



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

December 5, 2018

Regular Meeting - 4:00 pm

FY20 Preliminary Budget Work Session (County and FCPS) – 7:00 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
N	Pleasant Grove Deer Hunt 2018 – Fred Payne, County Attorney
	7A – APPOINTMENTS
O	Jefferson Area Board for Aging (JABA) Advisory Council—Steven M. Nichols, County Administrator
	8 – PRESENTATIONS (normally not to exceed 10 minutes each)
P	One Virginia 2021 – Joe Shaver, One Virginia 2021 Representative
Q	TJPDC Project Options—Steven M. Nichols, County Administrator
	9 – CONSENT AGENDA
R	Minutes of November 20, 2018—Kelly Belanger Harris, Clerk to the Board
S	Phone System Contract Amendment # 1—Cyndi Toler, Purchasing Officer
T	Draper Aden Project Agreement # 2 - Fork Union Fire Training Building – Site Development Plans— Cyndi Toler, Purchasing Officer
	10 – UNFINISHED BUSINESS
	TBD
	11 – NEW BUSINESS
	TBD
	12 – PUBLIC COMMENTS #2 (5 minutes each)
	RECESS FOR DINNER AND CLOSED MEETING
	13 – CLOSED MEETING
	TBD
	14 – WORK SESSION
	FY20 Preliminary Budget Discussion – County and FCPS

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



Digitally signed by Steven M.
Nichols
Date: 2018.11.29 09:51:58 -05'00'

County Administrator Review

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

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

PLEDGE OF ALLEGIANCE

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

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use 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 N

MEETING DATE:	December 5, 2018				
AGENDA TITLE:	Deer hunt for handicapped hunters at Pleasant Grove				
MOTION(s):	I move that the Board of Supervisors authorize the Sheriff to conduct a deer hunt at Pleasant Grove for the purpose of controlling deer numbers, such hunt to be managed by Wheelin' Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Frederick W. Payne, Sheriff Eric Hess, Aaron Spitzer				
PRESENTER(S):	Frederick W. Payne, County Attorney				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	<p>The Sheriff's Office continues to believe that it is necessary to reduce the numbers of deer on Pleasant Grove and that the best means of such control is through a managed hunt under the auspices of Wheelin' Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Friday, January 4, 2019. Like the events held in recent years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers and maximizing the safety at the high school. Security will be provided by the Sheriff's Office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the Sheriff's Office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin' Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.</p> <p>Similar shoots were held in January of 2013-2018 with safety and success. It is expected that, if approved, this hunt will be similar, with minor changes based on previous years' experience.</p>				

FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Similar activities approved in previous and were carried out in January of 2013 through 2018.				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				Sheriff, P&R

TAB O

FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT

MEETING DATE:	Dec 5, 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
Jefferson Area Board for Aging (JABA) Advisory Board			Immediately	4/30/2020

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Jefferson Area Board for Aging Advisory Board	Linda Bernick	Reapp.	Palmyra	Current: FPA, EDTAC Prior: JABA Advisory Council
DISCUSSION:	Mrs. Bernick was previously appointed to the JABA Advisory Council with a term that ended 4/30/2018. At that time, Mrs. Bernick did not seek reappointment and has now decided to seek approval for another term. This unexpired vacancy will begin immediately and terminate on April 30, 2020.			
ENCLOSURES:	Candidate Application			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Linda Bernick		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 1011 Broken Island Rd Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 3	Cell Phone – preferred?	Home Phone – preferred?	Email voxlinda@aol.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): William and Mary 1980 BA Spanish, UVA 1982 MAT Spanish, Louisa County Public Schools 1982-1988 Adjunct faculty: VT, Redford University, NRCC, Roanoke College, UVA			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: FPA, Secretary; EDTAC, Chair, JABA Advisory Council			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Effort Baptist, Deacon and Church Council member			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Improve community relations			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>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.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>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.</p>			
Applicant's Signature Linda Bernick		(Typing name below serves as digital signature) Date 11/19/2018 20:07	

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 Equalization (BOE)
	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)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
x	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)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
x	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

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:	11-20-2018	Application Received By: Leontyne Peck
Acknowledgement Sent:	11-20-2018	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB P

MEETING DATE:	December 5, 2018				
AGENDA TITLE:	One Virginia 2021				
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):	Kelly Harris, Clerk				
PRESENTER(S):	Joe Shaver, One Virginia 2021 Representative				
RECOMMENDATION:	Information only				
TIMING:	Current				
DISCUSSION:	Presentation about the One Virginia 2021 redistricting initiative.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Resolution supporting the One Virginia 2021 initiative.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

PRESS RELEASE: CITIZENS CONSTITUTIONAL AMENDMENT DRAFTING COMMITTEE WILL GIVE VIRGINIANS A VOICE AND A VOTE ON REDISTRICTING

AUGUST 30, 2018

RICHMOND, Va. (Aug. 30) — OneVirginia2021 has assembled a dedicated, diverse and bipartisan group of Virginians to draft an amendment to the Virginia Constitution that would ensure fair, non-partisan redistricting after the 2020 Census. The Citizens Constitutional Amendment Drafting Committee will recommend to the Governor, the General Assembly and the people of Virginia a Constitutional Amendment to improve the current constitutional and statutory standards, criteria and process for drawing Virginia's political districts. The committee begins its work today.

The process by which Virginia's Constitution is amended requires approval in two annual sessions of the General Assembly separated by an election, followed by approval by the voters in a statewide referendum. All of Virginia's 100 House of Delegates districts, 40 Virginia Senate districts and 11 Congressional districts will be redrawn in 2021, after the 2020 Census. To take effect in time for the 2021 redistricting, this Constitutional Amendment must be presented to the General Assembly session that convenes this coming January.

OneVirginia2021 is a non-partisan organization dedicated to the idea that seats in the General Assembly and Congress belong to the people of Virginia, not to any party or elected official. With more than

80,000 supporters across Virginia and across the political spectrum, OneVirginia2021 advocates for an independent commission to draw Virginia's political districts, rather than continuing to allow legislators to draw their own districts or allowing any political party to manipulate boundaries to help its candidates or hinder its opponents. Statewide polling has repeatedly indicated that Virginians overwhelmingly support putting a non-partisan redistricting commission in charge of drawing Virginia's political districts.

The committee welcomes suggestions and ideas at amendment@onevirginia2021.org.

Here are the members of the Citizens Constitutional Amendment Drafting Committee:

WYATT DURRETTE, Chairman – Former Republican nominee for Governor, former member of the House of Delegates, litigation attorney for OneVirginia2021

WARD ARMSTRONG – Former Minority Leader (Democrat), House of Delegates

KEN CUCCINELLI – Former Republican nominee for Governor, former Attorney General, former member of the Virginia Senate

REBECCA GREEN – W&M Law School professor, co-director of the Election Law Program of the W&M Law School and the National Center for State Courts

PAUL HARRIS – Former member of the House of Delegates (Republican), Senior Vice President at Hampton University

A.E. DICK HOWARD – UVA Law School professor, constitutional scholar, executive director of the commission that drafted the current Virginia Constitution (1971)

GREG LUCYK – Former Senior Assistant Attorney General of Virginia and former Chief Staff Attorney of the Supreme Court of Virginia

JACKIE STONE – Partner and former chair of Diversity & Inclusion Committee at McGuireWoods, accomplished advocate before Virginia General Assembly

BOBBY VASSAR – Former Senior Counsel and Legislative Director for Congressman Bobby Scott, former Subcommittee Chief Counsel, U.S. House Judiciary Committee

JOHN WATKINS – Former member of the House of Delegates and Virginia Senate (Republican)



Fair Redistricting Resolution

WHEREAS the organization OneVirginia2021 supports the belief that Virginia's historical practice of redistricting by the majority party in each legislative chamber is an outdated practice that stifles political competition, discourages compromise and ensures continued control by the party in power; and,

WHEREAS OneVirginia2021 believes that Virginia's state and congressional districts belong to its citizens and not to any legislator, interest group or political party; and,

WHEREAS OneVirginia2021 believes the redistricting process should not be a tool used by those in power to protect and bolster their power, but should be designed with the best interest of Virginia's democracy and its citizens; and,

WHEREAS the need is critical to restore trust, compromise and fair competition to Virginia politics;

NOW, THEREFORE, BE IT RESOLVED, that the City/Town/County of _____ fully supports the goals of OneVirginia 2021; *Virginians for Fair Redistricting* to depoliticize the redrawing of legislative district lines with an approach that advocates for fairness, transparency and accountability, and keeps the citizens' interests in mind, encourages healthy debate and participation by the public in the process.

A RESOLUTION OF THE _____

IN SUPPORT OF REDISTRICTING REFORM IN VIRGINIA

WHEREAS, the _____ supports redistricting reform in Virginia for state legislative and congressional districts; and

WHEREAS, the _____ maintains that transparent and non-partisan legislative districting is a reform essential to build more trustworthy, accountable, and healthy democracy for our state and nation; and

WHEREAS, the _____ maintains that redistricting reform is necessary to eliminate the conflict of interest that allows General Assembly members to pick their voters; and

WHEREAS, the _____ maintains that eliminating political data would help resolve the problem of split precincts and divided jurisdictions throughout Virginia,

WHEREAS, action is needed now given the multi-year process required to amend the Virginia Constitution in order to institute a reformed redistricting process by the time the next redistricting occurs in 2021.

NOW, THEREFORE, BE IT RESOLVED that the _____ fully supports and urges action to protect and promote democracy in Virginia through redistricting reform.

ONE VIRGINIA 2021

VIRGINIANS FOR FAIR REDISTRICTING

A RESOLUTION OF THE _____ IN SUPPORT OF REDISTRICTING REFORM IN VIRGINIA

WHEREAS, the _____ supports redistricting reform in Virginia for state legislative and congressional districts; and

WHEREAS, the _____ maintains that transparent and non-partisan legislative districting is a reform essential to build more trustworthy, accountable, and healthy democracy for our state and nation; and

WHEREAS, the _____ maintains that redistricting reform is necessary to eliminate the conflict of interest that allows General Assembly members to pick their voters; and

WHEREAS, the _____ maintains that eliminating political data would help resolve the problem of split precincts and divided jurisdictions throughout Virginia,

WHEREAS, action is needed now given the multi-year process required to amend the Virginia Constitution in order to institute a reformed redistricting process by the time the next redistricting occurs in 2021.

NOW, THEREFORE, BE IT RESOLVED that the _____ fully supports and urges action to protect and promote democracy in Virginia through redistricting reform.

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

TAB Q

MEETING DATE:	December 5, 2018				
AGENDA TITLE:	TJPDC Project Options				
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):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Information				
TIMING:	Current				
DISCUSSION:	Discussion of potential project support options from TJPDC.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Potential TJPDC project options				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY
POTENTIAL TJPDC PROJECTS FOR FY19-20

Recommended Projects

1. Joint Small Area Plan for Zion Crossroads with Louisa County
 - a. Large project
 - b. Utilize Fluvanna and Louisa County per capita funds to TJPDC for FY19 & FY20 and use TJPDC rural transportation planning for corridor transportation planning.
 - c. Approximately \$10,000 in FY19 & FY20 funds available from Fluvanna & Louisa.
 - d. Approximately \$5,000 to 10,000 available rural transportation funds.
 - e. Greene County Corridor Plan cost \$25,000
 - f. Especially given the recent vote by Louisa not to pursue the regional business park.
2. Fork Union Business District Revitalization Planning Grant
 - a. Apply to DHCD for \$3,000 application grant for u to a \$35,000 Planning Grant
3. Rivanna River Corridor Plan
 - a. RRBC Project already funded for \$10,000 from rural Albemarle County to James River
4. Code Review or Audit
 - a. Approximately 40 hours available in FY19 and 80 hours available in FY20 for TJPDC to help identify sections of code that are in conflict with Comp Plan and other regulatory policies & goals.

Item 2 could be initiated in late winter to early spring with DHCD. We have just received a similar \$3,000 award for Lovington in Nelson County.

Item 3 is moving forward already. Once you see the scope of the work, you may want to consider additional work for Fluvanna efforts, but I believe the scope as already funded will be quite beneficial to Fluvanna and Pleasant Grove.

Either item 1 or 4 would utilize Fluvanna's dedicated per capita funds so only one could be pursued without additional funding. My recommendation would be to talk to Louisa for their interest in a joint planning effort at Zion Crossroads.

Considered List of Projects

1. Fork Union Streetscape II (would be addressed in Business Revitalization Plan Grant)
2. Palmyra Streetscape
3. Columbia Streetscape
4. Columbia Drainfield & Sanitary Sewer
5. Children Services Act (regional topic)
6. Fork Union Water Supply
7. Fork Union Façade Improvement (would be addressed in Business Revitalization Plan Grant)
8. Fork Union Urgent Care (Dr is retiring?) & Drive-In Redevelopment (would be addressed in Business Revitalization Plan Grant)
9. Dominion Bremo Bluff Redevelopment – Air cargo – Inland Port
10. Pleasant Grove Trail Repair
11. Zion Crossroads Economic Development
12. Code Audit / Rewrite
13. GIS Mapping
14. Master Water/Sewer Mapping
15. Rivanna River/James River Access Points (current Rivanna Corridor Planning)
16. Regional Trail System
17. Pleasant Grove Self-guided Trail App

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

TAB R

MEETING DATE:	Dec 5, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Nov 20, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, November 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 November 20, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District
Donald W. Weaver, Cunningham District

ABSENT: None.

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk for the Board of Supervisors

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

At 7:01pm Chair Sheridan called to order the Regular Meeting of November 20, 2018.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mrs. Booker moved to accept the Agenda, for the November 20, 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.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
 - Veteran’s Day Ceremony at Dixie
- Solar Power Tax Implications
 - By current Fluvanna County Code, solar equipment is exempt from the value being included in real estate property improvements:
“Owners of real estate in Fluvanna County to which is attached certified solar energy equipment, facilities or devices are hereby granted an exemption from taxation on such certified solar energy equipment, facilities or devices...”
- Board interest in doing something different or in addition to this exemption? - For example, a specific dollar amount reduction in the annual RE bill.
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Dec 5	4:00 PM 7:00 PM	Regular Meeting Work Session - County/FCPS Prelim Budget Discussion	Courtroom
Wed	Dec 19	4:00 PM 7:00 PM	Work Session – Non-Profit Presentations Regular Meeting	Courtroom
Wed	Jan 9	4:00 PM	Regular Meeting	Courtroom
Wed	Jan 23	4:00 PM 7:00 PM	Work Session – Non-Profit Presentations Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:09pm 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 7:10pm.

6 - PUBLIC HEARING

Zion Crossroads Water/Sewer System Property Acquisition —Steven M. Nichols, County Administrator presented a request to adopt a resolution allowing the acquisition of land and easements for the proposed Zion Crossroads Water and Sewer System. A public hearing and resolution are necessary in order to allow the County, where efforts to purchase are ineffectual, to acquire land and easements by condemnation. The resolution will additionally allow the County to use the “Quick Take” procedure authorized by statute in order to take land and easements to be condemned and begin construction of the project prior to or during the condemnation

proceedings. Adoption of the resolution will minimize expense and any disruptions due to delays in the acquisition of the necessary interests.

In order to proceed with acquisitions, the County is legally obligated to make a bona fide effort to purchase before a certificate of take can be filed, and condemnation proceedings instituted. A number of responses to the County's initial offer have already been received; a few respondents have rejected selling, a larger number of respondents have indicated a non-binding willingness to accept the compensation offered, and, as yet, the largest number of owners have not responded. At this time, no conveyances to the County have been completed. Staff and the County Attorney's office will continue to follow up with all owners to coordinate negotiated acquisitions.

Offers have been sent to all of the owners listed on Exhibit A to the resolution that is before the Board. The offer amounts were provided by the Basic Administrative Reports (BARs) and Appraisals prepared by Bowman Consulting Group. To the extent that compensation cannot be negotiated with any owner who is subject to condemnation, the amount of just compensation will be determined in a judicial condemnation proceeding. By the use of the "Quick Take" procedure, it is anticipated that the just compensation amounts will be determined during or after the construction of the project.

On November 1, 2017, after several years of planning and public input, the Board of Supervisors approved the Zion Crossroads Water and Sewer Project, directed the development and issuance of invitations for bids for construction, and authorized Staff to begin the process of coordinating acquisition of property interests, easements, and rights of way for the project.

At 7:15pm Chair Sheridan opened the Public Hearing.

With no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:15pm and called for Board discussion.

With no discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the attached resolution entitled, "Resolution to Authorize Initiation of Condemnation Proceedings and Use Of 'Quick Take' Procedures For Acquisition of Property and Interests In Property For The Zion Crossroads Water and Sewer System Project." On a second from Mrs. Booker, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

NAY: None. ABSENT: None.

Piedmont Public Safety Communications System —Steven M. Nichols, County Administrator presented a request to adopt, "An Ordinance Approving the Joint Intergovernmental Agreement With Louisa County for The Piedmont Public Safety Communications System." Pursuant to Section 15.2-1300 of the Code of Virginia, 1950, as amended, Fluvanna County and Louisa County desire to enter into an Intergovernmental Agreement to establish a Shared Public Safety Radio System referred to as the "Piedmont Public Safety Communications System." Localities are required by law to approve such agreements by ordinance adoption. Additionally, the financing of the system and equipment requires the execution of a Consent to Sublease. Louisa County's Board of Supervisors approved the Intergovernmental Agreement by a vote of 7-0 on October 15, 2018.

As shown in Attachment 8 of the Intergovernmental Agreement Louisa will pay to Fluvanna one-half of the initial acquisition and installation cost of the System Core. The amount of \$380,689.03 was determined to be Louisa's required contribution to become a Party in the Piedmont System. Each Party to the agreement shall be jointly and equally responsible for any costs associated with software upgrades. In addition, maintenance or other costs not covered by an existing contract will be agreed to in advance by each Party and each Party shall be responsible for fifty-percent of the costs thereof (currently estimated at ~\$78,000 per year for each party).

At 7:19pm Chair Sheridan opened the Public Hearing.

With no one wishing to speak, Chair Sheridan closed the Public Hearing and called for discussion from the Board.

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve an ordinance entitled, "AN ORDINANCE APPROVING THE JOINT INTERGOVERNMENTAL AGREEMENT WITH LOUISA COUNTY FOR THE PIEDMONT PUBLIC SAFETY COMMUNICATIONS SYSTEM," and further authorize the County Administrator to execute the Intergovernmental Agreement and the Consent to Sublease subject to approval as to form by the County Attorney. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

7 - ACTION MATTERS

Approve and Accept Purchases and Deeds (Zion Crossroads Water and Sewer Project) – Fred Payne, County Attorney requested approval to proceed with purchases and acceptance of donations of the land and easements needed for the Zion Crossroads Water and Sewer Project, as such purchases and donations are negotiated.

With little discussion,

MOTION

Mr. O'Brien moved to approve the purchase of the land, permanent easements, and temporary construction easements shown on the plats and plans for the Zion Crossroads Water and Sewer Project where an agreement with the owners as to consideration and terms can be reached; to accept the

deeds of conveyance, including any donations, of such property, subject to approval as to form by the County Attorney; to authorize the County Administrator to execute the County’s acceptances of the deeds of conveyance and to execute and deliver such other documents as he deems necessary or appropriate to complete the transactions; and to authorize the County Administrator, in consultation with the County Attorney, to approve the final consideration to be paid and to approve the terms of documents in connection with the transactions, including but not limited to any revisions to the deeds of conveyance or any other documents, as he deems necessary or appropriate, consistent with the requirements of the project and within the funds budgeted and appropriated for the project. On a second by Mrs. Eager the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY18 4th Quarter Budget Report and FY18 to FY19 Carryover Requests—Eric Pollitt, Management Analyst & Eric Dahl, Deputy County Administrator and Finance Director presented the FY18 4th Quarter Budget Report for Board information, as well as the FY18 to FY19 Carryover Requests for consideration and action. Mr. Pollitt noted that most budgets were expended within 90-100% of budget and highlighted departments that were significantly under budget.

Mr. Dahl presented the FY18 Expenditure Report, noting the end-of-year surplus. Mr. Dahl noted that the surplus is partially attributable to the sale of two former elementary schools.

FY18 Fund Balance Summary

Revenues	\$50,460,636
Expenditures	<u>-\$47,287,452</u>
Excess Balance	\$3,173,184
Less: Utility Funds Transfers:	- \$728,083
Sewer: \$ 324,498	
ZXR: \$ 403,585	
Less: CIP Transfers:	<u>- \$4,260,752</u>
Fund Balance Change:	<u>-\$1,815,651</u>

Before presenting the carryover requests, Mr. Dahl presented *Policy 3-1-10 – Reappropriation of Balances*, highlighting those requests did not meet policy criteria:

Item	Department	Budget Line	Amount	Meets Policy
A	Cooperative Extension	Contract Services	\$14,600	No
B	Cooperative Extension	Contract Services	\$4,300	No
C	E911	Overtime Pay	\$6,000	Yes
D	E911	Maintenance Contracts	\$8,000	No
E	E911	Telecomm.	\$5,000	No
F	E911	IT Services	\$7,000	Yes
G	Fire & Rescue	F&R Capital	\$175,000	Yes
H	Parks & Rec.	Site Improvement	\$4,000	Yes
I	Registrar’s Office	*Ballots	\$5,000	No
J	Sheriff’s Office	Bldgs Equip Rep & Maint	\$30,076.71	No
K	Sheriff’s Office	Convention and Education	\$8,000	No
L	Sheriff’s Office	Police Supplies	\$3,800	No
M	Sheriff’s Office (ACO)	Contract Services	\$2,904.15	No
<i>*Ballots were reprinted following authorization to hold a referendum on a Meals Tax.</i>				

Departments and agencies seeking a carryover responded to questions from the Board. Following general discussion, the Board moved Sheriff’s Office requests for Building Equipment Repair and Maintenance, and Contract Services to the Capital Reserve Maintenance Fund.

MOTION

Mr. O’Brien moved the Board of Supervisors approve the following carryover requests of FY18 unexpended budget lines from the listed departments to the FY19 Department Budget lines as specified and in the amounts listed:

Item	Department	Budget Line	Amount	Meets Policy
A	Cooperative Extension	Contract Services	\$14,600	No
B	Cooperative Extension	Contract Services	\$4,300	No
C	E911	Overtime Pay	\$6,000	Yes
D	E911	Maintenance Contracts	\$8,000	No
E	E911	Telecomm.	\$5,000	No
F	E911	IT Services	\$7,000	Yes

G	Fire & Rescue	F&R Capital	\$175,000	Yes
H	Parks & Rec.	Site Improvement	\$4,000	Yes
I	Registrar's Office	*Ballots	\$5,000	No
J	Sheriff's Office	Bldgs Equip Rep & Maint	\$30,076.71	No
K	Sheriff's Office	Convention and Education	\$8,000	No
L	Sheriff's Office	Police Supplies	\$3,800	No
M	Sheriff's Office (ACO)	Contract Services	\$2,904.15	No

with a total amount of \$240,700 to be re-appropriated to FY19. On a second by Mrs. Booker, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.
and,

Department of Forestry Pole Shed Lease – Steve Nichols, County Administrator requested the Board adopt, “A Resolution for Lease of Space to the Department of Forestry for a Pole Shed.” The Virginia Department of Forestry (VDOF) wants to use a Fluvanna County parcel to build a storage building to be used for storage and maintenance of vehicles, equipment, and materials used for firefighting and fire prevention. The new VDOF Building would go on the site of the former maintenance building recently demolished at Carysbrook. It is intended that the Department will construct and maintain improvements on the property. There is to be no cash rent, in light of the benefits to the citizens of the County from the Department’s use of the property. The initial term is to be for 25 years, with provisions made for renewals of 5 years each. The parcel is not required for any current County use and the County will benefit by having the firefighting and fire prevention equipment maintained locally. Additionally, the dollar value of the property is minimal.

With no discussion,

MOTION

Mrs. Eager moved that the board adopt the attached resolution authorizing the County to enter into a deed of lease with the Department of Forestry for a fire dozer/transport garage pole shed at Carysbrook, 8838 James Madison Hwy, Fork Union, and that the County Administrator be authorized to execute such deed of lease on behalf of the County, subject to approval as to form by the County Attorney. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved to adopt the, “Resolution for Lease of Space to the Department of Forestry for a Pole Shed.” On a second by Mrs. Booker, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Resolution Recommending Appointment to the Board of Equalization – Steve Nichols, County Administrator requested adoption of, “A Resolution Recommending Appointment to the Board of Equalization.”

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors adopt a resolution entitled, “A RESOLUTION RECOMMENDING APPOINTMENT TO THE BOARD OF EQUALIZATION.” Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Fluvanna County Building and Program Feasibility Study and Assessment—Cyndi Toler, Purchasing Officer presented a proposal to undertake a Building and Program Feasibility Study and Assessment, in order to explore options for renovating existing County facilities, repurposing external facilities and/or constructing a new building(s) to consolidate county services to improve internal functionality and service to the public. In addition to 21,860 currently set aside in the CIP an additional \$10,690 is being requested to increase funding for the project.

Total scope of work will include:

1. Assessment of existing physical conditions of buildings and systems
2. Evaluate age, condition and remaining life of facilities and systems
3. Identification of systems that will need repair, replacement or upgrade
4. Building code compliance review, including ADA accessibility
5. Maintenance recommendations
6. Operational / Program recommendations
7. Renovation / construction options
8. Scope of work and costs for all recommendations
9. Categorize and Prioritize recommendations

Crabtree, Rohrbaugh & Associates (CRA), one of the County’s as-needed General Professional Engineering & Architectural Services firms, will survey existing facilities and give a condition assessment on each, including a replacement timeline and potential costs for improvement.

The facilities to be evaluated are:

1. Courthouse
2. County Administration

3. Commissioner of Revenue
4. Treasurer
5. Voter Registrar
6. Public Works
7. Commonwealth's Attorney

8. Library
9. Social Services
10. Sheriff's office
11. Fork Union Community Center
12. School Board Office

CRA will meet with staff in order to get a better idea of needs and workflow and draft recommendations for improvements, plans, renovations or new construction options, and program realignments.

Mrs. Eager and Mr. Weaver expressed concern over the timing and need at this time.

Mr. Nichols reminded the Board that many County buildings are old with increasing maintenance needs. Mr. Nichols also noted that neither the Public Safety Building nor the Courthouse were built with adequate space needs and will need addressing in the near future.

MOTION

Mrs. Booker moved the Board of Supervisors approve a supplemental appropriation of \$10,690 from the BOS Contingency budget to the CIP project budget for the Countywide Building Assessment, to increase the funds necessary for Project Agreement 1. With a second from Mr. O'Brien, the motion passed 4-1.

AYE: Sheridan, Booker, Eager, & O'Brien. NAY: Weaver. ABSENT: None.

And,

Mrs. Booker moved the Board of Supervisors to approve Project Agreement # 1 between Fluvanna County and Crabtree, Rohrbaugh & Associates to complete the Fluvanna County Building and Program Feasibility Study and Assessment totaling \$32,550.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. With a second from Mr. O'Brien, the motion passed 4-1. AYE: Sheridan, Booker, Eager, & O'Brien. NAY: Weaver. ABSENT: None.

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

VP SA Series 2012 Escrow Earnings— Eric Dahl, DCA/Finance Director provided an update on the VP SA Series 2012 Escrow Savings Opportunity.

Mr. Dahl provided a comprehensive overview:

- Series 2012 D Bonds advance refunded the Special Obligation School Financing Bonds, Fluvanna County (the "County") Series 2008 ('Refunded Bonds').
- Series 2012 D Bond Proceeds were invested in certain securities in order to pay principal and interest (Draw Requirement) on the Refunded Bonds until 12/1/2018. This is the first date the Refunded Bonds can be paid off in full.
- The structure of the securities' maturity dates (Net Cashflow) did not perfectly align with the draw requirements of the principal and interest due on the Refunded Bonds.
- The securities in the 2012 D Escrow were purchased via competitive process in 2012 to produce the lowest escrow cost and greatest refunding savings to the County.
- This misalignment is allowing for future opportunity to reinvest cash that can generate potential value for the County.
 - 105-day float period beginning on 8/15/2018
 - 75-day float period beginning on 9/16/2018

Mechanics of ESCROW Float Contract

- An Escrow float contract ("Float Agreement") can be structured whereas a provider will pay VP SA/County an upfront cash payment today for the right to invest the cash from those securities maturing on 8/15/18 and 9/15/18, respectively, in exchange for another investment the Provider would deliver at that time which would mature on or before 12/1/2018.
- The up-front payment is a way for VP SA/County to capture value from the recent increase in short-term rates.
- Based upon estimated market conditions of April 10, the value of the net payment (after transaction costs) to the County would be around \$74,000.
- VP SA/County's escrow is always intact because if the Provider fails to ever deliver a security, the escrow retains the cash which is already sufficient to pay off the Refunded Bonds as planned.
- Execution Plan
 - Raymond James' Structured Investment Strategies Groups ("RJ") monitors the market until the market indicates a float agreement can generate the County's targeted minimum net savings amount of \$100,000 or other amount
 - RJ will circulate a Request for Bids from investment providers to be submitted on a certain date.
 - RJ reviews the bids to ensure they meet all requirements and presents bids to the County's Representative.
 - The County's Representative awards the bid to the highest bidder and the County receives a payment from the Provider on a closing date to be determined.
 - Bond Counsel will typically recommend these proceeds be placed in the County's Series 2012 D debt service fund to offset the next principal and interest payment.

- On a future date (8/15/18 and 9/15/18) the Provider will deliver securities to the escrow account and the escrow agent will pay the Provider cash from the escrow account for the securities only if the Provider’s investment meets or exceed its upfront payment to the County.

Purchase SLGS in 2018

- As the maturity date for the specified securities approach, the VPSA, on behalf of the County, can instruct the escrow agent to purchase a State and Local Government Series investment that will mature on the redemption date of 12/1/2018.
- Pros:
 - Reduced costs of implementation; no bidding agent fee
 - Time for interest rates to increase
- Cons:
 - No financial benefit until 2018 redemption date
 - Subject to market rates in 2018. As security maturity date approaches, rates MUST increase to realize benefit
 - Action must occur prior to security maturity date so as to not lose any benefit
 - Risk of SLGS window closing, due to the statutory debt ceiling

Savings:	Float Purchase	SLGS Purchase
50% Decrease in Rates	\$74,000	\$48,907
Rates as of 4/10/2017	\$74,000	\$116,305
50% Increase in Rates	\$74,000	\$183,707
100% Increase in Rates	\$74,000	\$251,110

- Estimated Results from 2017

1. If Rates Decrease 50%				Option #1	Option #2
Amount	Investment	Int Rate	Float Period	VPSA SLGS	Float Agreement
\$ 54,908,000	0-3 Month SLGS	0.41%	105	\$ 65,660.82	
\$ 2,200,000	0-1 Month SLGS	0.38%	75	\$ 1,741.67	
			Total Revenue	\$ 67,402.48	\$ 120,000.00
Same Costs As Below			Total Costs	\$ 18,500.00	\$ 46,000.00
			Net Gain	\$ 48,902.48	\$ 74,000.00
2. Based on 04/10/17 Rates					
Amount	Investment	Int Rate	Float Period	VPSA SLGS	Float Agreement
\$ 54,908,000	0-3 Month SLGS	0.82%	105	\$ 131,321.63	
\$ 2,200,000	0-1 Month SLGS	0.76%	75	\$ 3,483.33	
			Total Revenue	\$ 134,804.97	\$ 120,000.00
Costs					
Raymond James				\$ -	\$ 25,000.00
Verification Agent				\$ 3,500.00	\$ 3,500.00
VPSA Bond Counsel				\$ 10,000.00	\$ 10,000.00
County Bond Counsel				\$ 2,500.00	\$ 5,000.00
Escrow Agent				\$ 2,500.00	\$ 2,500.00
			Total Costs	\$ 18,500.00	\$ 46,000.00
			Net Gain	\$ 116,304.97	\$ 74,000.00
3. If Rates Increase 50%					
Amount	Investment	Int Rate	Float Period	VPSA SLGS	Float Agreement
\$ 54,908,000	0-3 Month SLGS	1.23%	105	\$ 196,982.45	
\$ 2,200,000	0-1 Month SLGS	1.14%	75	\$ 5,225.00	
			Total Revenue	\$ 202,207.45	\$ 120,000.00
Same Costs As Above			Total Costs	\$ 18,500.00	\$ 46,000.00
			Net Gain	\$ 183,707.45	\$ 74,000.00
4. If Rates Increase 100%					
Amount	Investment	Int Rate	Float Period	VPSA SLGS	Float Agreement
\$ 54,908,000	0-3 Month SLGS	1.64%	105	\$ 262,643.27	
\$ 2,200,000	0-1 Month SLGS	1.52%	75	\$ 6,966.67	
			Total Revenue	\$ 269,609.93	\$ 120,000.00
Same Costs As Above			Total Costs	\$ 18,500.00	\$ 46,000.00
			Net Gain	\$ 251,109.93	\$ 74,000.00

- Projected/Actual Results

PROJECTED					
Amount	Investment	Int Rate	Float Period	VPSA SLGS	Float Agreement
\$ 54,908,000	0-3 Month SLGS	2.08%	100	\$ 317,246	
\$ 2,200,000	0-1 Month SLGS	2.02%	65	\$ 8,024	
			Total Revenue	\$ 325,270	\$ 120,000.00
ACTUAL Costs less than estimated			Total Costs	\$ 13,704	\$ 46,000.00
			Projected Net Gain	\$ 311,566	\$ 74,000.00

- Escrow proceeds will be disbursed December 01, 2018
- The \$311K in escrow earnings will be applied to the January 15, 2019 VPSA debt service payment

9 - CONSENT AGENDA

The following items were discussed before approval:

Accounts Payable, October 2018—Eric Dahl, Deputy County Administrator/Finance Director

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

Minutes of October 17, 2018—Kelly Belanger Harris, Clerk to the Board

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

Revision to Policy 2.19 – Business and Travel Expenses – Steve Nichols, County Administrator
Accounts Payable, October 2018—Eric Dahl, Deputy County Administrator/Finance Director
FY19 Library State Aid Supplemental Appropriation—Eric Pollitt, Management Analyst
Open Space Contract – Hughes—Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract – McKee – Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract – Payne – Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract – Rittenhouse – Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract Renewal – Dawson— Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract Renewal – Dickey – Andrew M. Sheridan, Commissioner of the Revenue
Open Space Contract Renewal – Grubbs – Andrew M. Sheridan, Commissioner of the Revenue
Position Description Update – Assistant Public Works Director (3685) – Jessica Rice, HR Manager
Position Description – Engineering Project Manager (3685) – Jessica Rice, HR Manager

MOTION

Mr. Weaver moved to approve the consent agenda, for the November 20, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2018, in the amount of \$2,122,631.04
Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.
 NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Constituent concerns about ambulance costs, cost recovery—Mrs. Eager asked about ambulance billing and cost recovery policy. Mr. Nichols offered to meet with Mrs. Eager at a later date to review the policy and answer any questions.

One Virginia 2021 Presentation - Mr. O'Brien petitioned the Board on behalf of Joe Shaver, to ask if Mr. Shaver could provide a presentation regarding redistricting in 2021. The Board indicated agreement and directed Staff to coordinate inclusion on a future agenda.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 9:42pm 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 9:42pm.

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 9:43pm, 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, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds, Litigation, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 11:04pm, 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

At 11:04pm Mrs. Booker moved to extend the meeting until 11:30pm. On a second by Mr. Weaver, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

14 - ADJOURN

MOTION:

At 11:05pm Mr. Weaver moved to adjourn the regular meeting of Tuesday, November 20, 2018. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

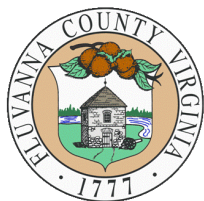
ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

DRAFT



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 16-2018

**RESOLUTION FOR LEASE OF SPACE TO THE
DEPARTMENT OF FORESTRY FOR A POLE SHED**

WHEREAS the Department of Forestry of the Commonwealth wishes to establish a pole shed for the storage and maintenance of certain vehicles, equipment and materials for firefighting and fire prevention; and

WHEREAS the Board recognizes the value to the citizens of the County of the establishment of such a facility;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY that the County enter into a deed of lease with the Department of Forestry for the construction and maintenance of a pole shed for the purposes aforesaid pursuant to Virginia Code Sec. 15.2-1800-B (i), the terms of which are set forth in the attached form of deed of lease;

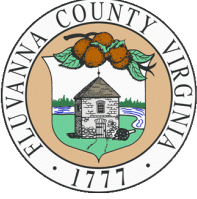
AND BE IT FURTHER RESOLVED that the County Administrator be, and he is hereby, authorized to execute the same on behalf of the County, subject to the approval as to form by the County Attorney.

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 20th day of November, 2018;

	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



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 18-2018

A Resolution to Authorize Initiation of Condemnation Proceedings and Use of “Quick Take” Procedures for Acquisition of Property and Interests in Property for the Zion Crossroads Water and Sewer System Project

WHEREAS, the Board of Supervisors of Fluvanna County, Virginia (the “Board”), on November 1, 2017, approved the plans, specifications, design elements, and estimated cost for the construction of a proposed water supply and sewage disposal system, including pipes and lines, in the Zion Crossroads area (the “Zion Crossroads Water and Sewer System Project”) and directed staff and the County Attorney to begin the process of coordinating the acquisition of all necessary property interests, easements, and rights of way, and develop and issue invitations for bids, for the construction thereof;

WHEREAS, in order to accomplish the Zion Crossroads Water and Sewer System Project it is necessary for Fluvanna County to acquire the property and interests in property (the “Property and Easements”) shown and described on the following surveys (the “Project Surveys”):

- (a) Survey entitled “Plat Showing Proposed Utility Easements & Temporary Construction Easements Palmyra Magisterial District Fluvanna County, Virginia and Green Springs Magisterial District Louisa County, Virginia”, made by Bowman Consulting Group, Ltd., dated October 1, 2018;
- (b) Survey entitled “Plat Showing Proposed Utility Easements & Temporary Construction Easements on the Property of Commonwealth of Virginia, Department of Corrections P.I.D. 4-A-97 D.B. 295 PG. 420 Palmyra Magisterial District Fluvanna County, Virginia”, made by Bowman Consulting Group, Ltd., dated August 16, 2018;
- (c) Survey entitled “Plat Showing Utility Lot 1 on the Property of Macon Properties LLC Deed Book 951 at Page 293 Palmyra District Fluvanna County, Virginia”, made by Bowman Consulting Group, Ltd., dated July 23, 2018;
- (d) Survey entitled “Plat Showing Utility Lot 2 & Easements on the Property of Margie Irene Glass and Rita Sue Glass, Trustees of the R.S. Glass Marital Trust PID: 5-A-52 & PID: 5-A-48 Palmyra District Fluvanna County, Virginia”, made by Bowman Consulting Group, Ltd., dated August 16, 2018;
- (e) Survey entitled “Plat Showing Utility Lot 2 on the Property of B Properties II LLC PID: 5-7-9 Deed Book 718 at Page 897 Palmyra District Fluvanna County, Virginia”, made by Bowman Consulting Group, Ltd., dated August 16, 2018;

WHEREAS, water supply and sewage disposal systems, including pipes and lines, when undertaken by a locality are inherently public uses as provided in Virginia Code § 15.2-1902 and, in accordance with Virginia Code §§ 15.2-1901 and 15.2-1901.1, Fluvanna County is authorized to acquire real property and interests in real property for public use by exercise of the power of eminent domain;

WHEREAS, in accordance with Virginia Code §§ 25.1-303, 25.1-204, and 25.1-417 title examinations of the Property and Easements have been conducted to identify the owners and the nature and extent of their interests; the amount of just compensation to be offered for the Property and Easements has been established by appraisal, or by basic administrative report where appraisal is not required and less than the entire parcel is to be acquired; and the appraisals and basic administrative reports have been approved by the County Administrator, who is the Fluvanna County official responsible for the acquisition;

WHEREAS, in accordance with Virginia Code §§ 25.1-303, 25.1-204, and 25.1-417(A)(1), Fluvanna County has made a bona fide but as yet ineffectual effort to purchase, or consent cannot be obtained, from the owners of the Property and Easements listed on EXHIBIT A attached hereto and incorporated herein by reference (the “Outstanding Interests”);

WHEREAS, in order to move forward with the Zion Crossroads Water and Sewer System Project as expeditiously as possible, it is necessary for Fluvanna County to enter upon the Property and Easements as soon as practicable;

WHEREAS, on November 20, 2018, following proper notice published according to law, the Board has held a public hearing pursuant to Va. Code §§ 15.2-1903(B), 15.2-1904(A), and 15.2-1905(C);

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board that:

- (1) All recitals set forth herein above are hereby incorporated as a part of this Resolution;

- (2) The Board declares that the Zion Crossroads Water and Sewer System Project will provide necessary public water and sewer service in the Zion Crossroads area and the construction, maintenance, and operation of the Zion Crossroads Water and Sewer System Project are public uses under Va. Code §§ 1-219.1 and 15.2-1902;
- (3) The Board hereby approves and re-approves the Zion Crossroads Water and Sewer System Project;
- (4) The Board hereby directs the acquisition of the Property and Easements for the Zion Crossroads Water and Sewer System Project by condemnation or other means, with the exception of the following, which the Board hereby directs to be acquired, if possible, by negotiation only, and not by condemnation: (i) any portion of the Property and Easements owned by the Commonwealth of Virginia, Department of Corrections; and (ii) any portion of the Property and Easements located in Louisa County, Virginia (being those portions of the Property and Easements owned by R.S. Glass Commercial Center, LC and Crescent Inn, LC);
- (5) The Board hereby declares and states that:
- (i) it intends to enter and take the Outstanding Interests for the purposes of the Zion Crossroads Water and Sewer System Project;
 - (ii) the compensation and damages, if any, for the Outstanding Interests offered each property owner are set forth on EXHIBIT A attached hereto and incorporated herein by reference;
 - (iii) it is necessary to enter upon and take the Outstanding Interests prior to or during the condemnation proceedings for the purposes of the Zion Crossroads Water and Sewer System Project;
- (6) The Board hereby ratifies and approves the written offers of just compensation for purchase of the Property and Easements by Fluvanna County previously delivered, or attempted to be delivered, to owner(s), including the factual basis for such offers and all exhibits thereto, and confirms that the acquisition of the Property and Easements complies with Virginia Code § 1-219.1;
- (7) Steven M. Nichols, County Administrator of Fluvanna County, Virginia, and Frederick W. Payne, Fluvanna County Attorney, are hereby authorized and directed to take and authorize the taking of such actions, and to execute such documents, on behalf of Fluvanna County and/or the Board as may be necessary or appropriate to accomplish the acquisition of the Property and Easements and carry out the provisions of this resolution in accordance with applicable law, which may include but shall not be limited to instituting and conducting condemnation proceedings in the name of the Board in accordance with the “quick take” procedure set forth in Virginia Code §25.1-300 et seq. and filing appropriate certificates of take in, and making appropriate payments into, the Circuit Court of Fluvanna County, Virginia.
- 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 20th day of November, 2018;

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

Attest:

John M. Sheridan, Chair
Fluvanna County Board of Supervisors

Exhibit A - Property and Easements

Project Parcel No.	Owner	P.I.N./PID/Tax Map Parcel No.	Temporary Easement		Permanent Utility Easement		Permanent Drainage Easement		Ingress-Egress Easement		Land In Fee Simple		Total
			Size	Offer	Size	Offer	Size	Offer	Size	Offer	Size	Offer	Offer
1	Anber Hill LLC	4A 27A	0.186	\$200.00	0.1863	\$300.00							\$500.00
2	Memory Lane Property LLC	4A 22	0.0501	\$1,100.00	0.0502	\$2,100.00							\$3,200.00
3	Memory Lane Property LLC	4A 23	0.0293	\$200.00	0.0494	\$700.00							\$900.00
4	2428 Richmond Road, LLC	4A 27	0.0415	\$200.00	0.0762	\$600.00							\$800.00
5	Michael D. Pupolo and Bethany J. Pupolo, Co- Trustees of the Michael and Bethany Pupolo Living Trust	4A 24	0.1127	\$300.00	0.1198	\$600.00							\$900.00
6	Nelle Mae and Henry R. Gardier	4A 24A	0.0894	\$400.00	0.0218	\$200.00							\$600.00
7	Kenneth R. and Maxine C. Morris	43 1	0.0438	\$300.00	0.0497	\$500.00							\$800.00
8	Wayne William Collins	4A 12	0.0482	\$300.00	0.0484	\$600.00							\$900.00
9	Robert W. Brown	4A 14	0.0487	\$300.00	0.0483	\$500.00							\$800.00
10	Memory Lane Property LLC	4A 15	0.0257	\$600.00	0.024	\$1,000.00							\$1,600.00
11	Memory Lane Property LLC	4A 16	0.0766	\$1,100.00	0.075	\$2,100.00							\$3,200.00
12	Anthony N. Smith	4A 17	0.0238	\$200.00	0.0235	\$400.00							\$600.00
13	June B. Dudley	4A 98F	0.0701	\$400.00	0.0808	\$800.00							\$1,200.00
14	Kenneth Bahr	4A 99	0.2497	\$1,600.00	0.2285	\$2,900.00							\$4,500.00
15	James E. and Joanne G. Wills	4A 104	0.027	\$100.00	0.0239	\$200.00							\$300.00
16	Jamie L. Wills	4A 105	0.1198	\$300.00	0.136	\$700.00							\$1,000.00
17	Lewis O. and Shirley B. Shipp	4A 108	0.1224	\$300.00	0.0522	\$300.00							\$600.00
18	Kenneth Bahr	4A 109A	0.137	\$1,800.00	0.0242	\$700.00							\$2,500.00
19	Connat Properties LC	4A 109	0.0962	\$300.00	0.1764	\$800.00							\$1,100.00
20	Roger C. and Terri L. Isenhour	49 1	0.0304	\$100.00	0.0832	\$300.00							\$400.00
21	Roger C. and Terri L. Isenhour	49 2	0.0304	\$200.00	0.0303	\$300.00							\$500.00
22	Thelma C. Greshaw	48 2	0.0332	\$100.00	0.0324	\$200.00							\$300.00
23	Thelma C. Greshaw	48 1	0.0335	\$100.00	0.0325	\$200.00							\$300.00
24	James Mason and Patricia Harlowe	4A 112A	0.112	\$300.00	0.1144	\$600.00							\$900.00
25	James Mason and Patricia L. Harlowe	4A 112	0.3559	\$700.00	0.3786	\$1,500.00							\$2,200.00
26	Robert B. and Marilyn B. McGhee	4A 109B	0.0436	\$200.00	0.0554	\$300.00							\$500.00
27	Jeffrey R. Knightingale	4A 110	0.0765	\$500.00	0.0785	\$900.00							\$1,400.00
28	Hazel C. Woodson	4A 111	0.2131	\$300.00	0.0046	\$100.00							\$400.00
29	Vernon L. Herrion	4A 114	0.0224	\$100.00									\$100.00
30	Paul J. and Laura D. Sechler	4A 118	0.1395	\$300.00									\$300.00
31	Troy C. and Laura E. Bittle	4A 1120A	0.1233	\$300.00	0.1766	\$600.00							\$900.00
32	Successors in Interest to Maplecrest Property Owners Association, Inc., Stacy Saul and Heather Dawn Saul, Daniel D. Bastille Acosta, Douglas R. Morris, and Danielle M. Borgus and Jason R. Borgus	444 5	0.1172	\$200.00	0.1173	\$300.00							\$500.00
33	William E. Graves, Jr. and Sheri McDaniel	4A 126A	0.0795	\$700.00	0.0795	\$1,400.00							\$2,100.00
34	Roger M. and Sherry S. Deane	4A 125	0.4991	\$700.00	0.596	\$1,700.00							\$2,400.00

Project Parcel No.	Owner	P.I.N./PID/Tax Map Parcel No.	Temporary Easement		Permanent Utility Easement		Permanent Drainage Easement		Ingress-Egress Easement		Land In Fee Simple		Total
			Size	Offer	Size	Offer	Size	Offer	Size	Offer	Size	Offer	
35	Heather L. Reid and Michael T. Reid	441.3	0.0621	\$200.00	0.0046	\$100.00							\$300.00
36	Jose and Elpidia Goona	4A 118D	0.002	\$100.00									\$100.00
37	Jose and Elpidia Goona	4A 119	0.0489	\$300.00									\$300.00
38	Jose and Elpidia Goona	4A 126	0.0497	\$500.00									\$500.00
39	Orlando K. and Abigail A. Martin	434 1	0.0465	\$200.00									\$200.00
40	Russell L. Deane	434 2	0.0519	\$300.00									\$300.00
41	Harvey A. Peregoy and Crystal Edwards	434 3	0.0459	\$200.00									\$200.00
42	Willie O. Hill, Sr.	434 4	0.0504	\$200.00	0.0046	\$100.00							\$300.00
43	Laurence A. Davis III and Tiffany A. Craig	434 5	0.0136	\$100.00									\$100.00
44	Flint Properties, LC	51.16 76	0.0012	\$100.00									\$100.00
45	Flint Properties, LC	51.16 77	0.15	\$200.00	0.1516	\$400.00							\$600.00
46	Flint Properties, LC	51.16 78	0.0463	\$100.00	0.047	\$100.00							\$200.00
47	Flint Properties, LC	51.16 1	0.2166	\$300.00	0.3517	\$800.00							\$1,100.00
48	Ruth Oliver, Lela Brown, Barbara Clark, Ann Coffee Tiller, Sharon Y. Clark, Successor in interest to B. Clark (deceased), Successor in interest to Emmanuel Clark (deceased), Phillip C. Miller, Katherine Clark and Alice W. Clark	5 2 2B	0.0441	\$100.00	0.079	\$400.00							\$500.00
49	Vada Howard	5 1 A1	0.1832	\$200.00	0.2178	\$400.00							\$600.00
50	Vada Howard	5 1 A2	0.0621	\$100.00	0.06	\$200.00							\$300.00
51	Williams Heritage LLC	5 2 2	0.2833	\$300.00	0.2181	\$400.00							\$700.00
52	Williams Heritage LLC	5 A 13	0.358	\$300.00	0.3196	\$500.00							\$800.00
53	Vada Howard	5 1 A3	0.0565	\$500.00	0.0585	\$1,000.00							\$1,500.00
54	Signora C. Hubert	5 1 B	0.0857	\$600.00	0.0852	\$1,200.00							\$1,800.00
55	Edward S. Jackson, Jr.	5 A 1	0.0473	\$100.00	0.047	\$200.00							\$300.00
56	Douglas R. Moore and Starla J. Moore, Trustees of the Douglas R. Moore and Starla J. Moore living Trust	5 A 12	0.0143	\$200.00	0.0143	\$300.00							\$500.00
57	Michael A. Duke	5 A 11	0.1171	\$600.00	0.1171	\$1,200.00							\$1,800.00
58	Faye R. Rigby	5 A 10	0.1192	\$500.00	0.1192	\$1,000.00							\$1,500.00
59	Maurice G. and Gene Conrad	5 A 9	0.0627	\$300.00	0.0626	\$600.00							\$900.00
60	Jane Landis and Harry Goodwin	5 A 7	0.0721	\$400.00	0.094	\$900.00							\$1,300.00
61	Harry Goodwin and Jane Landis	5 13 9	0.2245	\$300.00	0.2453	\$500.00							\$800.00
62	Ellerson R. and Catherine E. Overton	5 13 7,8	0.2771	\$300.00	0.2771	\$500.00							\$800.00
63	Ja-Zen, LLC	5 24 A	0.0259	\$800.00	0.0394	\$2,400.00							\$3,200.00
64	Ja-Zen, LLC	5 24 1	0.0585	\$1,800.00	0.0565	\$3,400.00							\$5,200.00
65	Stonewate Holdings, LLC	5 24 2	0.0678	\$2,100.00	0.0678	\$4,100.00							\$6,200.00
66	Ja-Zen, LLC	5 24 3	0.0626	\$1,900.00	0.0626	\$3,800.00							\$5,700.00
67	Ja-Zen, LLC	5 24 4	0.0699	\$2,100.00	0.0701	\$4,300.00							\$6,400.00
68	Ja-Zen, LLC	5 24 11	0.1152	\$2,900.00	0.1728	\$8,500.00							\$11,400.00
69	Ja-Zen, LLC	5 24 10	0.0923	\$2,600.00	0.1372	\$7,600.00							\$10,200.00
70	Ellerson R. and Catherine E. Overton	5 13 6	0.0126	\$100.00	0.1437	\$300.00							\$400.00

Project Parcel No.	Owner	P.I.N./PID/Tax Map Parcel No.	Temporary Easement		Permanent Utility Easement		Permanent Drainage Easement		Ingress-Egress Easement		Land In Fee Simple		Total
			Size	Offer	Size	Offer	Size	Offer	Size	Offer	Size	Offer	
71	Ellerson R. and Catherine E. Overton	5 13 5	0.057	\$100.00	0.1479	\$300.00							\$400.00
73	Xroads, LLC	5 10 2	0.2432	\$2,300.00	0.4841	\$8,900.00							\$11,200.00
74	Kloekner Metals Corp.	5 10 2A	0.3469	\$2,600.00	0.0252	\$400.00							\$3,000.00
75	Emanuel Brown, Ernesto V. Deonampo and Andy R. Clark, Trustees of the Covenant Church of God of Albemarle County, Virginia	5 17 1	0.2711	\$2,500.00	0.511	\$9,200.00							\$11,700.00
76	E. Randall Ralston and John S. Ralston, Trustees for the TCH Land Trust	5 A 45	0.1173	\$1,400.00	0.3414	\$7,800.00							\$9,200.00
77	Margie Irene Glass and Rita Sue Glass, Trustees of the R.S. Glass Marital Trust	5 7 10	0.1386	\$400.00	0.2427	\$1,200.00							\$1,600.00
78	B Properties II LLC	5 7 9	0.48652	\$10,703.00	1.08733	\$35,882.00	0.0824	\$5,438.00			0.45689	\$50,258.00	\$102,281.00
81	Margie Irene Glass and Rita Sue Glass, Trustees	5 A 52 & 5 A 48	0.32277	\$6,778.00	0.11304	\$3,561.00			0.11804	\$8,147.00	0.0854	\$8,967.00	\$27,453.00
82	Shenandoah Building Supply, Inc., now known as Commonwealth Building Materials, Inc.	5 16 4	0.056	\$1,200.00	0.1896	\$7,600.00							\$8,800.00
83	Margie Irene Glass, Trustee, or her Successors in Trust, under the Margie Irene Glass Trust Agreement	5 A 53	0.1844	\$300.00	0.4659	\$1,400.00							\$1,700.00
84	James H. Watson	5 A 54	0.0503	\$1,100.00	0.0264	\$1,100.00							\$2,200.00
85	Macon Properties LLC	5 A 55X	0.48193	\$5,783.00	0.46593	\$41,934.00					0.23563	\$28,276.00	\$75,993.00
86	PT Holdings, LLC	5 A 55A	0.0572	\$1,200.00	0.0887	\$3,600.00							\$4,800.00
87	James L. Higginbotham, Sr.	5 16 4A	0.0528	\$100.00	0.0247	\$100.00	0.0272	\$100.00					\$300.00

**AN ORDINANCE APPROVING THE
JOINT INTERGOVERNMENTAL AGREEMENT WITH LOUISA COUNTY
FOR THE
PIEDMONT PUBLIC SAFETY COMMUNICATIONS SYSTEM**

WHEREAS, the Fluvanna County Board of Supervisors is committed to facilitate the provision of public safety and emergency services across the County and to do so in the most economically feasible manner possible; and

WHEREAS, the Counties of Fluvanna and Louisa desire to share certain resources and reduce their individual costs by operating a joint public safety communications system otherwise known as the Piedmont Public Safety Communications System, as such is more specifically described in the Intergovernmental Agreement; and

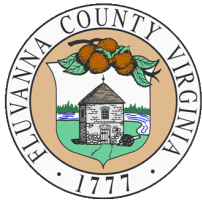
WHEREAS, such a regional effort will reduce costs and increase operational efficiency, and other localities have also expressed interest in joint, and such efforts may further enhance this effort; and

WHEREAS, as required by Section 15.2-1300 of the Virginia Code, the approval by the Fluvanna County Board of Supervisors of the Intergovernmental Agreement and Consent to Sublease, copies of which are attached and incorporated by reference into this ordinance, by ordinance is necessary to effect moving forward with the Piedmont Public Safety Communications System and project.

NOW, THEREFORE, BE IT ORDAINED, that the Fluvanna County Board of Supervisors hereby (i) agrees to take joint action with Louisa County as set forth in the Intergovernmental Agreement and Consent to Sublease Agreement, and (ii) approves the Intergovernmental Agreement and Consent to Sublease Agreement with Louisa County and further directs the County Administrator to execute these documents after approval as to form by the County Attorney. This ordinance shall take effect upon its adoption.

A Copy teste:

Kelly Belanger Harris, Clerk
Board of Supervisors
Fluvanna County, Virginia



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 16-2018

**RESOLUTION FOR LEASE OF SPACE TO THE
DEPARTMENT OF FORESTRY FOR A POLE SHED**

WHEREAS the Department of Forestry of the Commonwealth wishes to establish a pole shed for the storage and maintenance of certain vehicles, equipment and materials for firefighting and fire prevention; and

WHEREAS the Board recognizes the value to the citizens of the County of the establishment of such a facility;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY that the County enter into a deed of lease with the Department of Forestry for the construction and maintenance of a pole shed for the purposes aforesaid pursuant to Virginia Code Sec. 15.2-1800-B (i), the terms of which are set forth in the attached form of deed of lease;

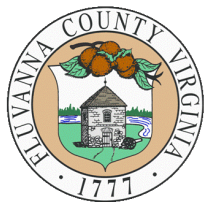
AND BE IT FURTHER RESOLVED that the County Administrator be, and he is hereby, authorized to execute the same on behalf of the County, subject to the approval as to form by the County Attorney.

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 20th day of November, 2018;

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

Attest:

John M. Sheridan, Chair
Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 17-2018

**A RESOLUTION RECOMMENDING APPOINTMENT TO
THE BOARD OF EQUALIZATION**

WHEREAS, Virginia Code Section 58.1-3370 requires the appointment of a Board of Equalization in each tax year immediately following the year a general reassessment is conducted in the County; and

WHEREAS, it is the desire of the Board of Supervisors of Fluvanna County to request that the Circuit Court of the County appoint such a Board and to suggest to the court the members to be appointed; and

WHEREAS, the Board of Supervisors desires to provide necessary clerical assistance for such Board of Equalization in accordance with Virginia Code Section 58-1-3376; and

WHEREAS, a general reassessment of the County has recently been completed; and

WHEREAS, the Fluvanna County Board of Supervisors requests the Board of Equalization to meet as frequently as necessary to hear all appeals from landowners concerning their reassessment; and

WHEREAS, the Fluvanna County Board of Supervisors encourages the Board of Equalization to meet with the assessors and review and evaluate their method of assessing the value of land in this reassessment.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Fluvanna County, as follows:

- 1) That the County Attorney be, and he is hereby, **DIRECTED** to request the appointment by the Circuit Court of the County of a Board of Equalization as required by law; and that, in so doing, the County Attorney submit to the court a suggested list of members for such Board of Equalization, such list being attached to this resolution as Exhibit A; and
- 2) That the County Administrator be, and he is hereby, **AUTHORIZED AND DIRECTED** to provide necessary clerical assistance for such Board of Equalization, by the hiring of additional personnel or otherwise providing support as may be necessary; and
- 3) That the Commissioner of the Revenue be, and he is hereby, **REQUESTED** to assist such Board of Equalization.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 20th day of November, 2018:

	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 AGENDA ITEM STAFF REPORT

TAB S

MEETING DATE:	December 5, 2018				
AGENDA TITLE:	Phone System Contract Amendment # 1				
MOTION(s):	I move the Board of Supervisors ratify Amendment #1 between Fluvanna County, and the Fulton Communications, Inc., to upgrade the phone equipment for the new phone system.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> CIP funding approved in FY16 - \$144,925.00 One time cost for design, equipment and installation \$114,891.66 had been approved by the board in September 2018 Since then, the phone manufacturer has discounted the upgraded phones that will result in a slightly lower cost for the county, with increased functionality. This will bring the initial cost to \$114,575.46. \$316.20 less than with the original equipment. <div style="text-align: center; margin: 20px 0;">  </div> <ul style="list-style-type: none"> MiVoice 6930 IP Phone 				
FISCAL IMPACT:	<ul style="list-style-type: none"> This will bring the initial cost to \$114,575.46 \$316.20 less than with the original equipment. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	CONTRACT FOR PHONE SYSTEM				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		IT

COUNTY OF FLUVANNA, VIRGINIA
AMENDMENT NO. 1 TO THE CONTRACT FOR PHONE SYSTEM

This Amendment No. 1 to the Contract for Phone System (the "Amendment"), is made this 25 day of November, 2018 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia ("County"), and Fulton Communications, Inc., sometimes doing business as Vertical Communications, Inc., a Georgia corporation authorized to transact business in Virginia ("Contractor") and amends that Contract for Phone System (the "Contract") between the County and Contractor dated September 11, 2018. When used in this Amendment, any terms defined in the Contract have such defined meaning.

WHEREAS, the parties have agreed to replace certain parts on the Cost Worksheet and Mitel Pricing Summary with other and better parts as described in the Change Order Form attached hereto and incorporated herein as Exhibit I (the "Change Order");

WHEREAS, the parties wish to clarify and supplement the requirements of the Contract with the revised description of the Telephone System replacing certain parts described as "RETURNS" with the parts described in the Change Order as "ADDS";

WHEREAS, the parties wish to formalize their agreement by this Amendment to the Contract hereby:

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

The foregoing recitals are incorporated herein by reference. The parts identified as "RETURNS" on the Change Order are hereby replaced in the Telephone System with those parts identified as "ADDS" on the Change Order. The work on the Project is hereby modified such that the "ADDS" are a material part of the Telephone System and the work on the Project; and all provisions and requirements related to the Telephone System or the work on the Project shall apply to such "ADDS", including without limitation maintenance obligations and warranties. There is a decrease in the total-not-to-exceed flat fee payable under Article III of the Contract occasioned by this Amendment, and the total-not-to-exceed flat fee payable under Article III of the Contract is now only ONE HUNDRED FOURTEEN THOUSAND FIVE-HUNDRED ~~SEVENTY-FIVE~~ SEVENTY-FIVE ~~THOUSAND FORTY-SIX AND 46/100~~ THOUSAND FORTY-SIX AND 26/100 DOLLARS (\$114,575.46); which is a decrease in total cost of \$316.20. The 1st installment under the Contract shall now be only EIGHTY-SEVEN THOUSAND FIVE-HUNDRED FORTY-SIX AND 26/100 (87,575.46). Except as specifically amended hereby, the Contract remains in full force and effect.

Witness the following duly authorized signatures and seals:

Fulton Communications, Inc.
 dba Vertical Communications, Inc.
 a Georgia Corporation

BY: [Signature] (SEAL)

Print Name: Brian M. Tinsley

Title: President

Date: 11/25/18

Approved as to Form: [Signature]

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

Fluvanna County,
 a political subdivision of the
 Commonwealth of Virginia

BY: [Signature] (SEAL)

Print Name: Steven M. Nichols

Title: County Administrator
Fluvanna County

Date: 11/27/18

COUNTY OF FLUVANNA, VIRGINIA
AMENDMENT NO. 1 TO THE CONTRACT FOR PHONE SYSTEM

Exhibit 1

County of Fluvanna
Virginia

CHANGE ORDER FORM

ADDS:

Add on Order#:

Whse	Quantity	Part Number	Description	Unit Price	Ext Price	Customer Initials
	146	50006769	6930 IP Phone	\$254.20	\$37,113.20	
	14	50006770	6940 IP Phone	\$341.00	\$4,774.00	
	8	50006874	M695 PKM	\$124.00	\$992.00	
				TOTAL:	\$42,879.20	

RETURNS:

Original order closed? No

Whse	Quantity	Part Number	Description	Unit Price	Ext Price	Customer Initials
	-146	50006476	Model 5330e GB - Full LCD IP Tel (Bklit)	\$257.30	-\$37,565.80	
	-14	50006478	Model 5340e GB - Full LCD IP Tel (Bklit)	\$322.40	-\$4,513.60	
	-4	50005915	IP PKM Kit - 48 Key (53xx/85xx Tels)	\$279.00	-\$1,116.00	
				TOTAL:	-\$43,195.40	

Original Order #:

Customer Name:

Fluvanna County

Job Number:

Ship Via:

UPS

If Drop Ship, list Customer Address:

132 Main Street

Palmyra, VA 22963

Date: 11/8/2018

Customer#:

Cust P.O.#:

Description of Change

The County wants to change out the 5300 series phones for the 6900 series.

I understand there may be additional charges for added product or changes to this order. Upon acceptance of this proposal, Customer agrees to pay a 50% deposit. Customer agrees to pay the final 50% balance upon completion of the project. ~~See Amendment.~~

Customer Approval:

Date:

11/27/18

Sales Representative:

Sales Rep/Tech#:

For Office Use Only:

Date Keyed:

Keyed By:

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB T

MEETING DATE:	December 5, 2018				
AGENDA TITLE:	DRAPER ADEN PROJECT AGREEMENT # 2 - FORK UNION FIRE TRAINING BUILDING – SITE DEVELOPMENT PLANS				
MOTION(s):	I move the Board of Supervisors to approve Project Agreement # 2 between Fluvanna County and Draper Aden to complete the Fork Union Fire Training Building – Site Development Plans totaling \$15,400.00, 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
				X	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> ❖ As part of the grant funding provided by VDFP for the construction of a burn building in Fluvanna County, \$30,000 is provided strictly for engineering services. ❖ This project agreement is for the engineers to provide the county with a site plan for the site the burn building will be constructed ❖ The completed site plan will be included in a new IFB to be issued requesting a Prototype 2 Class A (wood burning instead of propane) 				
FISCAL IMPACT:	❖ Funding is included in the grant received from VDFP.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	❖ DRAPER ADEN PROJECT AGREEMENT # 2 - FORK UNION FIRE TRAINING BUILDING – SITE DEVELOPMENT PLANS				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

PROJECT AGREEMENT # 2
TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR
PROFESSIONAL SERVICES
FORK UNION FIRE TRAINING BUILDING – SITE DEVELOPMENT PLANS

This Project Agreement #2 (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 ____ day of _____, 2018 (including all exhibits 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 is for a term of one-year beginning on the date the County executed the Agreement, and subject to (4) additional one-year renewals by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for “FORK UNION FIRE TRAINING BUILDING – SITE DEVELOPMENT PLANS Proposal No.: 17010621” dated November 16, 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 without limitation, Topographic Survey and Base Map, Site Development Construction Documents, Bid Assistance, and Construction Phase Services, as detailed therein (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 Order”).

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 Order 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:

Fluvanna County
Mr. Wayne Stephens
132 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.

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 flat fees for each Task consistent with the Compensation section of the Proposal as follows:

A. Topographic Survey and Base Map	\$ 4,200
B. Site Development Construction Documents.....	\$ 8,100
C. Bid Assistance	\$ 900
D. Construction Phase Services	\$ 2,200

The above fees add up to a total not-to-exceed flat fee of FIFTEEN THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$15,400.00) for all work and Services described in the Proposal and this Project Agreement.

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 are complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, that deliverable described in the Proposal as the report. The Consultant may invoice the County only when the entire 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 these Task Orders to completion, but in any event such Services and work must be completed to the sole satisfaction of the County according to the Project Schedule due dates below:

For the Services described as: Topographic Survey and Base Map on or before the ____ day of _____, 20____;

For the Services described as: Site Development Construction Documents on or before the ____ day of _____, 20____;

For the Services described as: Bid Assistance on or before one (1) week before the date determined by the County for the issuance of an invitation for bids on the construction project; and

For the Services described as: Construction Phase Services to be provided for that period of time beginning at the time a bid is issued and continuing throughout the construction process until the project is constructed and completed to the sole satisfaction of the County.

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) 591-1931

**Architectural and Engineering Services
Fluvanna County, VA**

Page 4

Consultant

ATTN: Carolyn A. Howard, P.E.
Draper Aden Associates, Inc.
250 Main Street, Suite 200
Charlottesville, VA 22902
Telephone: (540) 552-0444
Facsimile: (540) 552-0291

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.

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



2206 South Main Street
Blacksburg, Virginia 24060
540.552.0444
www.daa.com

November 16, 2018

Ms. Cyndi Toler
Purchasing Officer
County of Fluvanna
132 Main St.
Palmyra, VA 22963
Via Email: ctoler@fluvannacounty.org

**RE: Proposal for Professional Services
Fork Union Fire Training Building – Site Development Plans
Draper Aden Associates Proposal No.: 17010621**

Dear Cyndi,

On behalf of Draper Aden Associates, thank you for the opportunity to present our proposal to Fluvanna County for the proposed Fluvanna County Fire Training Building to be located at 5725 James Madison Highway, Fork Union, Virginia. This proposal supersedes our proposal dated November 8, 2018.

I. PROJECT DESCRIPTION

The new Fire Training Building is proposed where shown on Exhibit 1. Site improvements are anticipated include a building pad and a paved drive to the site. The scope of services and fee proposal provided herein are limited to the project area shown on Exhibit 1, and based on our recent correspondence, and experience with other projects in Fluvanna County. Draper Aden Associates is pleased to present the following for your review and approval.

II. SCOPE OF SERVICES

A. Topographic Survey and Base Map

1. Topographic Survey: The field-run survey will include location of readily observable utilities and subsurface utilities marked Miss Utility within the area shown on Exhibit 1, and a 20-foot corridor along the water line extension alignment, as agreed upon with the County. We will not confirm the actual field locations or elevations of subsurface utilities and features that cannot be readily observed and accessed from the ground surface and cannot guarantee the locations of utilities marked by others. Draper Aden Associates will provide horizontal datum on Virginia State Plane Coordinate System (NAD 83) and vertical datum on NAVD 88.

2. Base Map: Upon completion of the topographic survey, the field-located utilities and the topographic survey will be incorporated into a compiled base map. Base mapping will incorporate 1-foot contour intervals. This base map will be prepared in DWG format for planning and design purposes.

B. Site Development Construction Documents

1. Plans: Based on the approved concept plan (Exhibit 1), we will develop the following plans to CSPM requirements to 100% design completion for permit approvals. Please note that some of these items may be on multiple sheets or consolidated to a single plan sheet:
 - a. Cover Sheet
 - b. General Notes
 - c. Existing Conditions
 - d. Demolition Plan
 - e. Erosion and Sediment Control Plan
 - f. Site & Dimensional Plan
 - g. Utility Plan and Profile
 - h. Grading Plan
 - i. Details

Note: We assume domestic water and sanitary sewer services are not required for this building, and therefore, are excluded from our proposal. We will provide a fire line extension to the building from the existing water line along James Madison Highway (or the access drive to the Fork Union Fire Station) to serve two to three fire hydrants.

2. Estimate of Probable Construction Cost: We provide an estimate of probable construction cost for site/civil issues under our design responsibility.
3. Technical Specifications: Draper Aden Associates show specifications as notes on the plans; separate technical specifications will not be provided.
4. Erosion and Sediment Control (ESC) Report: A narrative with calculations will be submitted to Fluvanna County in accordance with the latest version of the Fluvanna County Erosion and Sediment Control Ordinance for review and approval. Hydraulic calculations will be finalized to adequately support the sizing of all storm sewer piping, as needed. Since land disturbance is anticipated to be less than one acre, stormwater management design is excluded from our proposal.
5. Registration under the General [VPDES] Permit for Discharges of Stormwater from Construction Activities (General Permit) and Stormwater Pollution Prevention Plan (SWPPP): Since land disturbance is anticipated to be less than one acre, preparation of a General Permit coverage application and SWPPP is excluded from our proposal.

6. Meetings / Coordination: Draper Aden Associates will attend one meeting in Fluvanna County and conference calls.
7. Plan Revisions: Our proposed fee is based on up to two (2) submittals of the construction documents, and includes services to incorporate reasonable and appropriate comments based on Fluvanna County review. Any additional services needed for meetings or to revise plans and respond to additional comments, which are not due to Draper Aden Associates errors or omissions, will be provided on a lump sum negotiated basis in addition to the lump sum fee presented herein prior to commencement of such work.

Deliverables: We will provide Fluvanna County with a PDF of the Construction Documents and report, and the required number of hard copies for submittal to the County.

C. Bid Assistance

We understand the County will prepare all of the requisite bid documents, general conditions, and contract documents. Draper Aden Associates will provide up to 4 hours of support and technical information to the County during the bid phase regarding the civil documents for your use in managing the bidding process.

D. Construction Phase Services

Draper Aden Associates will provide technical support and assistance during the construction phase. Our scope of services includes attendance at a pre-construction meeting; review of shop drawings, change orders resulting from our design, if necessary, and pay applications; responding to reasonable and appropriate requests for information. Also included is one site visit, concurrent with one progress meeting, during site construction, and attendance at a substantial completion inspection, and preparation of a punch list, for a total of two site visits. Additional construction phase services, if so requested and authorized by Fluvanna County, will be provided on a time and materials basis in addition to the lump sum fee presented herein. This proposal assumes a construction schedule of 6 months.

III. SCHEDULE

We will develop a mutually acceptable deliverable schedule.

IV. FEES AND CONTRACT TERMS

Draper Aden Associates proposes to provide the services described in Section II on a lump sum basis as outlined below. All services will be provided in accordance with a mutually acceptable contract.

A. Topographic Survey and Base Map	\$ 4,200
B. Site Development Construction Documents.....	\$ 8,100
C. Bid Assistance	\$ 900
D. Construction Phase Services.....	\$ 2,200
Total: \$ 15,400	

V. ASSUMPTIONS / LIMITATIONS

1. The limit of our design is defined by the area shown on the attached Exhibit 1. Design of improvements outside these limits is not included in the fee presented herein.
2. This proposal assumes preparation of one bid package.
3. All electronic information, data, and documents provided to us from any party will be in a format suitable for direct use by Draper Aden Associates and will not require any significant reformatting or conversion.
4. Submittal, permit, review, and/or bond fees are not included in our fee estimate noted above. Others will be responsible for paying such items directly, if required.
5. Any travel or meetings authorized by your office beyond what is included above will be invoiced on a time and materials basis in addition to the lump sum fee presented herein.
6. Utility analysis and design are excluded from this proposal, including, but not limited to, domestic and fire water, sanitary sewer, gas, electric, and communications.
7. Design of improvements above and beyond the state minimum requirements for erosion and sediment control and stormwater management are excluded from this proposal.

VI. ADDITIONAL SERVICES

If necessary or requested, we can provide the following supplemental services in addition to those outlined above, including, but not limited to, the following:

- ❖ Additional topographic, boundary, easement, or right-of-way and utility surveys, beyond what is included above.
- ❖ Fire flow testing.
- ❖ Subsurface utility engineering.
- ❖ Site electrical, lighting, data, and communication system design; irrigation system design.
- ❖ Environmental and/or geotechnical services.
- ❖ Stormwater management design.
- ❖ Capacity analysis of existing utility systems.
- ❖ Analysis of or design of upgrades, extensions, or relocations to existing off-site utilities or off-site road improvements.
- ❖ Inspection services, construction quality assurance/quality control, special inspections, materials testing, field survey and stake out, etc.

Our current scope does not include items unless specifically described herein. Any additional services requested can be undertaken on a time and material basis or negotiated lump sum fee based on your requirements in addition to the fees outlined herein. If any additional services should become necessary or desirable, a Request for Additional Services will be submitted.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for professional services. If this proposal meets with your approval, please sign one copy of the Authorization to Proceed below and return it to us. Please keep the other copy of the proposal for your records. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

Draper Aden Associates



Carolyn A. Howard, P.E.

Vice President/Regional Manager

Site Development & Infrastructure

Attachment: Exhibit 1

cc: Ms. Cheryl Stockton, LS, Associate, Survey Team Leader
Mr. Campbell Bolton, PE, Associate / Project Manager, Site Development & Infrastructure
Mr. Andrew Hemmen, EIT, Project Engineer, Site Development & Infrastructure

AUTHORIZATION TO PROCEED**Fork Union Fire Training Building – Site Development Plans
Draper Aden Associates Proposal No.: 17010621**

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

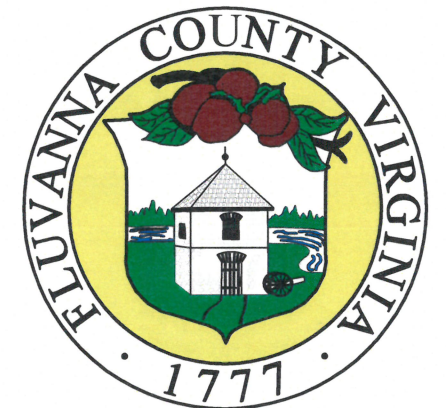
Printed NameTitle

SignatureDate

Exhibit Showing Conceptual Layout for Fire Training Building in Fork Union, Virginia

(for planning purposes only)

March 28, 2018



Final location and dimensions of building, concrete apron driveway and other site features to be determined during site plan preparation.

Scale: NTS (Approx. 1" = 100')



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

No.	Item
1	FY18 BOS Contingency Balance Report – 2018-12-05
2	FY18 Capital Reserve Memo – 2018-12-05
3	Unassigned Fund Balance Report – 2018-12-05
4	VDOT Monthly Report – November
5	
6	
7	
8	
9	
10	

MEMORANDUM

Date: December 5, 2018
From: Eric Pollitt – Management Analyst
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
Less: FY19 C.A.R.E. Task Force Container for Clean Up Day – 09.19.18	-\$500.00
Less: FY19 Building & Program Feasibility Study – 11.20.18	-\$10,690.00
Available:	\$124,630.00

MEMORANDUM

Date: December 5, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY19 Budget Allocation:	\$0
FY18 Carryover	\$67,256
FY18 Closed Out Projects	\$163,865
Total FY19 Budget:	\$231,121
Less: I.T. Air Conditioning Unit – 09.19.18	-\$7,000
Less: FSPCA Building Renovations – 10.17.18	-\$45,000
Less: Palmyra Rescue Squad Building Renovations – 10.17.18	-\$15,000
FY19 Available:	\$164,121

Schools Capital Reserve:

FY19 Budget Allocation:	\$150,000
FY18 Carryover	\$116,308
FY18 Closed Out Projects	\$13,046
Total FY19 Budget:	\$266,308
Plus: BOS Unassigned Fund Balance: Middle School Debt Proceeds – 09.19.18	\$72,001
Less: Abrams Abatement: Classroom & Crawl Space – 09.19.18	-\$72,001
Less: Carysbrook & Central Elementary Blacktop Repair – 09.19.18	-\$10,650

Less: Central Elementary School Partition – 09.19.18	-\$12,000
Less: Bus 21 Engine/ Motor Replacement – 11.07.18	-\$22,500
FY19 Available:	\$234,204

MEMORANDUM

Date: December 5, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	\$4,078,805
Less: FY19 Abrams Abatement Classroom and Crawl Space – 09.19.18	-\$72,001
Less: FY19 Fire Hydrant Installation (JRWA) – 10.17.18	-\$142,500
Less: FY18-19 Various Carryover Requests – 11.20.18	-\$240,700
Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	\$3,623,604

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



Culpeper District, Louisa Residency
Fluvanna County Monthly Report: December 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
08/24	Route 250	Hit & Run	Pedestrian
09/18	Route 607	No	N/A
10/17	Route 619, East of Route 660	No	N/A

[Link to SmartScale information](#)

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

SmartScale Round 3 Applications:

- 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:

- Commonwealth Transportation Board will release scores in early 2019

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 MAR 2020
Route 680 – Rural Rustic (UPC:107558)	CN Begins (State Forces)	Completion	Anticipated Completion Summer 2019
Route 629 Bridge Replacement (UPC 104848)	Right of Way	Construction Authorization	December 2018
Route 600-618 Intersection Improvements (UPC 111739)	Authorize PE/Scoping (JAN 2018)	Environmental Review Process	Anticipated FEB 2022

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)
- **District-Wide Primary Rumble-Strips, 9999-967-280** (UPC 106978)

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;**
- **Route 600 over Rivanna River Debris Removal, Completed September 10th**

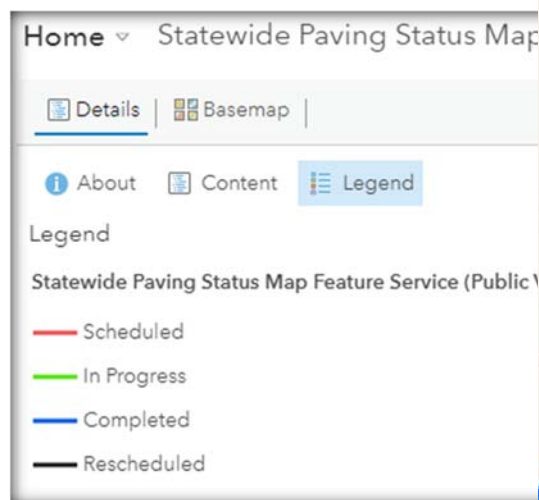
Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2018 resurfacing schedule. Customers can view VDOT's resurfacing schedule and route status on VDOT's public website via the following link: Link to <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")

31 of 31 routes on the 2018 Paving Schedule have been completed.

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

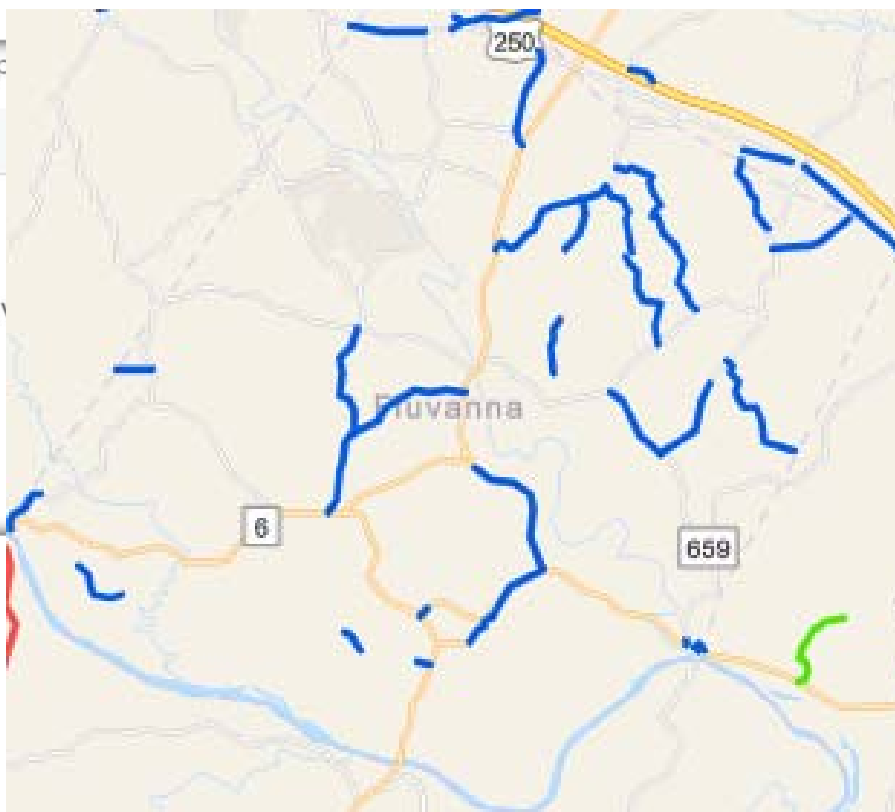
Link to <http://www.virginiaroads.org/> (Select "MAINTENANCE & CONSTRUCTION")



Traffic Engineering

Studies under Review:

- Route 250 speed study, from Route 631 to Route 15.



- Route 53 shoulder safety improvements (proximity 4800 block +/-)
 - Corridor safety study ongoing

Completed Studies:

- Route 600/616 intersection: sight-distance and pavement marking improvements completed
- Route 629/631 intersection review completed; VDOT is coordinating with property owners to perform minor grading to improve sight distance

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): VDOT is coordinating with property owners to perform minor grading to improve sight distance
 - Scheduled for late November
- 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 - Received the Month of October 2018							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Fluvanna Self Storage Phase 2 site plan	618-Lake Monticello Road	Site Plan,	Mark Wood	10/2/2018	11/15/2018	11/15/2018	Review Complete - Revision Required
Brad Booker Major Rural Cluster Subdivision	678-Miles Jackson Road	Preliminary Plat Review,	Mark Wood	10/2/2018	11/15/2018	11/15/2018	Review Complete - Revision Required
Virginia Electric & Power Company Site Dev Plan	15-James Madison Highway	Site Plan,	Mark Wood	10/24/2018	12/7/2018	11/2/2018	Review Complete - Acceptable
Fine Concrete LLC Siste Plan	1023-Industrial Way	Site Plan,	Mark Wood	10/24/2018	12/7/2018	11/9/2018	Review Complete - Revision Required
Scottsville Independent Baptist Church	640-Shores Road	Site Plan,	Mark Wood	10/29/2018	12/12/2018	11/9/2018	Review Complete - Acceptable
Penwood Farm	53-Thomas Jefferson Parkway	Preliminary Plat Review,	Mark Wood	10/29/2018	12/3/2018		Review Underway

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **239** Work Orders in FY19. Top actives have been dead animal removal and tree removal

BOS Manual:

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

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