensation Insurance for volunteer fire and rescue personnel as separate, independent agencies. The current cost for the three agencies’ separate coverage and a consolidated renewal option are below. Consolidating the policies under County’s VACORP policy will provide the equivalent coverage and at an annual cost savings of ~\$4,000.

Year	LMVFRS	Fluv Fire	Fluv Rescue	TOTAL
FY19 Renew.	\$18,608	\$ 9,193	\$ 4,562	\$32,363
FY19 VACORP				\$28,487

The Fire and Rescue Association concurs with the consolidated WC Insurance Plan.

The County also funds optional Accident and Sickness Insurance for volunteer fire and rescue personnel. The current cost for the three agencies’ coverage is below. Consolidating the policies under County’s VACORP policy will provide the equivalent coverage and at an annual cost savings of ~\$2,000 to \$4,000, depending upon the coverage option selected.

FY18 Provident Pol.	\$12,885	Current Basic Option
FY19 VFIS Policy	\$ 8,394	Plan A Basic Option
FY19 VFIS Policy	\$10,058	Plan B Expanded Option

The Fire and Rescue Association recommends the Expanded Option for Accident/Sickness Insurance Plan.

Following general discussion,

MOTION

Mrs. Eager moved to approve the resolution entitled, “A Resolution Recognizing Volunteer Firefighters and Volunteer Emergency Medical Services Agency Personnel as Employees for Purposes of the Virginia Workers’ Compensation Act.” Seconded by Mr. O’Brien. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

And,
Mrs. Eager moved to approve the FY19 Volunteer Workers Compensation Insurance consolidated plan with VACORP at a total cost of \$28,487. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.
And,
Mrs. Eager moved to approve the FY19 Volunteer Accident and Sickness Insurance plan with VFIS using the Plan B Expanded Option at a total cost of \$10,058. Seconded by Mr. Weaver. The motion carried with a vote of 4-0 AYE: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.

FY18 Zion Crossroads Water & Sewer System Budget—Eric Dahl, Deputy County Administrator/Finance Director provided an update to the Zion Crossroads Water and Sewer Budget and requested a budget transfer and supplemental appropriation to the budget.
To date, the Zion Crossroads Water & Sewer Budgets:

ZXR Budget	Original Budget	Revised Budget #1	Current Budget
County Contribution (GF)	575,000	778,290	178,733
Debt Proceeds (estimated)	8,075,000	7,892,130	7,892,130
Revenue Total	8,650,000	8,670,420	8,070,863

Expenditure Total	8,650,000	8,670,420	8,070,863
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A budget transfer of \$8,070,863.19 in revenue and expenditures, effective July 1, 2017 from the FY18 Zion Crossroads Water & Sewer CIP budget to the FY18 Zion Crossroads Water & Sewer Enterprise Fund Budget is required per the Local Bond Sale and Financing Agreement, Section 9.3, Financial Records and Statements, (b) *“The Local Government shall establish a water and sewer enterprise fund to account for the operations of the System as part of the Fiscal year 2018 audited financial statements and shall maintain such enterprise fund for each subsequent Fiscal year”*.
A Supplemental Appropriation in the amount of \$720,449.30 is necessary to reflect the \$8,612,579.30 in actual debt proceeds received August 2, 2017, versus the \$7,892,130.00 in estimated debt proceeds budgeted.
A public hearing is not required for this supplemental appropriation per the Code of Virginia 15.2-2507, since it is NOT increasing the total expenditure budget by more than 1%.
On July 5, 2017, the Board of Supervisors approved (5-0) the resolution entitled “FINAL RESOLUTION REGARDING A PLAN OF FINANCING WITH THE VIRGINIA RESOURCES AUTHORITY” which affirms and ratifies that resolution approved by the Board of Supervisors on June 21, 2017, which shall be for a project financing term not to exceed 20 years, in a principal amount not to exceed \$8,500,000, and bear interest at a rate not to exceed 4.25% for the Zion Crossroads Water and Sewer Project. The final numbers were as follows:

- All-in True Interest Cost: 3.012%
- Par Amount: \$7,715,000
- Total Proceeds w/Premium: \$8,612,579
- Avg. Annual Debt Service: ~\$561,000 (20 Yrs)

The County officially closed on the loan August 16, 2017.
Mr. Dahl noted that it was hoped that one comprehensive supplemental appropriation, taking into account the actual VRA debt proceeds and having actual construction bids/costs back prior to the end of FY18 would be possible. Since a construction contract will not be awarded and a final budget amount will not be known prior to the end of FY18, these motions are required to administratively reflect the budgets as they are today.

MOTION
Mr. O'Brien moved the Board of Supervisors approve a budget transfer of \$8,070,863.19 in revenue and expenditures, effective July 1, 2017, from the FY18 Zion Crossroads Water & Sewer CIP budget to the FY18 Zion Crossroads Water & Sewer Enterprise Fund Budget. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.
And,
Mr. O'Brien moved the Board of Supervisors approve a supplemental appropriation of \$720,449.30 in revenue and expenditures, effective August 2, 2017 for the FY18 Zion Crossroads Water & Sewer Enterprise Fund budget, that amount which exceeded the existing debt proceeds budgeted amount of \$7,892,130.00, reflecting actual Virginia Resource Authority debt proceeds issued in the amount of \$8,612,579.30. Seconded by Mrs. Eager. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.

Fluvanna County, VA Water Tank/Tower Site Application Form—Eric Dahl, Deputy County Administrator/Finance Director requested approval of a Water/Tank Site Application Form. Mr. Dahl indicated that this is intended to be a standard application between the County and interested telecommunications carriers, which will give them a limited license holding period (“reserved space”) on County owned sites (towers, water tanks, facilities). This application and associated fee is standard among those owners of water tanks, towers or other vertical assets. The County Administrator would execute this application as he deems appropriate from time to time and it would not be put before the Board after approval of the form.

Associated with the application is a one-time non-recurring and non-refundable Limited License Holding Fee of \$3,000.00

This is the second step in the process for leasing County owned sites (the first being the Entry and Testing Agreement), allowing Carriers to:

- Hold sufficient space at the Site for the equipment specified in the Application.
- Have a limited non-exclusive license to access the Site and continue its investigations granted under any Entry and Testing Agreement between the Applicant and the County throughout the Holding Period

Mr. Dahl highlighted that this action is in line with the 2018-2019 Strategic Initiatives And Actions, Section C. – *Project Management*, in that this is part of the overall plan and action for generating new revenue sources for the County, and will aid us in the process of leasing County owned water tanks/tower sites.

Following limited discussion,

MOTION

Mr. Weaver moved that the Board of Supervisors approve the “Fluvanna County, VA Water Tank/Tower Site Application Form,” which will be utilized between the County and interested Carriers, and approve the associated new Limited License Holding Fee in the amount of \$3,000.00, and further authorize the County Administrator to accept the application with entities for a limited license holding period as he deems appropriate from time to time, subject to approval as to form by the County Attorney.

Seconded by Mrs. Eager. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

Farm Heritage Museum Barn Construction Amendment #4 – Cyndi Toler, Purchasing Officer requested approval of Amendment #4 of the Farm Heritage Museum Barn Construction contract. Mrs. Toler reported on the changes in the amendment:

- In an effort to ensure water drains away from the building, so as not to cause damage to the structure or its contents, staff recommends the contractor trench and bury the drain underground, which will carry the water further away from the structure.
- \$3,500 will include trenching, pipe, labor and reconstruction of the front gravel sidewalk, new leveling and seeding of four trenches in the back of the building, along with four short trenches in the front, leading into one long trench to the North of the building.
- To date, the County has received \$274,998.80 from the Historical Society for this project.
- Historical Society indicated they plan continued fundraising in order to donate \$5,000 per year for the next 5 years to the Fluvanna County Parks and Rec Department.
- The Historical Society indicated they would also refrain from seeking annual County donations (\$525). This will assist in offsetting the County’s cost to the taxpayers.

A review of funding to date:

Farm Museum Project

Funding Category	Amount
County Contribution	
Fluvanna County - Proffers - 11/18/15	\$15,000
Fluvanna County - Fund Balance - 11/15/17	\$54,470
COUNTY TOTAL	\$69,470
Historical Society Contribution	
Historical Society - 11/18/15	\$113,299
Historical Society - 07/06/16	\$47,526
Historical Society - 11/15/17	\$109,600
Add'l Funds Received - 05/05/18	\$4,574
HISTORICAL SOCIETY FUNDS RECEIVED TOTAL	\$274,999
TOTAL FUNDING COMMITMENT	
\$344,469	
Project Design and Construction	
Site Plan	\$15,000
Custom Building Plans (paid by Historical Society)	\$2,425
Construction Costs (per IFB low bid)	\$307,114
Construction Contingency (5% - \$15,356)	\$0
Amendment #2 (Cost to be covered by HS)	\$7,000
Amendment #3 (Cost to be covered by HS)	\$6,850
Amendment #4	\$3,500
CVEC Electric Service	\$3,464

Light Fixtures (<i>Cost to be covered by HS</i>)	\$1,309
Light Fixtures Installation (May be able to do In-House)	\$1,307
TOTAL COSTS	\$347,969

ADDITIONAL FUNDING REQUIRED	(\$3,500)
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Following general discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve Amendment #4 between the County of Fluvanna, Virginia, and Fuog/InterBuild, Inc. for the purpose of increasing the scope of work to include trenching and burying the roof drain piping, increasing the total contract by \$3,500 and further authorize the County Administrator to execute the amendment subject to approval as to form by the County Attorney. Seconded by Mr. O’Brien. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

And,

Mrs. Eager moved that the Board of Supervisors approve a budget transfer of \$3,500.00 from the FY18 BOS Contingency budget to the Farm Heritage Museum CIP budget for Fuog/InterBuild Amendment #4. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

And,

Mrs. Eager moved that the Board of Supervisors approve a supplemental appropriation of \$4,573.80 for the Farm Heritage Museum CIP budget, from additional funds received from the Fluvanna County Historical Society. Seconded by Mr. O’Brien. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

Fiber Extension to Parks & Recreation Office at Pleasant Grove House—Eric Dahl, Deputy County Administrator/Finance Director requested approval of an addition to the County Fiber Infrastructure project. This additional request will allow fiber to be run from the entrance of the Pleasant Grove Park (Route 53) to the Pleasant Grove House. This request includes running ~1500 feet of fiber in conduit, trenching, covering, seeding and all connections necessary to tie the Pleasant Grove House into the County network and will provide a higher bandwidth and a direct connection to the County network. Connecting the Pleasant Grove House to the fiber network, and therefore the County network, allows for better technical support from the IT Department. This connection would also tie into the new VOIP Phone system CIP project as the County moves forward. In addition, it will eliminate the existing service costs of ~\$2,800/yr. Approval of this request would allow \$8,455 to be transferred from the BOS Contingency budget to the County Fiber Infrastructure Project budget.

With little discussion,

MOTION

Mr. O’Brien moved that the Board of Supervisors approve a budget transfer of \$8,455.00 from the BOS Contingency budget to the County Fiber Infrastructure Project budget to extend the fiber from the entrance of the Pleasant Grove Park to the Pleasant Grove House. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

7A – APPOINTMENTS

Board, Commission, and Committee Appointments – Steven M. Nichols, County Administrator

MOTION:

Mr. O’Brien moved that the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):

Board/Commission/Committee	Appointees	Begins Term	Ends Term
Agricultural/Forestral District Advisory Council - Landowner	Andrew Pullen	Jul 1, 2018	Jun 30, 2020
Agricultural/Forestral District Advisory Council - Landowner	Rebecca Ragsdale	Jul 1, 2018	Jun 30, 2020
Community Policy & Management Team (CPMT), Vendor Representative	Shawn Collins	Jul 1, 2018	Jun 30, 2020
Economic Development and Tourism Advisory Council, Chamber Representative	Mary Marks	Immediately	06/30/2019
James River Alcohol Safety Action Plan (ASAP) Policy Board	Jeff Haislip	Jan 1, 2018	Dec 31, 2021
JAUNT Board of Directors	David Feisner	Jul 1, 2018	Jun 30, 2021
Library Board of Trustees	Sherron Haley	Jul 1, 2018	Jun 30, 2022
Library Board of Trustees	Elva Key	Jul 1, 2018	Jun 30, 2022
Library Board of Trustees	Barbara Goshorn	Jul 1, 2018	Jun 30, 2022

Planning Commission (Columbia District)	Ed Zimmer	Jul 1, 2018	Jun 30, 2022
Planning Commission (Rivanna District)	Gequetta Murray key	Jul 1, 2018	Jun 30, 2022
Social Services Board (Columbia District)	Sandra Patterson	Jul 1, 2018	Jun 30, 2022
Social Services Board (Cunningham District)	Linda Mitchell	Jul 1, 2018	Jun 30, 2022

On a second by Mr. Weaver, the motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

Motion

Mr. O’Brien made a motion to reappoint Rudy Garcia to the Fluvanna County Finance Board. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYES: Sheridan, Eager, O’Brien, & Weaver. NAYS: None ABSENT: Mrs. Booker.

8 – PRESENTATIONS

2015 Comprehensive Plan Goals Status—James Newman, Planner provided an update of the 2015 Comprehensive Plan.

Highlights included:

- Comp Plan Adopted September 2015
 - Next update in 2020
- 44 Goals
- 110 Strategies in the Comprehensive Plan
 - 58 of the involves Planning Staff and/or Planning Commission
 - Overall 27/58 Strategies have been completed
 - 26 of those 58 Strategies have a Timeline date of being accomplished by 2016/2017
- 11/26 2016/17 Timeline goals have been completed
- Most incomplete Strategies require working with other Departments (Public Works, Parks and Rec, VDO, etc.)
- Zoning and Subdivision text amendments would solve some of the incomplete Strategies

9 - CONSENT AGENDA

The following items were discussed before approval:

CRMF Request: Air Cooling and Humidity Control System at Public Safety Building—Wayne Stephens, Director of Public Works/County Engineer

The following items were approved under the Consent Agenda for June 20, 2018:

Minutes of February 28, 2018 Work Session—Kelly Belanger Harris, Clerk to the Board

~~*Minutes of May 16, 2018*~~—Kelly Belanger Harris, Clerk to the Board - **DEFERRED**

Minutes of June 6, 2018—Kelly Belanger Harris, Clerk to the Board

Accounts Payable—Eric Dahl, Deputy County Administrator/Finance Director

FY18 Department of Social Services Share of the Cost Allocation Funds—Eric Dahl, Deputy County Administrator/Finance Director

Temporary Additional Duties Pay – Melton—Eric Dahl, Deputy County Administrator/Finance Director

Temporary Additional Duties Pay – Peterson—Eric Hess, Sheriff

Second Amendment to Tower Structure Lease Agreement with New Cingular Wireless PCS, LLC—Eric Dahl, Deputy County Administrator/Finance Director

CRMF Request: Air Cooling and Humidity Control System at Public Safety Building—Wayne Stephens, Director of Public Works/County Engineer

MOTION

Mr. Weaver moved to approved the Consent Agenda, for the June 20, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for May 2018, in the amount of \$1,652,806.90. Seconded by Mr. O’Brien. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: Booker.

10 - UNFINISHED BUSINESS

County Staff Pay Raise Inclusion Policy—Jessica Rice, Human Resources Manager presented the County Staff Pay Raise Inclusion options for consideration.

Plan	Policy	Comments
FY14-18	-- Onboard as of June 30 th -- Staff who receive a promotion or other pay increase in the new fiscal year are ineligible.	Can be lengthy delays for some employees to receive raise/COLA
FY19 (BOS 4-Apr-18)	-- Must be onboard six months before the start of the raise. -- Off probation period.	
FY19 (BOS 11-Apr-18)	-- Must be onboard six months before the start of the raise. -- New County employee probation period completed.	
"Sheridan Plan"	-- Employees are not be eligible for a general County pay raise or COLA increase approved during their initial new employee probation period until the first full pay period following completion of their probation.	Increased difficultly for tracking of all new staff members and when eligible for which raises
"O'Brien Plan"	-- Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.	Less complicated, but still requires new tracking system
"Simple Plan"	-- Employees will receive approved Cost of Living Adjustments (COLA increases) if their start date is on or before the first day of the pay period when the raise begins.	Simplest plan, similar to other surrounding counties.

Following lengthy discussion regarding interpretation,
Motion
Mr. O'Brien made a motion to approve the (O'Brien Plan) County Staff Pay Plan. With the revision of the county staff must be on board for four (4) months prior to the pay raise. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 8:32pm, 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 8:32pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 8:33pm, 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.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment Funds, and Legal Matters. Seconded by Mr. Weaver. The motion carried, with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Booker.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 11:00pm, 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." Seconded by Mr. Weaver. The motion carried, with a roll call vote, of 4-0. AYES: Sheridan, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: Booker.

MOTION TO EXTEND

MOTION TO EXTEND UNTIL 1:00 A.M.

Mr. O'Brien moved to extend the meeting until 1:00 A.M. Seconded by Mr. Weaver. The motion carried with a vote of 4-0. AYES: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.

14 - ADJOURN

MOTION:

At 11:00pm, Mr. O'Brien moved to adjourn the regular meeting of Wednesday, June 20, 2018. Seconded by Mr. Weaver the motion carried with a vote of 4-0. AYES: Sheridan, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: Booker.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Stephanie Keuther
Clerk, Planning Commission

John M. Sheridan
Chair

DRAFT

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

TAB E

MEETING DATE:	AUG 1, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors July 11, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, July 11, 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 July 11, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
July 11, 2018
Regular Meeting 4:00pm & 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair (*Arrived at 4:03pm*)
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District (*Arrived at 4:05pm*)
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 Vice Chair Booker, called to order the Regular Meeting of July 11, 2018.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION
Mr. Weaver moved to accept the Agenda, for the July 11, 2018 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 3-0. AYES: Booker, Eager, & Weaver. NAYS: None. ABSENT: Sheridan & O’Brien.

SPECIAL PRESENTATION

Certificate of Appreciation for James D. Newman—Steven M. Nichols, County Administrator invited James Newman, Planner forward to receive a Certificate of Appreciation. Mr. Newman will leave the County of Fluvanna on July 13, 2018 to assume the Zoning Director position in the City of Fredericksburg.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
Library's Special Summer Reading Programs – Great attendance - Workshops and tours with the Master Naturalist's, Story Times, LEGO Builder Parties, Robotics Workshops and more.
- Spotlight on Business - Carbon-Core Corporation
- Emancipation Proclamation Monument – Pad and Stone have been placed in Civil War Park
- Carysbrook Baseball Lights - A big thanks to Central Virginia Electric Cooperative for allowing two of their employees, Brian Sandridge, and Devin Hudson, to replace bulbs on July 9th as a community service to Fluvanna County
- Convenience Center – New Building In place
- Columbia
 - Demolition Project – Proceeding, several structures have been demolished
 - Columbia Community Work Day – August 4, 2018, 9am – noon.
- Farm Heritage Museum
 - Painting is complete
 - Grand Opening – August 4, 2018, 5:00pm – 8:00pm, Dedication and Ceremony at 5:30pm
- River Obstruction at the Crofton Bridge – VDOT working to have cleared
- FCSS Food Bank – All buildings in place
- Announcements and Updates
 - New Staff: Leontyne Peck, Administration; Thomas Baber, Parks and Recreation; Jane Berkley, Pleasant Grove Museum
 - New Employees Starting Soon - Eric Pollitt, Management Analyst, Starts July 30th; Holly Steele, Planner, Starts August 6th
- County Administrator on vacation, July 14-21 - Eric Dahl, Deputy County Administrator will serve as Acting
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Aug 1	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Aug 15	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 5	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 19	7:00 PM	BOS Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:22pm Chair Sheridan opened the first round of Public Comments.

- Tyler Gavrilovic 105 Jefferson Drive, expressed concerns with the process by which a new EMS provider was chosen.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:24pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

FY19 Social Services Part-Time Benefit Programs Specialist Position Upgrade to Full-Time and Addition of a New Full-Time Benefit Programs Specialist Position—Kim Mabe, DSS Director requested a position upgrade. Ms. Mabe reported that Social Services received an additional State allocation of \$78,399 to assist with the increased volume of Medicaid applications due to Medicaid expansion. The allocation of \$78,399 is a permanent allocation and does not require a local match for FY19; however, there will be a local match of 15.5%, or \$12,152, in FY20. It is proposed that these funds be used to upgrade an existing part-time Benefit Programs Specialist position to full-time, with benefits, and to establish a new full-time Benefit Programs Specialist III position.


	Salary	Benefits	TOTAL
CURRENT (PT)	\$ 14,595	\$ -	\$ 14,595
PROPOSED (FT)	\$ 29,190	\$ 12,233	\$ 41,423
SHORTFALL			(\$ 26,828)
PROPOSED NEW (FT)	\$ 31,285	\$ 15,484	\$ 46,769
SHORTFALL			(\$ 46,769)
TOTAL SHORTFALL			(\$ 73,597)
Add'l State Funding			\$ 78,399

MOTION

Mr. O’Brien moved the Board of Supervisors approve to change a part-time Benefit Programs Specialist position to a full-time position and add a new full-time Benefit Programs Specialist III position with the State contribution being \$78,399 and the County contribution being \$0 in FY19, and approve to accept the supplemental appropriation of \$78,399 from State funds. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY19 Deputy Sheriff Career Development Plan and Pay Adjustments—Eric Hess, Sheriff, and Jessica Rice, Human Resources Manager provided a comprehensive overview of the Sheriff’s Office plan career development. For FY19, the Sheriff’s Office has established specific criteria for promotion from Deputy (Probational) up to Deputy Sheriff III, and for payment of certain primary, secondary, and temporary assignment pays.

FY19 Deputy Position Requirements



Pay Band 12	Probationary Deputy: <ul style="list-style-type: none">• Entry level
Pay Band 13	Deputy Sheriff 1: <ul style="list-style-type: none">• 12 months active law enforcement service• 1 Primary training (LEO or CSCP) completed
Pay Band 14	Deputy Sheriff 2: <ul style="list-style-type: none">• 24 months active law enforcement service as a Deputy 1• 1 Primary and 1 Secondary training completed
Pay Band 15	Deputy Sheriff 3: <ul style="list-style-type: none">• 5 years of cumulative law enforcement service• 1 Primary and 2 Secondary trainings completed

Primary/Secondary Certifications

- **Primary**
 - Law Enforcement Officer (LEO)
 - Jail/Court Security-Civil Process (CSCP)
- **Secondary**
 - Law Enforcement Officer (LEO)
 - Court Security/Civil Process (CSCP)
 - School Resource Officer (SRO)
 - Animal Control Officer (ACO)

Included in base pay*

* Unless criteria not met for higher pay band

3

- **Master Deputy (5)**
- **Field Training Officer (4)**
- **Range Master (1)**
- **Motor Officer (1)**
- **CSCP***
- **DARE**
- **Detective 1**
- **General Instructor**

\$3,300 per year

\$1,000 per year

\$500 per year

* Unless used for promotion to higher pay band

4

In addition, during an audit of Sheriff’s Deputy pay records, we identified an underpayment to Deputy Keith Ayers, primarily due to an administrative error in calculating his Master Deputy Certification pay for FY15-18. The back pay of \$15,092.22, less tax and retirement deduction costs, was paid on June 29, 2018, and was paid out of the FY18 Sheriff’s Officer Personnel Budget.

MOTION
Mrs. Eager moved to approve the Sheriff’s Office FY19 Deputy Sheriff Career Development and Pay Plan, as presented. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

And,
Mr. O’Brien moved to ratify a payment to Deputy Keith Ayers in the amount of \$15,092.22, less tax and retirement deduction costs, for underpayment of Master Deputy Certification for Fiscal Years 2015 through 2018 and special pay from April 2018 through June 2018, with such funds to come from the FY18 Sheriff’s Office Personnel Budget vacancy savings. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Registrar Work Hours, Pay, and Leave Adjustment—Steven M. Nichols, County Administrator, requested ratification of a change to the regular work hours of full-time staff in the Registrar’s Office. This change allows the Registrar’s Office to comply with the changes made in 2000 by the Board of Supervisors that modified the regular week hours of full-time staff. At that time, the Registrar and staff followed the work hours of Constitutional Offices. In addition, this change provides Joyce Pace, General Registrar, with accrued sick and annual leave that until now had not been established.

With little discussion,
MOTION
Mr. O’Brien moved to ratify the change of regular work hours for full-time Registrar’s Office staff from 37.5 hours per week to 40 hours per week, effective June 25, 2018, with the required \$1,657.50 in funding to come from the FY19 Personnel Contingency Budget. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.
And,
Mr. O’Brien moved to ratify a 6.25% pay increase for Joyce Pace, Director of Elections/General Registrar, for a change of regular work hours from 37.5 hours per week to 40 hours per week, effective June 25,

2018, with the required \$3,616.10 in funding to come from the FY19 Personnel Contingency Budget. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved to ratify the accrual of annual leave for Joyce Pace, Director of Elections/General Registrar, at the established rate, retroactive to March 18, 2018, and further move to authorize a starting annual leave balance of 187.5 hours. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved to ratify the accrual of sick leave for Joyce Pace, Director of Elections/General Registrar, at the established rate, retroactive to March 18, 2018, and further move to authorize a starting sick leave balance of 324 hours. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

EMS Services Agreement—Cyndi Toler, Purchasing Officer presented the agreement for Emergency Medical Services between the County of Fluvanna and Delta Response Team, LLC.

Mrs. Toler provided the timeline of the proposal, response, and deliberation:

- In March 2018 an RFP was issued for County Contracted EMS Services
- Committee chosen to review RFP Responses:
 - Steve Nichols, County Administrator
 - Debbie Smith, Emergency Management Coordinator
 - Lewis Worley, Deputy Sherriff, Fluvanna Rescue Volunteer, Lake Monticello Fire Volunteer
 - Jon Apperson, Louisa County Deputy Chief of Fire Operations, Palmyra Fire Volunteer
- Responses received April 26, 2018
 - 6 Responses Received
 - 4 Chosen to return for in person interviews
 - American Medical Response (AMR)
 - Delta Response Team (DRT)
 - Emergency Services Solutions (ESS)
 - UVA
- DRT received the highest initial scoring by the committee
 - The committee chose to bring them back for a second interview
 - The committee thoroughly vetted all references given as well as some additional sources
 - DRT has been working EMS in Buckingham and Appomattox Counties
 - Relatively new company with 8 years in business
 - Both owners are active volunteers in their local rescue squad and have offered services to assist Fluvanna in boosting its volunteer membership
 - DRT has a very structured organization, they have developed an app which tracks the check sheets and processes employees must follow when on duty
 - Our current contract crew runs its employees on 12 hour shifts
 - DRT will run 24 hour shifts
 - This will assist in reducing fatigue in providers
 - 24 hour shifts also reduces potential need for overtime
 - DRT is able to provide a second crew when the need arises with a minimum 12 hour notice
 - DRT is also able to offer use of their ambulances, either on a short term or long term basis (cost of \$5,000 per month)
- Agreement Costs
 - One ALS Crew – \$438,000 annually for Years 1-2 (\$36,500 monthly)
 - One ALS Crew – \$451,140 annually for Years 3-5 (\$37,595 monthly)
 - Second ALS Crew - \$700 per 12 hour shift for Years 1-2 (as needed)
 - Second ALS Crew - \$721 per 12 hour shift for Years 3-5 (as needed)
- Optional Costs
 - Second ALS crew - \$175,000/year - 12 hour shift, Mon – Fri days (\$14,583.33 Monthly)
 - Billing and Claim Review Services - \$2,500 Monthly
 - Providing equipped ambulance (contractor use) - \$5,000 Monthly
 - EMS Consulting Services - \$500 Monthly
- \$600,000 is budgeted in FY19 for this service; expected FY19 budget savings of \$162K, with savings in out years, as well.

Following wide ranging and in-depth discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the agreement between Fluvanna County, Delta Response Team LLC, and the Fluvanna Rescue Squad, Inc., for Emergency Medical Services and associated support, and further authorize the County Administrator to execute the agreement subject to

the County Attorney review, update, and approval as to form. Mrs. Booker gave second and the motion passes 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Following the motion, Mr. Nichols noted that the negotiations are continuing regarding the specifics of the contract, with no substantive changes anticipated. Should there be a substantial change, the agreement will return to the Board.

7A – APPOINTMENTS

Board, Commission, and Committee Appointments – Steven M. Nichols, County Administrator
Chair Sheridan invited members of the current EDA to comment on the composition of the Board and the candidates presented. Dr. Jerry Swiggett, EDA Member, spoke about the need for committed members with integrity and good standing in the community. The Board chose to defer appointing the open EDA position, and requested Staff to contact candidates Mr. Rudy Garcia and Mr. Keith Smith and invite them to appear at the August 1, 2018 meeting.

MOTION

Mrs. Eager moved the Board of Supervisors reappoint Curtis Putnam and Scott Marshall to the Economic Development Authority, with terms to begin July 1, 2018 and end June 30, 2022. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Mrs. Eager moved to reappoint Frank Gallo to the Piedmont Virginia Community College Board, with a term to begin July 1, 2018 and end June 30, 2022. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Board/Commission/Committee	Appointees	Begins Term	Ends Term
Economic Development Authority	Curtis Putnam	Jul 1, 2018	Jun 30, 2022
Economic Development Authority	Scott Marshall	Jul 1, 2018	Jun 30, 2022
Economic Development Authority	deferred	Jul 1, 2018	Jun 30, 2022
Piedmont Virginia Community College Board	Frank Gallo	Jul 1, 2018	Jun 30, 2022

8 – PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for July 11, 2018:
Budget Transfer for Unclaimed Body Charges—Eric Dahl, Deputy County Administrator/Finance Director
Project Agreement No. 2 – Property Appraisals for Zion Crossroads Water/Sewer System—Cyndi Toler, Purchasing Officer
Project Agreement No. 4 – Amendment to Surveying for Zion Crossroads Water/Sewer System—Cyndi Toler, Purchasing Officer

MOTION

Mr. Weaver moved to approved the consent agenda, for the July 11, 2018 Board of Supervisors meeting. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

VDOT SmartScale Applications – Alan Saunders, VDOT Residency Engineer, Charles Proctor, VDOT, Transportation Planning Manager, presented a status update on the SmartScale process.
The following items are currently under consideration:

Potential SMART SCALE Projects - Fluvanna	BOS Ranking
3. <u>Turkeysag Trl (1015) and Route 53 intersection</u>	1
8. <u>Bybees Church Road (613) and Route 15 intersection</u> (safety improvements)	2
7. <u>Troy Rd (631) and Route 15 intersection</u> (safety improvements)	3
1. <u>Troy Rd (631) and Route 250 intersection</u> (widening for economic development)	4

Mr. Saunders provided concept plans for the four projects.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:54pm Chair Sheridan opened the second round of Public Comments.
With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:54pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 5:56pm, 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.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Litigation. 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 9:13pm, 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.

MOTION TO EXTEND

Mr. O'Brien moved to extend the meeting until 12:00am. On a second from Mrs. Booker second, the motion passed unanimously. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 9:14pm, Mr. Weaver moved to adjourn the regular meeting of Wednesday, July 11, 2018. Mr. O'Brien 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	John M. Sheridan
Clerk to the Board	Chair

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

TAB F

MEETING DATE:	August 1, 2018					
AGENDA TITLE:	Position Description Updates					
MOTION(s):	I move to approve the updated position descriptions as presented for: <ul style="list-style-type: none"> • Job Class 2000, Director of Community Development • Job Class 2450, Economic Development Coordinator • Job Class 4290, Director of Parks and Recreation 					
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 Resources Manager					
PRESENTER(S):	Jessica Rice, Human Resources Manager					
RECOMMENDATION:	Approval					
TIMING:	Routine					
DISCUSSION:	<ol style="list-style-type: none"> 1. Our current Director of Community and Economic Development, Jason Smith, has accepted a Business Manager position with the Virginia Economic Development Partnership (VEDP) in Richmond. His last day here will be Friday, August 17, 2018. 2. With this vacancy, we are reorganizing into a revised "Community Development" directorate that will still consist of Building Inspections, Economic Development, Erosion & Sediment Control, Code Enforcement, Planning, and Zoning functions. 3. The current Planning/Zoning Administrator, Jason Stewart, will fill the revised Director of Community Development role as described in the updated position description attached. <ul style="list-style-type: none"> • Plan: Reactivate and update an existing position description (#2390 changed to #2000), and change from the current Pay Band 22 level to Pay Band 23. 4. We plan to advertise to fill the Economic Development Coordinator position. Decreasing the personnel management responsibilities for the former "Community & Economic Development" role will allow more time for direct economic development activities, business support, marketing functions, etc.. <ul style="list-style-type: none"> • Plan: Reactivate and update an existing position description (#1130 changed to #2450), and changing from the current Pay Band 23 level to Pay Band 21. 					

	5. Along with the Community Development reorganization, we are also revising the Parks and Recreation Director to more accurately reflect current duties and the level of responsibility relative to other senior county positions. <ul style="list-style-type: none"> Plan: Update and revise the existing position description (#4290), and changing from the current Pay Band 21 level to Pay Band 22. 				
FISCAL IMPACT:	Within FY19 adopted budget as shown below.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Old position description: #2390 - Director of Community Development Revised position description: #2000 - Director of Community Development Old position description: #1130 - Economic Development Coordinator Revised position description: #2450 - Economic Development Coordinator Old position description: #4290 - Parks and Recreation Director Revised position description: #4290 - Parks and Recreation Director				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX		XX	

Position Updates						
Jul-18						
Name	Pay Band	Salary		Minimum	Mid-Range	Maximum
Parks & Recreation Director (Current)	21	\$ 64,463.18		\$ 56,764	\$ 70,954	\$ 85,145
Parks & Recreation Director (New)	22	\$ 68,330.97		\$ 60,169	\$ 75,212	\$ 90,254
Economic Development (Current)	23	\$ 80,447.05		\$ 63,780	\$ 79,724	\$ 95,669
Economic Development (New)	21	\$ 65,278.12		\$ 56,764	\$ 70,954	\$ 85,145
Community Development (Current)	22	\$ 79,273.76		\$ 60,169	\$ 75,212	\$ 90,254
Community Development (New)	23	\$ 84,030.19		\$ 63,780	\$ 79,724	\$ 95,669
Current Total		\$ 224,183.99				
New Total		\$ 217,639.28				

DIRECTOR OF PLANNING AND DEVELOPMENT - 2390**GENERAL DEFINITION OF WORK:**

Performs difficult professional and administrative work directing and coordinating all planning and zoning functions, programs and activities of the county; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, coordinating and supervising planning programs, services, staff and functions; coordinating work with County Administrator and department directors; providing staff and technical resource support to the Planning Commission and other boards and commissions as assigned by the County Administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Discusses projects over the telephone and in person with developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to rezonings, subdivisions, site plans, etc.
- Establishes department goals and policies.
- Supervises and participates in the preparation of various presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Discusses problems and helps develop solutions; participates with other department directors in conducting multi-department assignments.
- Provides guidance and assistance to staff; interprets zoning and subdivision ordinances; coordinates staff efforts; evaluates work performance of staff.
- Serves as professional advisor to Planning Commission.
- Works with committees and staff to carry out communicated goals and policies and works to recommend changes in goals, policies and programs.
- Directs the preparation of annual department budget; monitors expenditures; develops annual capital improvement plan.
- Supervises the staff administration of various ordinances.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of urban and regional planning and zoning; comprehensive knowledge of economics, finances and sociology as they apply to planning; general knowledge of the principles and practices of civil and environmental engineering as they relate to planning; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, government officials, other agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning and extensive experience in professional planning.

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 reaching, fingering, and grasping; 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.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☒ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☐ Non-Exempt

Pay Grade: 22

Approved as to form: _____ Date _____

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Administration
Job Description

DIRECTOR OF COMMUNITY DEVELOPMENT

Job Class #:	2000
Pay Grade:	23
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Director of Community Development performs difficult professional and administrative work directing and coordinating all planning and zoning functions, programs, and activities of the county; does related work as required. Serves as the County's Planning and Zoning Administrator and provides oversight and supervision of the Building Inspections, Economic Development, and Planning Departments. Work is performed under general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

Plans, directs, coordinates, and supervises planning programs, services, staff and functions; coordinating work with department directors and County Administrator; provides staff and technical resource support to the Board of Supervisors, Planning Commission, and other boards and commissions as necessary. Strategically works to protect and strengthen the County's high quality of life, facilitate the growth of a strong local economy, protect and enhance property values, and meet the Code of Virginia requirements.

- Serves as the County's Planning and Zoning Administrator.
- Supervises Building Inspections, Economic Development, and Planning Departments; evaluates subordinates' work performance and helps to implement career development plans.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Establishes department goals, policies, and procedures.
- Reviews development applications such as re-zonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances.
- Supervises and participates in preparing presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Counsels developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to re-zonings, subdivisions, site plans, etc.
- Collaborates with other department directors in completing projects and resolving problems.
- Mentors and provides guidance for department staff; interprets zoning and subdivision ordinances; coordinates staff assignments and evaluates work performance.
- Serves as a professional advisor to Planning Commission.
- Directs the preparation of an annual department budget; monitors expenditures; develops annual Capital Improvement Plan (CIP).
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of business, economics, finances and sociology as they apply to planning, zoning, and economic development.
- Principles and practices of urban and regional planning and zoning.
- Principles and practices of civil and environmental engineering as they relate to planning.
- Strong understanding of business and industry location strategies, and facility, logistics, financial, labor, and business service needs.
- Principles and practices of community and economic development, and tourism.

Skills in:

- Strong skills in team leadership and communication.
- Writing clear and concise directives, reports, memoranda and letters.
- Preparing and delivering presentations to elected officials, corporate executives, and at public hearings.
- Operation and use of common office equipment including personal computers and copiers.
- Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions.
- Effective interpersonal facilitation and negotiating techniques.

Ability to:

- Work independently and take initiative in completing projects and implementing process improvements.
- Utilize cost-benefit analyses in decisions.
- Prepare clear and comprehensive financial and administrative reports.
- Communicate ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with County and State officials, associates and the general public.
- Analyze complex problems and develop goal oriented solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, associates, other government officials, other agencies, and the general public.
- Resolve conflicts and complaints from the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree specializing in community planning, economic development, business/ public administration, or other closely related field from an accredited college. Master's Degree strongly preferred.
- Minimum of five (5) years of experience with planning and zoning, and/or business development in local or state government.
- Minimum of two (2) years of supervisory experience.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

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 fingering and grasping; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS			
Background check.			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	July 23, 2018	July 23, 2018	Pending Aug 1, 2018

ECONOMIC DEVELOPMENT COORDINATOR - 1130**GENERAL DEFINITION OF WORK:**

Performs difficult professional and responsible administrative work developing and administering County community and economic development activities; does related work as required. Work is performed under the general supervision of the County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering, supervising and monitoring community and economic development activities, properties and projects; ensuring compliance with applicable rules and regulations; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides primary point-person contact for persons inquiring or requesting economic development information or assistance.
- Conducts statistical and subject-related research and other information gathering activities necessary for the creation and maintenance of databases and for the development of special projects.
- Formulates and manages the personal creation and development of key economic development projects.
- Engages in written, telephone and electronic correspondence in the ordinary conduct of day to day operations.
- Makes goodwill visits to existing businesses and enterprises under construction.
- Researches, establishes and maintains inventory of available industrial and business sites.
- Researches, establishes and maintains up to date database of demographic/statistical County info.
- Conducts site visits for prospective investor clients.
- Counsels inquiring individuals on matters relating to establishing a business in the County.
- Serves as liaison to Economic Development Commission, Industrial Development Authority and Chamber of Commerce.
- Represents the County as state and regional economic development meetings and conferences.
- Attends selected workshops and seminars to maintain proficiency in areas of responsibility.
- Meets with County Administrator and department personnel as necessary and/or directed.
- Creates, prepares and delivers presentations.
- Participates in County programs; attends Board of Supervisors meetings.
- Meets with advertising, production and printing firms.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of community and economic development; thorough knowledge of the principles and practices of public and business administration; thorough knowledge of management and finance; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with County and State officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration or related field and considerable experience in community or economic development.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, crouching, reaching, standing, walking, fingering, 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.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Fluvanna County, Virginia
Department of Administration
Job Description

ECONOMIC DEVELOPMENT COORDINATOR

Job Class #:	2450
Pay Grade:	21
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Director of Community Development

SUMMARY

Under the general supervision of the Director of Community Development, serves as the County's primary liaison for business recruitment, development, and expansion. This role is focused on increasing the County's business base, employment opportunities, and future revenues. The incumbent performs difficult professional and responsible administrative work developing and administering County economic development activities, and other related work as required.

ESSENTIAL FUNCTIONS

The essential function of the position is to develop, implement, and manage an aggressive and comprehensive economic development program in order to diversify and grow the County's business base, job market, and tax base. The position requires a focus on strategic marketing, and ability to build strong relationships with both existing businesses, and potential new business prospects, with a strong emphasis on developing new commerce.

- Serves as primary County contact for persons inquiring or requesting business development or tourism assistance and information.
- Promotes, communicates and reinforces the Board of Supervisor's goals and objectives to create growth and enhance the community.
- Develops, recommends, and implements effective strategies, plans, and programs for economic growth within the County.
- Administers, supervises and monitors community and economic development activities, property inventories and projects.
- Ensures compliance with applicable laws and ordinances.
- Conducts statistical and subject-related research necessary for the creation and maintenance of statistical databases and for special projects.
- Identifies and promotes resources and opportunities for growth including the attraction of new commercial and industrial investment and infrastructure.
- Analyzes, researches, and evaluates current and potential county economic development programs and systems to improve efficiency and effectiveness.
- Researches, establishes and maintains inventory of available industrial and business sites, as well as an up to date database of demographic/statistical County info.
- Manages the content of the Economic Development pages on the Fluvanna County website.
- Coordinates business events, meetings, training, and business appreciation events.
- Delivers presentations to County officials, prospective business owners, and the general public

- Conducts site visits for prospective investor clients.
- Cooperates and coordinates with other local, regional and state economic development partners including the Virginia Economic Development Partnership, the Fluvanna County Economic Development Authority, Fluvanna County Planning Commission, and the Virginia Department of Housing and Community Development, among others.
- Represents the County at state and regional economic development and tourism meetings/conferences.
- Attends selected workshops and seminars to maintain proficiency in areas of responsibility.
- Actively seeks to create opportunities for the promotion of Fluvanna County's initiatives and programs.
- Attends and participates in meetings as required by specific Boards and Commissions.
- Serves as liaison to Economic Development Authority and Chamber of Commerce.
- Along with the Director of Parks & Recreation, supports and guides the County's Economic Development and Tourism Advisory Council (EDTAC).
- Performs related tasks as required, and other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern principles and practices of business and economic development, and tourism.
- Principles and practices of public and business administration.
- Laws, ordinances and structural considerations relating to County government.
- Strong understanding of business and industry location strategies, and facility, logistics, financial, labor, and business service needs.
- Demonstrated knowledge of effective economic development programs and proven ability to plan, develop and implement strategic business plans.

Skills in:

- Strong skills in communication and building professional relationships..
- Writing clear and concise directives, reports, memoranda and letters.
- Preparing and delivering presentations to elected officials, corporate executives, and at public hearings.
- Operation and use of common office equipment including personal computers and copiers.
- Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions.

Ability to:

- Demonstrate leadership in managing projects independently.
- Utilize cost-benefit analyses in decisions.
- Prepare clear and comprehensive financial and administrative reports.
- Communicate ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with County and State officials, associates and the general public.
- Analyze complex problems and develop goal oriented solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, other department heads, and the public.
- Discuss and resolve conflicts with members of the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Four-year degree specializing in economic development, community planning, business administration/public administration, marketing, or other closely related field from an accredited college. Master's Degree is preferred.
- Minimum of three (3) years of experience related to economic development, community business development, and marketing.

- Certified Economic Developer credentials preferred.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel is required for meetings and presentations.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	July 23, 2018	July 23, 2018	Pending Aug 1, 2018

DIRECTOR OF PARKS AND RECREATION - 4290**GENERAL DEFINITION OF WORK:**

Performs difficult professional and administrative work planning, organizing and directing all recreation and parks activities for the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and administering County-wide recreation and parks programs; administering department programs and budgets; coordinating work with County Administrator and other departments; preparing and maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and implements innovative educational, cultural and recreational programs for youth, families and adults.
- Monitors and evaluates programs to ensure organizational objectives are met.
- Ensures citizen responsiveness; produces program results which demonstrate significant improvements in cost effectiveness, productivity, timeliness and quality; adapts to new priorities and changes in programs without losing sight of long term goals.
- Promotes collaborative efforts in the community and with other agencies; educates the public on the benefits of recreation; promotes and markets the department and programs.
- Trains, recruits and hires staff; conducts performance appraisals; delegates responsibility; provides counseling in the development of staff; approves department payroll; applies position management principles and techniques to improve organization and plan for future growth; encourages volunteerism in program operations.
- Directs and facilitates team development with staff, Recreation Advisory Board and other planning boards and citizen groups; develops and conducts citizen surveys, focus groups and presentations.
- Prepares annual and capital budgets; monitors fiscal accountability; prepares financial, administrative and management reports; approves all purchases and contracts; maintains inventory of fixed assets; develops and monitors corporate sponsorship solicitation and other alternative revenue sources; cultivates public/private ventures; seeks and monitors grant funds; maintains and develop fields, facilities and parks.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of recreation activities and their administration; thorough knowledge of the principles and methods of park and recreation planning and development; ability to develop and execute a well-rounded program of recreation activities; ability to cooperate with and interpret recreational philosophies to authorities and private groups and agencies and the general public; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with governmental officials, volunteers, community groups, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration or related field and

extensive experience in the administration of recreational programs and in the development and planning of recreational facilities.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, 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, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☒ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☐ Non-Exempt

Pay Grade: 19

Approved as to form: _____ Date _____

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.

Revised

Fluvanna County, Virginia
Department of Parks and Recreation
Job Description

DIRECTOR OF PARKS AND RECREATION

Job Class #:	4290
Pay Grade:	22
Category:	Full-time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Director of Parks and Recreation performs difficult professional and administrative work planning, organizing and directing all recreation and parks activities for the County; does related work as required. Supervision is exercised over all department personnel. Work is performed under general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

Essential functions of the position include planning, organizing, directing and administering County-wide recreation, sports, and park enhancement activities; developing programming to improve quality of life for citizens and managing business and budgetary aspects of Department operations.

- Develops and implements innovative educational, cultural and recreational programs for youth, families and adults; monitors and evaluates programs to ensure organizational objectives are met.
- Produces program results that demonstrate significant improvements in cost effectiveness, productivity, timeliness and quality; adapts to new priorities and changes in programs without losing sight of long term goals.
- Promotes collaborative efforts in the community and with other agencies; educates the public on the benefits of recreation; promotes and markets the department and programs.
- Trains, recruits and hires staff, conducts performance appraisals, assigns program responsibilities, provides counseling in the development of staff, and approves department payroll.
- Promotes volunteerism in program operations and park enhancement initiatives
- Directs and facilitates team development activities with staff, Recreation Advisory Board and other planning boards and citizen groups; develops and conducts citizen surveys, focus groups and presentations.
- Prepares annual and capital budgets; approves and monitors expenditures; prepares financial, administrative and management reports; executes applicable contracts, MOUs, and rental agreements; maintains inventory of fixed assets.
- Develops and implements corporate sponsorship initiatives and other alternative revenue sources, cultivates public/private ventures, secures and monitors grant funding.
- Responsible for improvements and maintenance of fields, facilities, and parks.
- Along with the Economic Development Coordinator, supports and advises the County's Economic Development and Tourism Advisory Council (EDTAC).
- Provides support for the County's Partnership for Aging Committee.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Planning, marketing, and facilitation of recreation programming.
- Principles and methods of park and recreation planning and development.
- Principles of business, economics, finances and sociology as they apply to parks and recreation activities.
- Modern principles and practices of tourism promotion and development.

Skills in:

- Strong skills in team leadership and communications.
- Preparing and delivering presentations to citizens and Elected Officials.
- Operation and use of common office equipment including personal computers and copiers.

Ability to:

- Work independently and take initiative in developing programs and projects
- Utilize cost/benefit analyses in decision-making.
- Prepare clear and comprehensive financial and administrative reports.
- Communicate ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the Board of Supervisors, associates, other government officials, agencies, and the general public.
- Resolve conflicts and complaints from the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree specializing in parks/ recreation and tourism management, business administration/public administration, or other closely related field from an accredited college. Master's Degree is preferred.
- Minimum of five (5) years of experience with administration of parks and recreation programming and events, including budgetary responsibilities.
- Minimum of two (2) years of supervisory experience required.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, reaching, lifting, 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 depth perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, extreme heat, noise, and hazards. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	July 23, 2018	July 23, 2018	Pending Aug 1, 2018

DRAFT

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

TAB G

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	SMART SCALE Round 3 Applications				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “A Resolution Supporting the Submission of SmartScale Applications Requesting Transportation Funding”.				
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):	A6, A7, C7, C10	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Jason Stewart, Planning and Zoning Administrator Wayne Stephens, County Engineer/Director of Public Works				
PRESENTER(S):					
RECOMMENDATION:	Adoption of the resolution				
TIMING:	Current				
DISCUSSION:	<p>Virginia’s SMART SCALE (HB2) is about picking the right transportation projects for funding and ensuring the best use of limited tax dollars. Transportation projects are scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers.</p> <p>A resolution of support from the local governing body is needed to complete this year’s applications which are due by August 8, 2018.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 14-2018

A RESOLUTION SUPPORTING THE SUBMISSION OF SMARTSCALE APPLICATIONS REQUESTING TRANSPORTATION FUNDING

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, August 1, 2018 in Palmyra, Virginia, the following action was taken:

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (SmartScale) which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, for the FY2020 application period this Board ranked the following projects for submission:

1. Turkeysag Trail (Route 1015) and Route 53 Intersection (intersection improvements)
2. Bybees Church Road (Route 613) and Route 15 Intersection (safety improvements)
3. Troy Road (Route 631) and Route 15 Intersection (safety improvements)
4. Troy Road (Route 631) and Route 250 Intersection (intersection improvements)

WHEREAS, proposed improvements will be a benefit to the county in the areas of public safety, traffic flow, and economic development; and

WHEREAS, these projects, if approved, will be fully funded by the Virginia Department of Transportation; and

WHEREAS, a resolution of support from the Fluvanna County Board of Supervisors is recommended for application.

NOW, THEREFORE, BE IT RESOLVED that this Board hereby supports the SmartScale applications submitted by county staff for the above mentioned project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 1st day of August 1, 2018, by the following vote:

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						

Adopted this 1st Day of August
by the Fluvanna County Board of Supervisors

ATTEST:

John M. Sheridan, Chairman
Fluvanna County Board of Supervisors

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

TAB H

MEETING DATE:	August 1, 2018				
AGENDA TITLE:	Closed Landfill Environmental Monitoring Programs				
MOTION(s):	I move the Board of Supervisors to approve Project Agreement # 19 between Fluvanna County and Draper Aden Associates to continue the site inspections and the Gas Monitoring services of the Fluvanna County closed Landfill totaling \$814, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				xx	
STAFF CONTACT(S):	Wayne Stephens, Director of Public Works; Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>As required by DEQ, the task with Draper Aden Associates proposes to conduct a quarterly site inspection and gas monitoring service; meeting the Post-Closure Care Plan requirements at the Fluvanna County closed Landfill for July 2018. Draper Aden has been doing these required items and we wish to continue with their services.</p> <p>This is for only one quarterly inspection. This Term contract is set to expire in September 2018. A new RFP for term engineering services has been issued. Continued inspections and monitoring will be contracted based on that award.</p>				
FISCAL IMPACT:	Budgeted for FY2019				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	PROJECT AGREEMENT # 19-TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES/FLUVANNA COUNTY CLOSED LANDFILL ENVIRONMENTAL MONITORING PROGRAMS				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	x		x		

PROJECT AGREEMENT # 19
TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR
PROFESSIONAL SERVICES
FLUVANNA COUNTY CLOSED LANDFILL ENVIRONMENTAL MONITORING
PROGRAMS

This Project Agreement #19 (the "Project Agreement") made this _____ day of _____, 2018, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the "Consultant"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (including all exhibits, and as modified by any amendments or addendums thereto, the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas the Agreement was automatically renewed on September 6th, 2014, and again on September 6th, 2015, and again on September 6th, 2016, and again on September 6th, 2017 and the current renewal term of the Agreement ends on September 5, 2018;

Whereas the Consultant submitted a Proposal for "Proposal: FY 2018-2019 (July, 2018)", Draper Aden Associates Project No.: 21816-77, DEQ Permit No. 429" dated July 18, 2018, ("the Proposal") which is attached hereto as Exhibit 1 and incorporated by reference herein as a material part of this Project Agreement;

Whereas, the County desires that the Consultant complete all those services listed in the Proposal, including, but not limited to, Task 21816-77 (Task 1) - Gas Monitoring Service (July, 2018), Task 21816-77 (Task 2) - Quarterly Site Inspection (July, 2018) and provide inspection reports suitable for direct submission to DEQ (collectively the "Services"); and

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the "Task Orders").

For good and valuable consideration, the parties hereby agree as follows:

ARTICLE I: THE AGREEMENT

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

ARTICLE II: TASK ORDERS

Consultant shall provide all work and services necessary or desired to complete the Task Orders consistent with all provisions of this Project Agreement, Exhibit 1 and the Agreement.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Wayne Stephens
Director of Public Works
197 Main Street
Palmyra, VA 22963
Phone: (434) 591-1925
E-mail: wstephens@fluvannacounty.org

Billing inquiries should be directed to Cyndi Toler, Purchasing Officer, whose contact information appears below in Article VI.

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) This Project Agreement;
- (ii) Exhibit 1 hereto;
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iii) above, and (ii) shall control over (iii).

ARTICLE IV: FEES

The Consultant shall receive a flat fee consistent with the Budget section of the Proposal of:

EIGHT HUNDRED FOURTEEN AND NO/100 DOLLARS (\$814.00) for all of the Services on the Task Orders described in the Proposal.

The flat fee shall be payable by the County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Consultant to the County until the Task Orders is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, first and second quarter inspections and those deliverables described in the Proposal as the reports. The Consultant may invoice the County only when the all Task Orders are complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work on the Task Orders by the County in its sole discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue the Task Orders to completion, but in any event such Services and work being a part of the Task Orders must be completed to the sole satisfaction of the County on or before the 30th day of September, 2018. Time being of the essence.

ARTICLE VI: MISCELLANEOUS

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County

ATTN: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Consultant

Draper Aden Associates, Inc.
ATTN: Thomas R. Laughlin, MS, CES
8090 Villa Park Drive
Richmond, VA 23228
Telephone (804) 261-2929
FAX (804) 264-8773

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

[SIGNATURE PAGE TO FOLLOW.]

Architectural and Engineering Services
Fluvanna County, VA

Page 4

In witness whereof, the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.

Consultant:
Draper Aden Associates, Inc.


County:
Fluvanna County

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Approved as to form:

Fluvanna County Attorney

TO: Mr. J. Wayne Stephens
Fluvanna County

FROM: Thomas R. Laughlin 
Environmental Services Division

DATE: 07-18-18

SUBJECT: **Fluvanna County Closed Landfill**
Environmental Monitoring Programs
Proposal: FY 2018-2019 (July, 2018)

DEQ Permit No. 429
DAA Project No. 21816-77

Draper Aden Associates (DAA) proposes to provide professional engineering and environmental services to Fluvanna County in accordance with an existing Services Agreement between Fluvanna County and DAA.

The subject proposal is intended to encompass services that will be provided during *July, 2018 (FY 2018-2019)*.

More specifically, DAA shall provide the following services pertaining to environmental programs at solid waste facilities operated by Fluvanna County:

TASK 21816-77 (Task 1)- Gas Monitoring Service (July, 2018)

Scope of services. Draper Aden Associates proposes to measure landfill gases (using a LANDTEC gas analyzer, or functional equivalent), on *one* occasion, at *six* gas probes and *five* on-site structures at the Fluvanna County closed landfill, prepare data tables, and prepare a report of findings (to include an assessment of regulatory compliance) during *July, 2018*.

Budget. The cost of the referenced task shall be **\$543** (lump sum / includes one monitoring event).

The cost of professional environmental services is based upon a review of the costs associated with past gas monitoring events and the standard billing rates that became effective on *January 1, 2018*.

Deliverables. DAA will provide one *digital* copy of each report to the Fluvanna County (Adobe Acrobat or functional equivalent) and will provide one *digital* copy of each report to DEQ.

TASK 21816-77 (Task 2) - Quarterly Site Inspection (July, 2018)

Scope of services. Draper Aden Associates proposes to conduct *a quarterly site inspection* meeting the Post-Closure Care Plan requirements at the Fluvanna County closed landfill during *July, 2018*.

Schedule. The inspection shall occur during the following interval:

- **third quarter:** between July and September, 2018

Budget. The cost of the referenced task shall be **\$271** (lump sum / includes one quarterly event).

The cost of the proposed services is based upon a review of the costs associated with past inspection events and the standard billing rates that became effective on *January 1, 2018*. The proposed fee is based upon the assumption that we will be able to inspect the facility while performing other work at that location.

Deliverables. DAA will provide one *digital* copy (Adobe Acrobat or functional equivalent) of each inspection report to Fluvanna County.



EXCLUSIONS. Deliverables do not include digital source files used in preparing documents (for example, MS Word, MS Excel, AutoCad files).

OWNER'S RESPONSIBILITIES. Owner shall provide access to DAA personnel to enter the landfill during normal operating hours, or on other days or times as mutually agreed, in order to provide the field services associated with the tasks outlined above.



COMPENSATION. DAA shall be compensated for performing the above Services as follows.

task	description	fee	fee structure
21816-77 (Task 1)	Gas Monitoring (July, 2018)	\$543	lump sum
21816-77 (Task 2)	Post-Closure Insp. (July, 18)	\$271	lump sum



AUTHORIZATION TO PROCEED

for Fluvanna County

date

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

No.	Item
1	FY18 BOS Contingency Balance Report – August 1, 2018
2	FY19 BOS Contingency Balance Report – August 1, 2018
3	FY19 Capital Reserve Memo – August 1, 2018
4	Unassigned Fund Balance Report – August 1, 2018
5	
6	
7	
8	
9	
10	

MEMORANDUM

Date: August 1, 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:	\$150,000.00
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500.00
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520.00
Less: Reimbursement of Legal Fees to Linda Lenherr – 09.20.17	-\$18,132.00
Less: Reimbursement to Fire for Transfer of Brush 10 to Public Works – 11.01.17	-\$20,000.00
Less: Lucas 3 Chest Compression System – 12.20.17	-\$14,735.50
Less: FY18 Reassessment Contract Cost Increase – 02.07.18	-\$11,474.00
Less: ARC Building Repair and Maintenance – 02.21.18	-\$30,000.00
Less: Lake Monticello Engine Repair Reimbursement – 03.21.18	-12,192.15
Less: Courthouse Audio System – 05.16.18	-2,669.00
Less: Registrar – Fluvanna County Political Road Index Book – 05.16.18	-3,200.00
Less: Farm Heritage Museum – 06.20.18	-3,500.00
Less: Pleasant Grove House Fiber Infrastructure Project – 06.20.18	-8,455.00
Less: Sheriff's Office Unclaimed Body Charges – 07.11.18	-1,500.00
Available:	\$12,122.35

MEMORANDUM

Date: August 1, 2018
From: Eric Dahl – Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Available:	\$135,820.00

MEMORANDUM

Date: August 1, 2018
From: Eric Dahl- Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY18 Carryover	\$67,256
FY19 Budget Allocation:	\$0
Available:	\$67,256

Schools Capital Reserve:

FY18 Carryover	\$116,308
FY19 Budget Allocation:	\$150,000
Available:	\$266,308

MEMORANDUM

Date: August 1, 2018
From: Eric Dahl- Deputy County Administrator/Finance Director
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805
Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805

*Audited FY18 Year End Unassigned Fund Balance will be available upon completion of the FY18 CAFR