



# FLUVANNA COUNTY BOARD OF SUPERVISORS

## REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

March 20, 2019

Budget Work Session at 4:00 pm

Regular Meeting at 7:00 pm

TAB	AGENDA ITEMS
<b>A – CALL TO ORDER</b>	
<b>B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>	
<b>C – BUDGET DISCUSSION</b>	
<b>D – CLOSED MEETING AND DINNER RECESS</b>	
	<b>RECESS – DINNER BREAK</b>
	<b>RECONVENE @ 7:00pm</b>
TAB	AGENDA ITEMS
<b>1 - CALL TO ORDER</b>	
<b>2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>	
<b>3 – ADOPTION OF AGENDA</b>	
<b>4 – COUNTY ADMINISTRATOR’S REPORT</b>	
<b>5 – PUBLIC COMMENTS #1</b> (5 minutes each)	
<b>6 – PUBLIC HEARING</b>	
A	SUP 19:01- National Communication Towers – Holly Steele, Planner
<b>7 – ACTION MATTERS</b>	
B	Public Utilities Director Position Description – Jessica Rice, HR Manager
C	Fire and Rescue Chief Position Description – Jessica Rice, HR Manager
D	Personnel Leave Policy – Jessica Rice, Human Resources Manager
E	TJPCDC Spring Regional Housing Summit – Eric Pollitt, Management Analyst
<b>7A – APPOINTMENTS</b>	
	None.
<b>8 – PRESENTATIONS</b> (normally not to exceed 10 minutes each)	
F	VDOT Quarterly Update and Secondary Six Year Plan Overview—Alan Saunders, VDOT, Louisa Residency
G	Moody's Rating Agency - Fluvanna 2018 Annual Report—Eric Dahl, Deputy County Administrator/Finance Director
H	Island Hill Subdivision Briefing – Brad Robinson, Senior Planner
<b>9 – CONSENT AGENDA</b>	
I	Minutes of February 27, 2019—Kelly Belanger Harris, Clerk to the Board

*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.

- J Minutes of March 6, 2019—Kelly Belanger Harris, Clerk to the Board
- K Accounts Payable Report – February 2019—Eric M. Dahl, Deputy County Administrator/Finance Director
- L Ratification of Hiring Salary – Director of Finance – Jessica Rice, HR Manager
- M Census Awareness Day Proclamation – Kelly Belanger Harris, Clerk to the Board
- N Draper Aden PA # 3 - Materials Testing and Special Inspections - ZXR WBP Station And WWP Station—Cyndi Toler, Purchasing Officer
- O Draper Aden PA # 4 - Materials Testing and Special Inspections Services ZXR Elevated Water Storage Tank—Cyndi Toler, Purchasing Officer
- P Draper Aden PA # 5 - Senior Affordable Housing – PER—Cyndi Toler, Purchasing Officer
- Q Capital Reserve Maintenance Fund - Courthouse Basement—Dale Critzer, Assistant Director of Public Works
- R Capital Reserve Maintenance Fund - Library Carpeting—Dale Critzer, Assistant Director of Public Works

**10 – UNFINISHED BUSINESS**

TBD

**11 – NEW BUSINESS**

TBD

**12 – PUBLIC COMMENTS #2** (5 minutes each)**13 – CLOSED MEETING**

TBD

**14 – ADJOURN**


Digitally signed by Steven M.  
Nichols  
Date: 2019.03.14 17:00:50 -04'00'

County Administrator Review

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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.

## GENERAL RULES OF 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.

## RULES OF PROCEDURE FOR PUBLIC HEARINGS

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](http://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.

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

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

**TAB A**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	SUP 19:01- National Communication Towers				
<b>MOTION(s):</b>	I move that the Board of Supervisors approve/deny/defer SUP 19:01 with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29; [if approved] subject to the fifteen (15) conditions listed in the staff report.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
<b>STAFF CONTACT(S):</b>	Holly Steele, Planner				
<b>PRESENTER(S):</b>	Holly Steele, Planner				
<b>RECOMMENDATION:</b>	SUP 19:01 was approved 5-0 by the Planning Commission on March 12, 2019.				
<b>TIMING:</b>	Immediate decision requested at current meeting.				
<b>DISCUSSION:</b>	Request for a Special Use Permit to construct a 199' self-support tower with an enclosed 80' x 90' fence, with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	The Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the establishment of a telecommunications tower; OR</li> <li>• Deny this request, preventing the establishment of a telecommunications tower; OR</li> <li>• Defer this request and make a final decision at a later date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Planning Commission heard item on March 12, 2019.				
<b>ENCLOSURES:</b>	Staff Report with accompanying attachments.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





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BOS2019-03-20 p.9/243  
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## STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Case Number:** SUP 19:01  
**Tax Map:** Tax Map 39, Section A, Parcel 29

**From:** Holly Steele  
**District:** Fork Union  
**Date:** March 12, 2019

**General Information:**

This request is to be heard by the Board of Supervisors on Wednesday, March 20, 2019 at 7:00 p.m. in the Circuit Court Room of the Fluvanna County Courthouse.

**Owner/Applicant:**

National Communication Towers

**Representative:**

Jamie Adams of National Communication Towers

**Requested Action:**

Request for a Special Use Permit to construct a 199' self-support tower with an enclosed 80' x 90' fence, with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29. (Attachment A)

**Location:**

The property is located off of West River Rd. (State Route 6), approximately 0.6 miles northeast of the intersection with Rockfish Run Rd. (State Route 683). The property is located in the Fork Union Election District and is within the Rural Preservation Planning Area. (Attachment B)

**Existing Zoning:**

A-1, Agricultural General (Attachment C)

**Existing Land Use:**

Vacant Land

**Planning Area:**

Rural Preservation Planning Area

**Adjacent Land Use:**

Adjacent properties are zoned A-1. One property that is nearly adjacent is zoned I-2.

**Zoning History:**

Previous SUP 12:07, approved 6-0-0 by Planning Commission on October 24, 2012 subject to 15 conditions. Same SUP approved 4-0-0 by Board of Supervisors November 20, 2012 subject to 15 conditions.

### **Previous SUP 12:07**

This was a request for a special use permit to construct a 199 foot monopole telecommunications facility and associated ground equipment with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29. SUP 12:07 was approved 6-0-0 by the Planning Commission October 24, 2012 subject to 15 conditions. SUP 12:07 was approved 4-0-0 by the Board of Supervisors on November 20, 2012 subject to 15 conditions. SUP 12:07 expired on May 20, 2014.

The previous SUP was for a 199' tall monopole telecommunications facility and associated ground equipment. This SUP application (19:01) is for a 198' self-support tower with a one foot lightning rod, therefore making the tower 199'. The only distinction between the two towers is that the previously submitted tower was a monopole and this tower is a lattice. This tower will be used for commercial purposes and will be designed to accommodate a minimum of 4 carriers. A letter of intent to serve has already been submitted by AT&T.

(Attachment D)

### **Previous SUP 12:07 Conditions**

From the Board of Supervisors staff report dated November 21, 2012:

“Please accept this letter as notification of the action taken on November 20, 2012 by the Board of Supervisors in regards to the request referenced above. This request was **approved 4-0** with the following 15 conditions:

- 1) The tower, including antennae, will not be higher than 199 ft. and will not be lit;
- 2) The applicant secures all necessary permits required, and submits structural design and certification by a Virginia Registered Professional Engineer that the proposed facility, as built, will comply with EIA/TIA 222-G for the wind zone for Fluvanna County; Virginia;
- 3) Prior to issuance of building permits the applicant shall submit satisfactory SHPO and NEPA documentation;
- 4) The applicant shall secure the necessary permits required by Fluvanna County and VDOT;
- 5) The applicant shall provide space on the TASF for the County's Public Safety antennas and feed lines at the highest designed elevation. Space for ground level electronic equipment shall also be provided;
- 6) The facility when completed shall be accessible only to authorized personnel;
- 7) The tower shall be a monopole, and shall be engineered with breakpoint technology;
- 8) The facility shall install the necessary landscaping buffer;
- 9) The applicant shall install an emergency generator to ensure continuity of telecommunications operations in the event of a disaster or major power outage; and provisions for such generators shall include additional special treatments; for diesel, a fuel retaining area for propane, ignition separation requirements; and that generator testing shall occur only between 9 AM and 4 PM Monday through Friday; and the same shall be noted on the site development plan;
- 10) If the structures should no longer be needed, the applicant shall remove them, and restore the grounds to the prior condition;
- 11) The support structure is to be sufficient to support antennas of a like design for at least six (6) wireless service providers *in accordance with Sec. 22-27-5 of the County Code*;
- 12) The tower shall be constructed substantially as shown in the application;
- 13) Violation of any condition of this permit shall be grounds for revocation of this permit, and;

- 14) The Board of Supervisors, or their representative, has the right to inspect the property for compliance with these conditions at any time.
- 15) The facility shall be constructed and receive final inspection from the Fluvanna County Department of Building Inspections within eighteen (18) months of the date of approval of the special use permit.”

### **Comprehensive Plan:**

#### **Land Use Chapter:**

The Comprehensive Plan designates this property as within the Rural Preservation Planning Area. According to this chapter:

*“Development in the rural preservation areas should consist of farmland, preservation zones, or otherwise environmentally sensitive land with scattered housing. Development in the rural preservation area should maximize open space. Open space should be clustered to maximize large areas of open space whenever possible. If possible, greenway trails may be integrated to link rural neighborhoods with surrounding neighborhoods and open spaces.”*

At the proposed location, only the tower will be seen, as both proposed tree landscaping/screening and the natural landscape of the site will block any view of the support buildings from the road. Additionally, the tower will be located approximately 700 feet from the Route 6 Right-of-Way, making it largely hidden from passing traffic.

#### **Infrastructure:**

Goal 5: *To facilitate the deployment of comprehensive communications networks that ensures the reliability of the public safety, wireless, and broadband services.*

According to the applicant, National Communication Towers LLC, AT&T has already submitted a letter of intent to serve on this tower which will provide phone coverage, high-speed internet service, and data transmissions to the surrounding areas. Additionally, this tower will be able to work in conjunction with both the existing VFW Tower and County Landfill Tower, therefore creating connectivity in service.

### **Analysis:**

This is a special use permit application to allow for the construction of a 199’ tall self-support telecommunications tower. This tower is in compliance with the Fluvanna County Comprehensive Plan and Zoning Ordinance. A tower of very similar dimensions was already approved on this same lot previously in 2012, but at that time there was no letter of intent from a carrier.

Staff conducted a site visit on Tuesday, February 26, 2019 in order to assess the potential visual impacts of the proposed tower and also to observe the balloon test. Weather conditions that day were sunny, dry, and cool with little wind. Staff concluded that the tower would be visible from portions of West River Road (Route 6), at the subject parcel, but only minimally visible when traveling east or west away from the subject parcel. The tower would also be visible from portions of the Rosewood Manor Rural Cluster subdivision located south of the site. However,

dense forest lines made it difficult to see the balloon from most areas of the subdivision. The balloon was clearly visible from Fluvanna Baptist Church and Parsonage that is located directly across Route 6 from the proposed site. (Attachment E)

**First, the proposed use should not tend to change the character and established pattern of the area or community.**

The proposed use of a tower on this site was approved in 2012 by the Board of Supervisors. This particular location, located back from the roads and placed in the woods, will block the view of the support facilities at the base of the tower through the combined concealment of landscaping and terrain. This is a low intensity use, and the surrounding area features a mix of residential and agricultural uses. This use was already approved for this site.

**Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.**

This use was already approved for this site; there are no changes to the location of this tower. The proposed tower location will be such that support facilities cannot be seen from the road due to natural terrain and made-made landscaping. As previously mentioned, this will be a lattice tower as opposed to a monopole, but will still have all of the proper screening.

#### **Neighborhood Meeting:**

There were zero (0) attendees at the February 13, 2019 neighborhood meeting.

#### **Technical Review Committee:**

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, February 19, 2019:

1. Chamber of Commerce: No comments.
2. Department of Forestry: No comments.
3. Erosion and Sediment Control: No comments.
4. Fire Chief: No comments.
5. Environmental Health Dept.: No comments.
6. Sheriff's Office responded via email on February 7, 2019 with the following comment: "I reviewed the properties and have no problem with any of them."
7. Public Works: No comments.
8. VDOT: Adjacent to the road is a ditch with an embankment. VDOT advised the applicants to be mindful when creating their entrance and be sure to check the left side sight distance. Additionally, this project needs to meet VDOT's low volume entrance standards. Last but not least, applicant needs to ensure that the shoulders are laid back.



9. Patricia Eager, Board of Supervisors: Commented that this project has already been approved previously, so she does not foresee any issues.
10. Emergency Services: No comments.
11. Building Official: Questioned who will be the owner of the tower because if it is the property owner, they will need a building permit.
12. Communications Officer: No comments.

### **Atlantic Technology Consultants' Review of Tower**

Per the report submitted on March 7, 2019 by Fluvanna County's Tower Consultant, George Condyles, the following conditions are recommended before approval of SUP 19:01 (Attachment E):

1. Completion of the NEPA Report with review comments from the Virginia Department of Environmental Quality prior to the issuance of a Building Permit.
2. The Applicant should submit the Phase 1 Cultural Resource Survey to The Commonwealth of Virginia Department of Historic Resources and receive comments prior to issuance of the Building Permit.

### **Conclusion:**

The Board of Supervisors should consider that a very similar tower proposal has previously been approved by both the Planning Commission and Board of Supervisors for this parcel. Additionally, the Board should consider that this application was approved 5-0 by the Planning Commission on March 12, 2019.

### **Recommended Conditions**

If approved, Staff recommends the following conditions:

- 1) The tower structure shall not exceed 199 feet. This does not include antennae, lighting, lightning rods, and other ancillary equipment, subject to FAA regulations.
- 2) The applicant secures all necessary permits required, and submits structural design and certification by a Virginia Registered Professional Engineer that the proposed facility, as built, will comply with EIA/TIA 222-G for the wind zone for Fluvanna County; Virginia;
- 3) Completion of the NEPA Report with review comments from the Virginia Department of Environmental Quality prior to the issuance of a Building Permit;
- 4) The Applicant should submit the Phase 1 Cultural Resource Survey to The Commonwealth of Virginia Department of Historic Resources and receive comments prior to issuance of the Building Permit;
- 5) The applicant shall secure the necessary permits required by Fluvanna County and VDOT;

- 6) The applicant shall provide space on the TASF for the County's Public Safety antennas and feed lines at the designed elevations. Space for ground level electronic equipment shall also be provided;
- 7) The facility when completed shall be accessible only to authorized personnel;
- 8) The tower shall be a self-support lattice Class III tower;
- 9) The facility shall meet the landscaping and screening requirements of the Fluvanna County Zoning Ordinance;
- 10) If the structures should no longer be needed, the applicant shall remove them, and restore the grounds to the prior condition;
- 11) The support structure is to be sufficient to support antennas of a like design for at least six (6) wireless service providers per Section 22-27-9.8 (10) of the Fluvanna County Zoning Ordinance;
- 12) The tower shall be in the same location as shown in the application;
- 13) Violation of any condition of this permit shall be grounds for revocation of this permit, and;
- 14) The Board of Supervisors, or their representative, has the right to inspect the property for compliance with these conditions at any time.
- 15) The facility shall be constructed and receive final inspection from the Fluvanna County Department of Building Inspections within eighteen (18) months of the date of approval of the special use permit

### **Additional Considerations**

These fifteen (15) conditions were approved by the Planning Commission on March 12, 2019. These are the same conditions that were approved by the Planning Commission and Board of Supervisors on October 24, 2012 and November 20, 2012, respectively. On March 13, 2019 the applicant, Jamie Adams, contacted the Planning Department requesting to amend two of the fifteen conditions. The applicant requests the following changes be made to the conditions:

- The applicant requests that Condition #6 be deleted or amended due to the legality of the condition.
- The applicant requests that Condition #15 be amended to the same conditions requested of other Special Use Permits which requires that constructing/developing the project must be initiated within 24 months of approval. Submittal of a site development plan would be considered initiation of development.

### **Suggested Motion:**

I move that the Board of Supervisors [approve/deny/defer] the amendments to Conditions #6 and #15 requested by the applicant.

I move that the Board of Supervisors [approve/deny/defer] SUP 19:01 with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29; [if approved] subject to the fifteen (15) conditions listed in the staff report.

### **Attachments:**

A – Application and Site Plan

B – Aerial Map

C – Zoning Map

D – SUP 12:07 Planning Commission Complete Staff Report

E—Technical Review from Atlantic Technology Consultants

Cc: File



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

# Application for Special Use Permit (SUP)

**Owner of Record:** Ernest and Rose Butler

**Applicant of Record:** National Communication Towers

Address: 15 Lantre Lane Scottsville, VA 24590

Address: 5413 Patterson Avenue Suite 101

Phone: 434-286-4277

Fax:

Phone: 804-673-8800

Fax:

Email: farmrswife@aol.com

Email: jadams@nationaltowers.com

**Representative:** Jamie Adams, National Communication Towers

Address: 5413 Patterson Ave. Suite 101 Richmond, VA 23226

Phone: 804-652-7544

Fax: 804-673-4242

Email: jadams@nationaltowers.com

**Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.**

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:  
No

**Tax Map and Parcel(s)** 39A-29

**Acreage** 12.7 **Zoning** A-1

**Deed Book and Page:** WB 23-673

**Location of Parcel:** off of Rt. 6

**If any Deed Restrictions, please attach a copy**

Request for an SUP for the purpose of: to construct a 199' communication tower

\*Ten copies of a sketchplan (8.5x11inches or 11x17inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 12/21/18 Signature of Owner/Applicant: Ernest Butler

Subscribed and sworn to before me this 21<sup>st</sup>

day of December, 2018

Notary Public: Linda H. Lenher

Register # 137663

My commission expires: 10/31/19

Certification: Date:



## Office Use Only

Date Received: 2/1/19	Pre-Application Meeting:	PH Sign Deposit Received: 1/31/19	Application #: SUP 19-0001
\$800.00 fee plus mailing costs paid: Check # 11521		Mailing Costs: \$20.00 Adjacent Property Owner (APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower fee plus mailing costs paid:		Telecom Consultant Review fee paid:	
Election District: Fork Union		Planning Area: Rural Preservation	
Planning Commission		Board of Supervisors	
Advertisement Dates:	Advertisement Dates:	APO Notification:	APO Notification:
Date of Hearing:	Date of Hearing:	Decision:	Decision:



**Commonwealth of Virginia**  
**County of Fluvanna**  
**Public Hearing Sign Deposit**

Name:

National Communication Towers

Address:

5413 Patterson Ave. Suite 101

City:

Richmond

State:

Virginia

Zip Code:

23226

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

Jamie Adams

Digital Signature of Jamie Adams  
 Date: 2018.12.14 09:25:12 -0500

12/14/2018

Applicant Signature

Date

\*Number of signs depends on number of roadways property adjoins.

**OFFICE USE ONLY**

Application #: BZA \_\_\_\_\_ : CPA \_\_\_\_\_ : SUP 19 : 0001 ZMP \_\_\_\_\_ : ZTA \_\_\_\_\_ :

\$90 deposit paid per sign\*: Cheek # 11522

Approximate date to be returned:

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

Wireless communication facility to include a 199' self-support tower with an enclosed 80' x 90' fence.

**NECESSITY OF USE:** Describe the reason for the requested change.

To provide wireless service and broadband along the Rt 6 corridor and surrounding areas

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

The tower will be a self support and there is existing trees along the property line that we will maintain

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The facility will provide wireless phone coverage, data transmissions and internet services to the area

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

See site plans

**Commonwealth of Virginia**  
**County of Fluvanna**  
**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
<b>Ten (10) copies of a Site Plan for any expansion or new construction Include:</b> <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening <ul style="list-style-type: none"> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul> </li> </ul>	
Supporting photographs are not required, but suggested for evidence	

**All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.**

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content:	
<ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following:	
<ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to:	
<ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

**For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

**Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

**Process:**

1. Placed on next available Technical Review Committee Agenda.
2. Placed as a Public Hearing on the next available agenda of the Planning Commission the following month. Staff Report and Planning Commission recommendation forwarded to the Board.
3. Placed as a Public Hearing on the next available agenda of the Board of Supervisors (usually the same month as the Planning Commission).

**Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

**Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

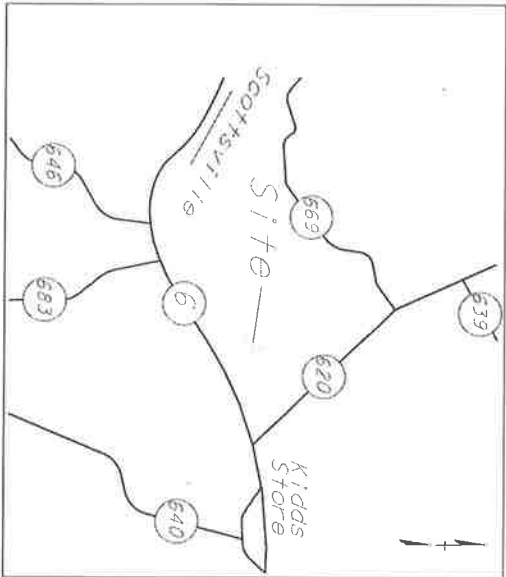
The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*





DIRECTIONS TO SITE

FROM RICHMOND, TAKE I-65 WEST FOR APPROXIMATELY 43 MILES. SITE IS ON THE RIGHT 0.5 MILES BEYOND THE INTERSECTION WITH ROUTE 624.

**Construction Certification**

To the best of my knowledge this site is designed to comply with applicable Federal, State and Fluvanna Building Codes.

LANDOWNER

Ernest and Rose Butler  
P.O. Box 52  
Scottsville, Va 24596

# ROCKFISH CREEK 199 TOWER SITE SITE PLAN

WEST RIVER ROAD (RTE 6)  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DEVELOPED BY:  
NATIONAL COMMUNICATION TOWERS, LLC

SHEET NAME	SHEET NUMBER
------------	--------------

TITLE SHEET	T-1
GENERAL NOTES	T-2
GRADING SITE PLAN	A-1 THRU A-2
COMPOUND LAYOUT & TOWER ELEVATION	A-3
STORMWATER CALCULATIONS	A-4
CIVIL NOTES & DETAILS	C-1
EROSION AND SEDIMENT CONTROL NOTES	C-2
EROSION AND SEDIMENT CONTROL MEASURES & DETAILS	C-3
FENCE NOTES & DETAILS	C-4
SOIL MAP	C-5
APPROVAL AND CONDITIONS	SE-1
SURVEY (SHOWS LEASE PARCEL, INGRESS/EGRESS, UTILITY EASEMENT AND TREE BUFFER)	1 OF 1 THRU 2 OF 2

EROSION AND SEDIMENT CONTROL RESPONSIBLE LAND DISTURBER  
NAME: JAMIE ADAMS  
CERTIFICATE #: 00402  
EXPIRATION DATE: 12/18/2020



National Communication Towers, LLC  
5413 Palatka Ave, Suite 101  
Pleasanton, VA 20226  
800-350-1165



REVISIONS	NO.	DATE	ISSUE
1	8/22/12		
2	1/2/13	Revised	

PROJECT NAME  
ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 1/1/2019
SCALE: AS SHOWN
DESIGNED BY: JMT
CHECKED BY: JMT
DATE: 1/1/2019
SHEET TITLE

TITLE SHEET  
T-1

GENERAL NOTES:

- PROJECT DEVELOPER: NATIONAL COMMUNICATION TOWERS, LLC  
5413 PATTERSON AVE, SUITE 101  
RICHMOND, VA 23226
- PROPOSED USE: 199 TELECOMMUNICATIONS TOWER AND SUPPORTING FACILITY CONTAINED WITHIN A FENCED COMPOUND.
- TOWER OWNER: NATIONAL COMMUNICATION TOWERS, LLC
- LAND OWNER: ERNEST AND ROSE BUTLER
- ELECTRIC UTILITY: Central Virginia Electric Coop.  
1-800-367-2832
- TELEPHONE UTILITY: VERIZON  
(677) 300-4499
- ZONING APPROVAL:  
TAX PARCEL NUMBER: 39-4-29
- LATITUDE: N 37°47'46.68"
- LONGITUDE: W 76°22'35.82"
- NOT WILL OBTAIN THE LAND DISTURBING PERMIT THE CONTRACTOR SHALL SECURE ALL OTHER NECESSARY PERMITS FOR THIS PROJECT FROM ALL APPLICABLE GOVERNMENT AGENCIES.
- ANY PERMITS WHICH MUST BE OBTAINED SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND AT HIS EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADHERING BY ALL CONDITIONS AND REQUIREMENTS OF THE PERMITS.
- THE CONTRACTOR SHALL NOTIFY THE COUNTY ENGINEER 24 HOURS PRIOR TO THE BEGINNING OF CONSTRUCTION.
- LOCATION OF EXISTING SEWER WATER OR GAS LINES, CONDUITS OR OTHER STRUCTURES ACROSS UNDERGROUND OR OTHERWISE KNOWN. THE LINE OR PROPOSED WORK ARE NOT NECESSARILY SHOWN ON THE PLANS AND IF SHOWN ARE ONLY APPROXIMATELY CORRECT. CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES INCLUDING TEST PITS BY HAND IF NECESSARY. IF A DISCREPANCY IS FOUND PRIOR TO STARTING WORK, CONTACT ENGINEER IMMEDIATELY. IF LOCATION OF UTILITIES IS NOT KNOWN, CONTRACTOR SHALL LOCATE UTILITIES PRIOR TO CONSTRUCTION. IF THERE APPEARS TO BE A CONFLICT OR UPON THE DISCOVERY OF ANY UTILITY NOT SHOWN ON THE PLANS, FOR ASSISTANCE CALL "MISS UTILITY" 1-800-552-7001.
- EXISTING PAYMENT AND OTHER SURFACES DISTURBED BY THE CONTRACTOR WHICH ARE NOT TO BE REMOVED SHALL BE REPAIRED TO LIKE NEW CONDITION.
- THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL DITCHES, PIPES, AND OTHER DRAINAGE STRUCTURES FREE FROM OBSTRUCTION UNTIL WORK IS ACCEPTED BY THE OWNER. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES CAUSED BY FAILURE TO MAINTAIN DRAINAGE STRUCTURES IN OPERABLE CONDITION.
- THE CONTRACTOR SHALL COORDINATE WITH NOT THE REQUIREMENTS FOR 15. AND LIMITS OF OVERHEAD AND/OR UNDERGROUND ELECTRICAL SERVICE.
- ALL MATERIALS AND WORKMANSHIP SHALL BE WARRANTEED FOR ONE (1) FULL YEAR FROM THE DATE OF ACCEPTANCE.
- THE CONTRACTOR SHALL HAVE A SET OF APPROVED PLANS AVAILABLE AT THE SITE IN A WEATHER PROOF CONTAINER AT ALL TIMES WHEN WORK IS BEING PERFORMED. A DESIGNATED RESPONSIBLE EMPLOYEE SHALL BE AVAILABLE FOR CONTACT BY COUNTY INSPECTORS.
- ALL WORK PRESENTED ON THESE DRAWINGS MUST BE COMPLETED BY THE CONTRACTOR UNLESS NOTED OTHERWISE. THE CONTRACTOR MUST HAVE CONSIDERABLE EXPERIENCE IN PERFORMANCE OF WORK SIMILAR TO THAT DESCRIBED HEREIN. IF THE CONTRACTOR IS ATTEMPTING TO PERFORM WORK THAT IS BEYOND HIS EXPERIENCE, HE MUST ADVISE THE OWNER BEFORE HE DOES HAVE SUFFICIENT EXPERIENCE AND SKILL TO COMPLY WITH THE REQUIREMENTS OF THE WORK TO BE PERFORMED AND THAT HE IS PROPERLY LICENSED AND PROPERLY REGISTERED TO DO THIS WORK IN THE STATE IN WHICH IT IS TO BE PERFORMED.
- UNLESS SHOWN OR NOTED OTHERWISE ON THE CONTRACT DRAWINGS, OR IN THE SPECIFICATIONS, THE FOLLOWING NOTES SHALL APPLY TO THE MATERIALS LISTED HEREIN, AND TO THE PROCEDURES TO BE USED ON THIS PROJECT.

- ALL HARDWARE ASSEMBLY MANUFACTURERS INSTRUCTIONS SHALL BE FOLLOWED EXACTLY AND SHALL SUPERSEDE ANY CONFLICTING NOTES ENCLOSED HEREIN.
- IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO DETERMINE ERECTION PROCEDURE AND SECURE FOUNDATIONS OF SUFFICIENT STRENGTH AND ITS COMPONENT PARTS DURING ERECTION AND/OR FIELD MODIFICATIONS. THIS INCLUDES, BUT IS NOT LIMITED TO, THE ADDITION OF WHATEVER TEMPORARY BRACING, CHAINS OR TIE DOWNS THAT MAY BE NECESSARY. SUCH MATERIAL SHALL BE REMOVED AND SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AFTER THE COMPLETION OF THE PROJECT.
- ALL DIMENSIONS, ELEVATIONS, AND EXISTING CONDITIONS SHOWN ON THE DRAWINGS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO THE BEGINNING ANY MATERIALS ORDERING, FABRICATION OR CONSTRUCTION WORK ON THIS PROJECT. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DISCREPANCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE SITE BY THE OWNER AND/OR THE ENGINEER SHALL NOT INCLUDE INSPECTION OF THE PROTECTIVE MEASURES OR THE CONSTRUCTION PROCEDURES.
- ALL MATERIALS AND EQUIPMENT FURNISHED SHALL BE NEW AND OF GOOD WORKING QUALITY, FREE FROM FAULTS AND DEFECTS AND IN CONFORMANCE WITH THE SPECIFICATIONS AND STANDARDS OF THE MATERIALS MANUFACTURER. ALL MATERIALS SHALL BE APPROVED AND AUTHORIZED IN WRITING BY THE OWNER PRIOR TO INSTALLATION. THE CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE AS TO THE KIND AND QUALITY OF THE MATERIALS AND EQUIPMENT BEING SUBSTITUTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. THE CONTRACTOR IS RESPONSIBLE FOR INSURING THAT THIS PROJECT AND RELATED WORK COMPLIES WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL SAFETY CODES AND REGULATIONS GOVERNING THIS WORK.
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE LATEST EDITION OF THE LOCAL BUILDING CODE.
- ACCESS TO THE PROPOSED WORK SITE MAY BE RESTRICTED. THE CONTRACTOR SHALL COORDINATE INTENDED CONSTRUCTION ACTIVITY, INCLUDING WORK SCHEDULE AND MATERIALS ACCESS, WITH NOT FOR APPROVAL.
- ALL WORK SHALL BE ACCOMPLISHED IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL CODES OR ORDINANCES. THE MOST STRINGENT CODE WILL APPLY IN THE CASE OF DISCREPANCIES OR DIFFERENCES IN THE CODE REQUIREMENTS.
- ANY DAMAGE TO ADJACENT PROPERTIES WILL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING UTILITIES WITHIN CONSTRUCTION LIMITS PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL MAINTAIN A RECORD OF ALL CHANGES SUBSTITUTIONS BETWEEN WORK AS SPECIFIED AND INSTALLED AND RECORD CHANGES ON A CLEAN SET OF CONTRACT DRAWINGS WHICH SHALL BE TURNED OVER TO THE NOT CONSTRUCTION MANAGER UPON COMPLETION OF PROJECT.
- THE CONTRACTOR SHALL COORDINATE THE CONSTRUCTION STRONG AREA WITH THE PROPERTY OWNER AND NOT WELL IN ADVANCE OF THE CONSTRUCTION START DATE.
- CONTRACTOR IS TO FIELD VERIFY ALL EXISTING CONDITIONS AND PLAN DIMENSIONS, AND NOTIFY THE ARCHITECT AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE WORK SITE ON A DAILY BASIS.



JOHN W. MURPHY & SONS  
1200 N. 1st Street, Suite 100  
Richmond, VA 23226  
Phone: (804) 353-5555  
Fax: (804) 353-5556



SEAL  
COMMONWEALTH OF VIRGINIA  
ERNEST L. BROWN  
GOVERNOR  
1862-1901



NATIONAL COMMUNICATION TOWERS

National Communication Towers, LLC  
5413 Patterson Ave, Suite 101  
Richmond, VA 23226  
804-367-1162

REVISIONS		
NO.	DATE	ISSUE
1	8/23/16	
2	1/10/19	Scale Update

PROJECT NAME

ROCKFISH CREEK SITE

WEST RIVER ROAD  
FLUWANA COUNTY  
CLINTON DISTRICT  
VIRGINIA

DATE: 1/17/2019

SCALE: AS SHOWN

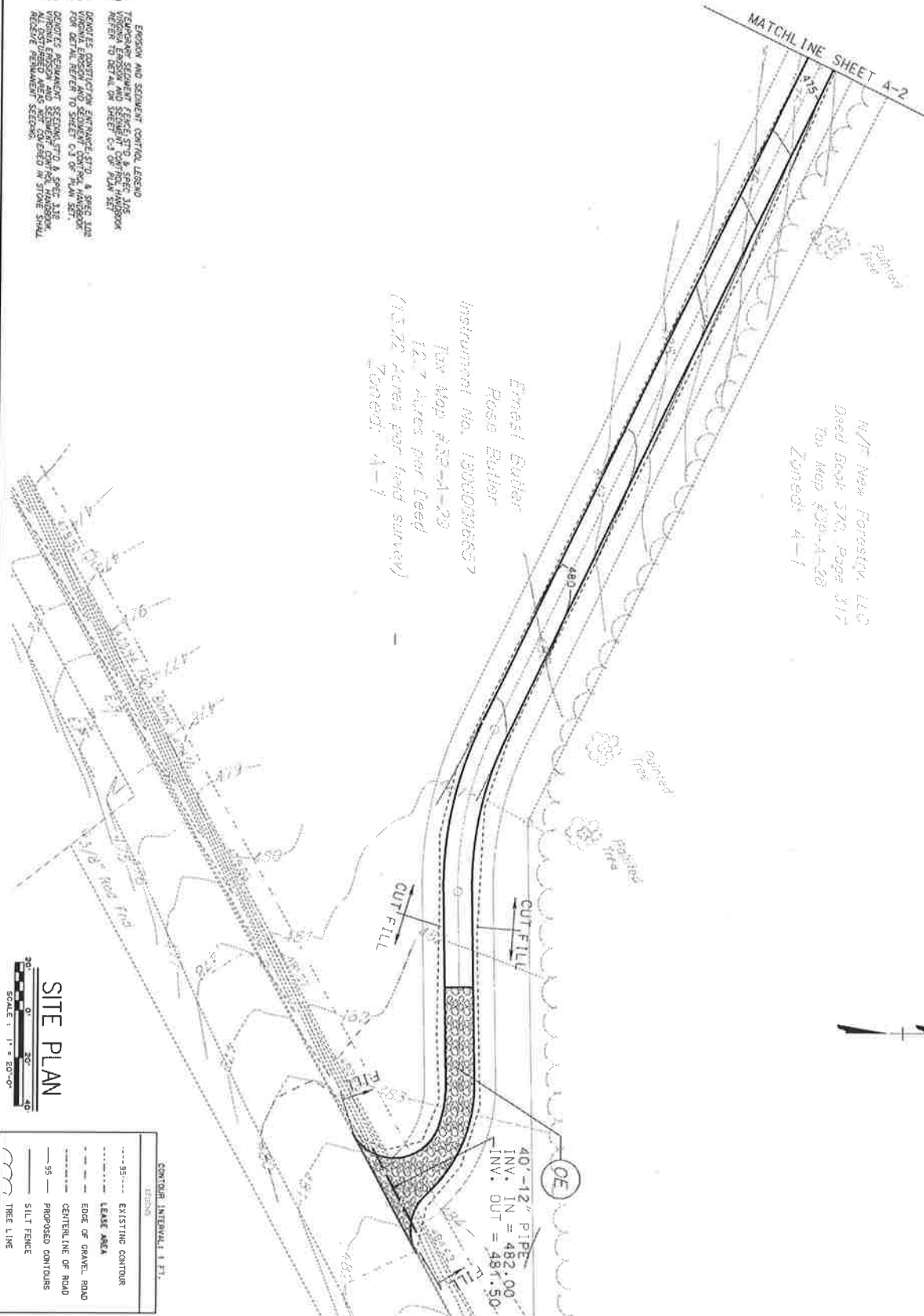
APPROVED BY:

DRAWN BY:

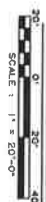
SHEET TITLE

GENERAL NOTES

1-2



# SITE PLAN



EXISTING CONTOUR

35

EDGE OF GRAVEL ROAD

CENTRAL LINE OF ROAD

95

PROPOSED CONTOURS

SILT FENCE

TREE LINE

ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

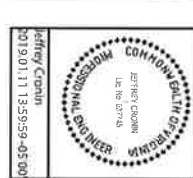
### GRADING SITE PLAN

A-

REVISIONS		
NO.	DATE	ISSUE
1	12/24/12	
2	1/27/13	Some updates

PROJECT NAME \_\_\_\_\_

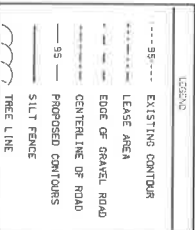
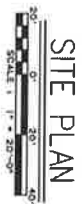
National Communication Towers, LLC  
5415 Patterson Ave, Suite 101  
Richmond, Va 23226  
804-366-1165



**JOHNSON, MATHIAS & THOMPSON**  
*Exceeding A real-estate Purpose*  
 9201 Alcorham Parkway, Suite 140  
 Richmond, Virginia 23236  
 Phone (804) 323-9900  
 Fax (804) 321-0596

SEA

AREAS OF DISTURBANCE	
NEW ACCESS ROAD TO FENCE	12,900*10800 SQ FEET
COMPOUND AREA	60*80 = 6400 SQ FEET
CUT AND FILL SLOPES	4233 SQ FEET
<b>TOTAL</b>	<b>24433 SQ FEET</b>



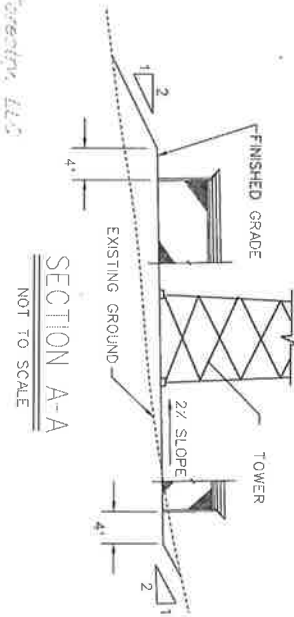
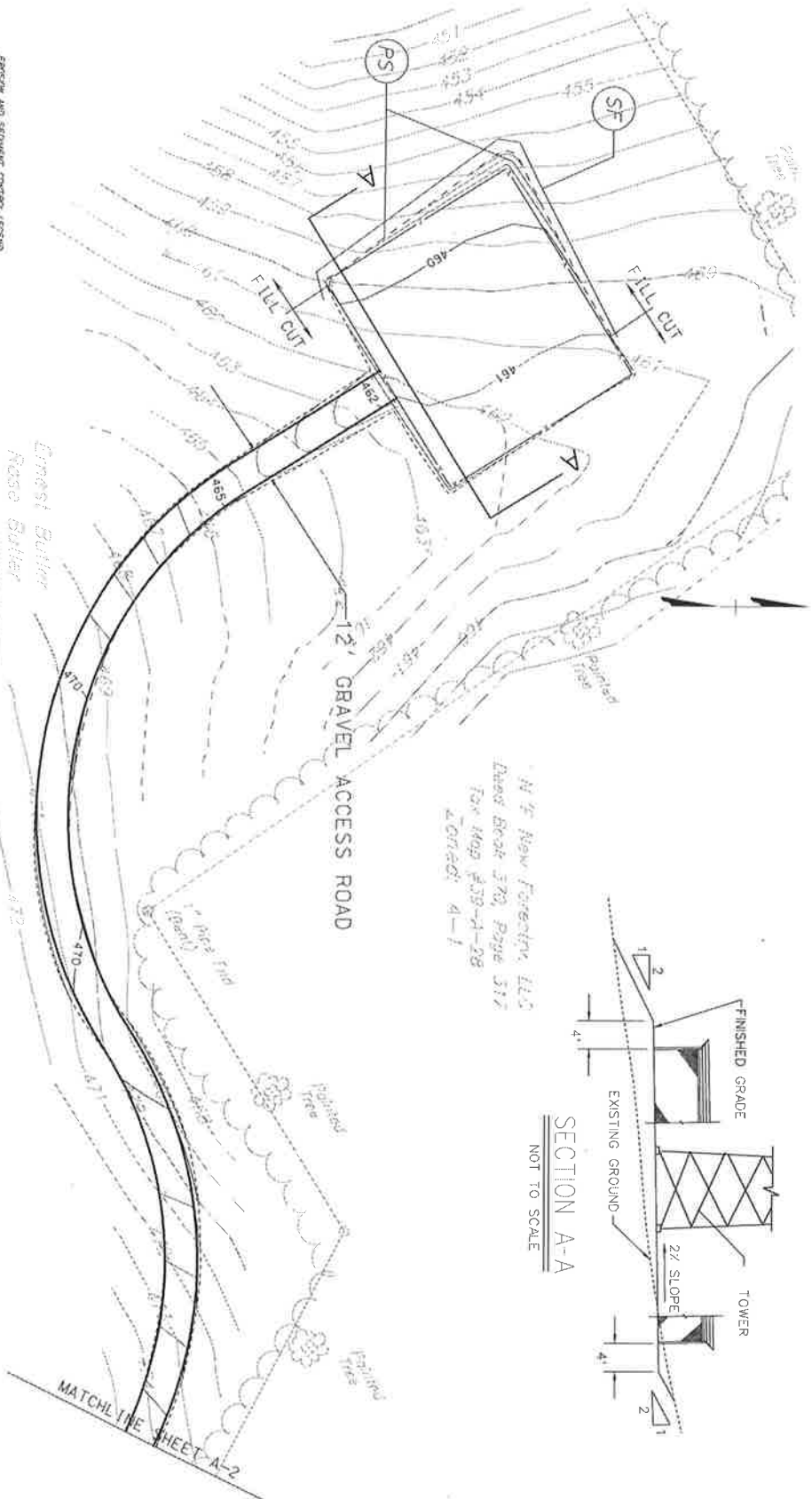
PROJECT NO.	
DRAWING NO.	
SHEET NO.	
SHEET TITLE	GRADING, EROSION & SEDIMENT CONTROL PLAN

(95) TEMPORARY SEGMENT FENCE, ST-0 & SPEC. 105 VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK REFER TO DETAIL ON SHEET C-3 OF PLAN SET.

(96) DEWATERING CONSTRUCTION ENTRANCE, ST-0 & SPEC. 102 VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK FOR DETAIL REFER TO SHEET C-3 OF PLAN SET.

(97) DEWATERING PERMANENT SEEDLING, ST-0 & SPEC. 102 VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK ALTERNATIVE DESIGN NOT COVERED IN STORE SHALL REFLECT PERMANENT SEEDLING.

Ernest Butler  
Rose Butler  
Instrument No. 1800006657  
Twp 35S-4-29  
12.7 acres per Deed  
113.22 acres per this survey  
Zoned: A-1



NY New Forestry, 445  
West Brook St., Page 317  
For Map #33-4-28  
40N40E 4-1

SECTION A-A  
NOT TO SCALE


ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUVANNA COUNTY  
CLINNINGHAM DISTRICT  
VIRGINIA

National Communication Towers, LLC  
5413 Patterson Ave., Suite 101  
Firmstrong, Va 23325  
804-366-1165



NATIONAL COMMUNICATION COMMISSION



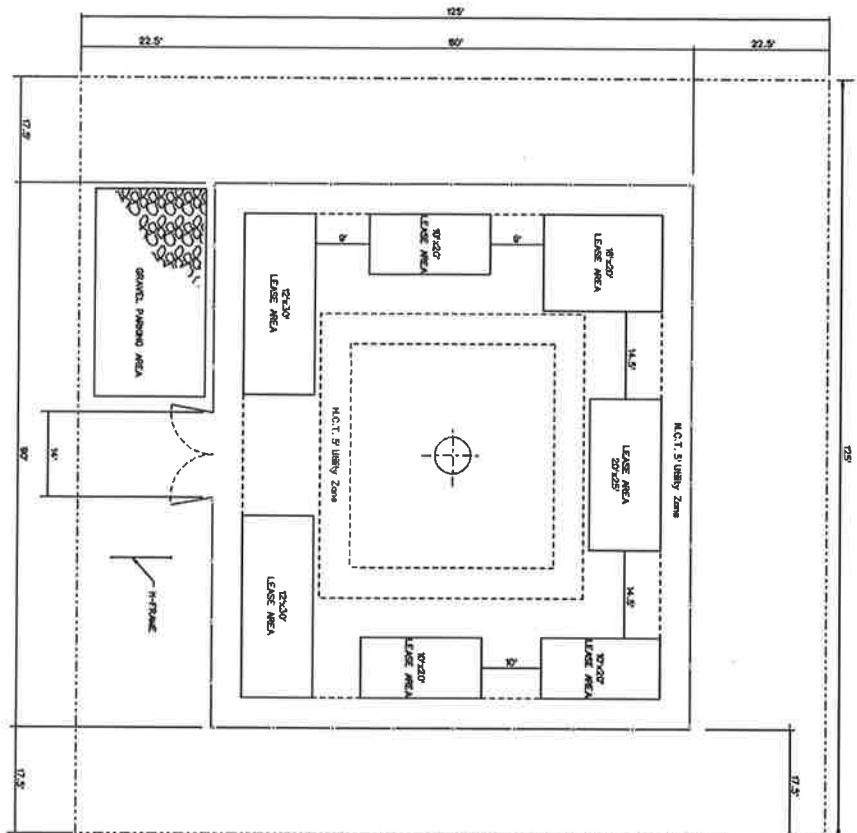
Jeffrey Cronin  
2019.01.11 14:00:14 -0500

**JMT**

**JOHN HOGAN, NEIL HENNING & THOMAS SONG**  
Executive & Advertiser Partners

5001 Alcor Station Parkway, Suite 140  
Richmond, Virginia 23235  
Phone (804) 323-0590  
Fax (804) 323-0595

SEAL

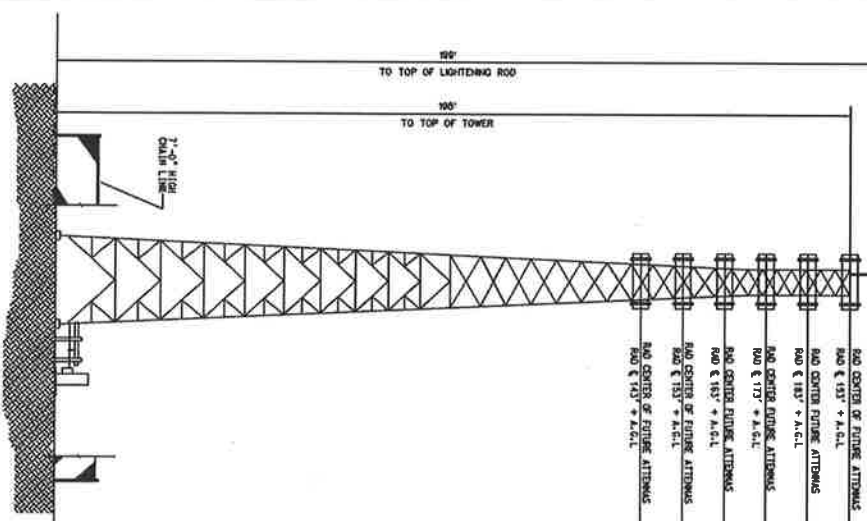


- NOTES:
1. NO SELF SUPPORT TOWER.
  2. MAX HEIGHT TO BE 99'.
  3. TOWER WILL NOT BE LOADED.
  4. TOWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2015 IBC.
  5. TOWER DESIGN FOR A WINDSPEED OF 8 CMH.
  6. NO HAZARDOUS STRUCTURES ALLOWED WITHIN LEASED AREAS.
  7. FOUNDATION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2015 IBC.
  8. NO CONSTRUCTION SHALL BE ALLOWED ON TOP OF EXISTING.

## COMPOUND LAYOUT PLAN



RF MAP					
TOWER USER	ADDRESS	TYPE OF ANTENNA	ANTENNA HT.	ANTENNA WT.	MAX. WINDSPEED



## TOWER ELEVATION

NOT TO SCALE

## ROCKFISH CREEK SITE

WEST PIVER ROAD  
FLUWANNIA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 1/11/2019
SCALE: AS SHOWN
DESIGNED BY: J.E.
CHECKED BY: J.E.
PROJECT NO: 19-0000
SHEET TITLE: COMPOUND LAYOUT & TOWER ELEVATION A-3



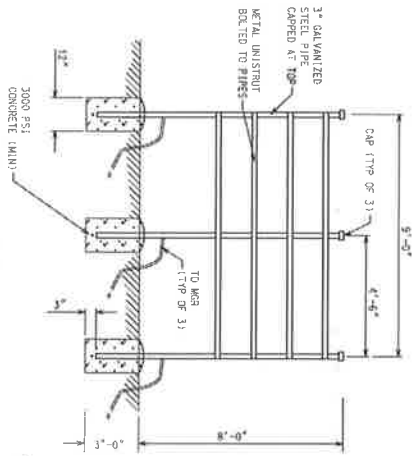
National Communication Towers, LLC  
2413 Patterson Ave. Suite 101  
Richmond, VA 23226  
804-396-1062



JOHN HENRIKSEN ARCHITECT & ENGINEERS  
P.O. Box 1000  
9201 Algonquin Parkway, Suite 400  
Arlington, VA 22204  
Phone: (703) 261-2200  
Fax: (703) 261-2200

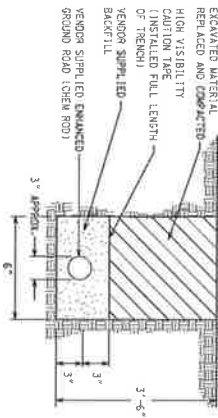


SECTION 8-B THROUGH STONE AGGREGATE ACCESS ROAD  
NOT TO SCALE



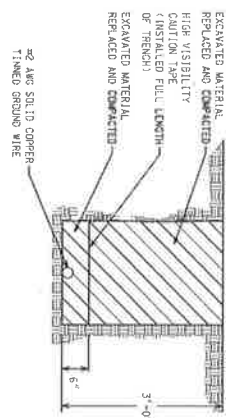
H-FRAME ELEVATION  
NOT TO SCALE

NOT TO COORDINATE WITH TENANTS AND UTILITY COMPANIES FOR SERVICE ATTACHMENTS



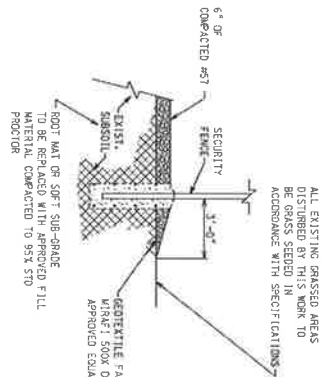
MGR TRENCHING DETAIL - CHEM ROD

NOT TO SCALE



MGR TRENCHING DETAIL- GROUND WIRE

NOT TO SCALE



### STONE APRON DETAIL

NOT TO SCALE

REVISIONS		
NO.	DATE	ISSUE
1	8/23/12	
2	1/1/19	Survey Updates

PROJECT NAME \_\_\_\_\_

National Communication Towers, Inc.  
5413 Patterson Ave., Suite 701  
Richmond, Va 23225  
804-306-1165



2019.01.11 14:01:02-05'00"



JOHN HENSON, MANAGER, 415 TOWNSEND  
 The Show On A White Plains  
 Set At Madison Park, Parkway, Suite 400  
 Richmond, Virginia 23136  
 Phone: (804) 323-2900  
 Fax: (804) 323-0595

ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE:	1/11/2019
SCALE:	AS SHOWN
DRAWN BY:	CHENGED SE
CHECKED BY:	CHENGED SE
SHEET TITLE:	

CIVIL NOTES  
&  
DETAILS

EROSION AND SEDIMENT CONTROL NOTES

THE PURPOSE OF THE EROSION CONTROL MEASURES SHOWN ON THESE PLANS SHALL BE TO PRECLUDE THE TRANSPORT OF ALL WATERBORNE SEDIMENTS RESULTING FROM CONSTRUCTION ACTIVITIES FROM ENTERING ONTO ADJACENT PROPERTIES OR STATE WATERS. IF FIELD INSPECTION REVEALS THE INADEQUACY OF THE PLAN TO CONFINE SEDIMENT TO THE PROJECT SITE, APPROPRIATE MODIFICATIONS WILL BE MADE TO CORRECT ANY PLAN DEFICIENCIES IN ADDITION TO THESE NOTES, ALL PROVISIONS OF THE VIRGINIA EROSION AND SEDIMENT CONTROL REGULATIONS SHALL APPLY TO THIS PROJECT.

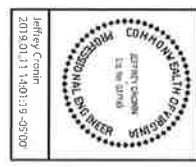
1. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE "VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK." THE CONTRACTOR SHALL BE THOROUGHLY FAMILIAR WITH ALL APPLICABLE MEASURES CONTAINED THEREIN WHICH MAY BE PERTINENT TO THIS PROJECT.
2. IF REQUIRED, CONTRACTOR SHALL INSTALL A TEMPORARY CONSTRUCTION ENTRANCE TO PREVENT TRACKING OF MUD ONTO PUBLIC HIGHWAYS. RIGHT-OF-WAYS AN ENTRANCE PERMIT FROM VDOT IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN A STATE RIGHT-OF-WAYS. WHERE SEDIMENT IS TRANSPORTED ONTO A PUBLIC ROAD SURFACE, THE ROAD SHALL BE THOROUGHLY CLEANED AT THE END OF EACH DAY.
3. A PRECONSTRUCTION MEETING SHALL BE HELD ON SITE BETWEEN THE DEVELOPER, THE CONTRACTOR AND THE COUNTY EAS INSPECTOR. THE MEETING SHALL BE ATTENDED BY A NOBLE AND REGISTERED UNDER THE LEAD DISTURBING PERMIT. THE CONTRACTOR WILL SUPPLY THE COUNTY WITH THE NAME OF THE INDIVIDUAL WHO WILL BE RESPONSIBLE FOR ENSURING MAINTENANCE OF INSTALLED MEASURES ON A DAILY BASIS.
4. SEDIMENT BARRIERS AND TRAPS, PERIMETER DIKES, SEDIMENT BARRIERS AND OTHER MEASURES INTENDED TO TRAP SEDIMENT ON-SITE MUST BE CONSTRUCTED TO PREVENT EROSION AND SEDIMENT FROM ENTERING ADJACENT PROPERTIES OR STATE WATERS. EARTHEN STRUCTURES SUCH AS DAMS, DIKES, AND DIVERSIONS MUST BE SEEDED AND MULCHED IMMEDIATELY AFTER INSTALLATION. PERIODIC INSPECTIONS OF THE EROSION CONTROL MEASURES SHALL BE MADE TO ASSESS THEIR CONDITION, ANY NECESSARY MAINTENANCE OF THE MEASURES SHALL BE ACCOMPLISHED IMMEDIATELY UPON NOTIFICATION BY THE COUNTY AND SHALL INCLUDE THE REPAIR OF MEASURES DAMAGED BY ANY SUBCONTRACTOR INCLUDING THOSE OF THE PUBLIC UTILITY COMPANIES.
5. SURFACE FLOWS OVER CUT AND FILL SLOPES SHALL BE CONTROLLED BY EITHER REDIRECTING FLOWS FROM TRANSPORTING THE SLOPES OR BY INSTALLING MECHANICAL DEVICES TO SAFELY LOWER WATER DOWNSLOPE WITHOUT CAUSING EROSION. A TEMPORARY FILL DIVERSION (STD & SPEC 3.03) SHALL BE INSTALLED PRIOR TO THE END OF EACH WORKING DAY.
6. SEDIMENT CONTROL MEASURES MAY REQUIRE MINOR FIELD ADJUSTMENTS AT TIME OF CONSTRUCTION TO INSURE THEIR INTENDED PURPOSE IS ACCOMPLISHED. COUNTY APPROVAL WILL BE REQUIRED FOR OTHER DEVIATIONS FROM THE APPROVED PLANS.
7. THE CONTRACTOR SHALL PLACE SOIL STOCKPILES AT THE LOCATIONS SHOWN ON THIS PLAN OR AS DIRECTED BY THE ENGINEER. SOIL STOCKPILES SHALL BE STABILIZED WITH SEED & STRAW OR PROTECTED WITH SEDIMENT TRAPPING MEASURES. OFF-SITE WASTE OR PROJECT SITE.
8. THE CONTRACTOR SHALL COMPLETE DRAINAGE FACILITIES WITHIN 7 DAYS FOLLOWING COMPLETION OF ROUGH GRADING AT ANY POINT WITHIN THE PROJECT. THE INSTALLATION OF DRAINAGE FACILITIES SHALL TAKE PRECEDENCE OVER ALL UNDERGROUND UTILITIES. INITIAL DITCHES FROM DRAINAGE STRUCTURES SHALL BE STABILIZED IMMEDIATELY AFTER CONSTRUCTION OF SAME. THIS INCLUDES THE CONSTRUCTION OF DRAINAGE STRUCTURES AND THE COMPLETION OF DRAINAGE OUTFALLS REQUIRED FOR A STREET MUST BE COMPLETED BEFORE STREET GRADING OR UTILITY INSTALLATION BEGINS.
9. PERMANENT OR TEMPORARY SOIL STABILIZATION MUST BE APPLIED TO ALL DENuded AREAS WITHIN 7 DAYS AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE. SOIL STABILIZATION MUST ALSO BE APPLIED TO DENuded AREAS WHICH MAY NOT BE AT FINAL GRADE BUT REMAIN OPEN AND UNDISTURBED FOR LONGER THAN 30 DAYS. SOIL STABILIZATION MEASURES INCLUDE VEGETATIVE ESTABLISHMENT, MULCHING AND THE EARLY APPLICATION OF GRAVEL BASE MATERIAL ON AREAS TO BE PAVED.
10. NO MORE THAN 300 FEET OF SANITARY SEWER, STORM SEWER, WATERLINES, OR UNDERGROUND UTILITY LINES ARE TO BE OPEN AT ONE TIME. FOLLOWING INSTALLATION OF ANY PORTION OF THESE ITEMS, ALL DISTURBED AREAS ARE TO BE IMMEDIATELY STABILIZED (I.E., THE SAME DAY).
11. IF DISTURBED AREA STABILIZATION IS TO BE ACCOMPLISHED DURING THE MONTHS OF DECEMBER, JANUARY OR FEBRUARY, STABILIZATION SHALL CONSIST OF MULCHING IN ACCORDANCE WITH SPECIFICATION 3.33. SEEDING WILL THEN TAKE PLACE AS SOON AS THE SEASON PERMITS.
12. THE TERM SEEDING, FINAL VEGETATIVE COVER OR STABILIZATION, ON THIS PLAN MEAN THE SUCCESSFUL GERMINATION AND ESTABLISHMENT OF ADEQUATE GRASS COVER FROM A PROPERLY PREPARED SEEDBED CONTAINING THE SPECIFIED AMOUNTS OF SEED, LIME, AND FERTILIZER ESTABLISHMENT OF GRASS COVER.
13. ALL SLOPES STEEPER THAN 3:1 SHALL REQUIRE THE USE OF EROSION CONTROL BLANKETS SUCH AS EXCELISIOR BLANKETS TO AID IN THE ESTABLISHMENT OF A VEGETATIVE COVER. INSTALLATION SHALL BE IN ACCORDANCE WITH SPECIFICATION 3.35, MULCHING AND MANUFACTURER'S INSTRUCTIONS. NO SLOPES SHALL BE CREATED STEEPER THAN 2:1.
14. TEMPORARY EROSION CONTROL MEASURES SUCH AS SILT FENCE ARE NOT TO BE REMOVED UNTIL ALL DISTURBED AREAS ARE STABILIZED. AFTER STABILIZATION IS COMPLETE, AND THE COUNTY HAS GIVEN APPROVAL, MEASURES SHALL BE REMOVED WITHIN 30 DAYS. TRAPPED SEDIMENT SHALL BE SPREAD AND SEED.
15. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED AS FIELD CONDITIONS WARRANT.

EROSION AND SEDIMENT CONTROL NARRATIVE

THE ROCKFISH CREEK TELECOMMUNICATIONS FACILITY IS LOCATED OFF ROUTE 5 WEST RIVER ROAD IN FLUVANNA COUNTY. THE PROPOSED FACILITY WILL BE LOCATED WITHIN THE PROPOSED SITE IS TO LOCATE A TELECOMMUNICATIONS TOWER AND EQUIPMENT PAD. THE PROJECT WILL DISTURB 0.49 ACRES ON 2103 SOURCE PT. THE EXISTING PARCEL IS LOCATED WITHIN A FIELD. DRAINAGE FROM THE PROJECT SITE FLOWS TOWARDS AN UN-NAMED TRIBUTARY OF THE SHEPARD CREEK. THE ACCESS ROAD AND THE TOWER SITE HAVE BEEN PLACED TO AVOID CRITICAL AREAS AND PREVENT SERIOUS EROSION PROBLEMS. THE PROPOSED 80 FT X 30 FT CONFOUND IS ALSO SLOPED AT 2 PERCENT TOWARDS THE SOUTHWEST (LOW SIDE) TO FACILITATE DRAINAGE. THERE WILL BE NO OFF SITE LAND DISTURBING ACTIVITIES NOR WILL ADJACENT PROPERTIES BE IMPACTED. NO SOIL WILL BE IMPORTED FROM OFF SITE. NO SOIL WILL BE EXPORTED OFF SITE. NO MAJOR GRADING WILL RESULT FROM THE CONSTRUCTION OF THE ACCESS ROAD. THE PROFILE OF THE ACCESS ROAD WILL FOLLOW THE EXISTING GRADE THROUGHOUT ITS LENGTH. SILT FENCE (STD & SPEC 3.03) IS PLACED ALONG THE FILL SLOPES OF THE ACCESS ROAD AND THE CELL SITE CONFOUND. ALL DISTURBED AREAS THAT WILL NOT BE PAVED WILL BE SEED IMMEDIATELY.

SEQUENCE OF CONSTRUCTION

1. INSTALL STABILIZED CONSTRUCTION ENTRANCE AND SILT FENCE PRIOR TO COMMENCING ANY LAND DISTURBING ACTIVITY.
2. BEGIN CLEARING AND GRADING OPERATIONS. MINIMIZE CLEARING OF TREES TO ONLY THOSE AREAS NECESSARY FOR PLACEMENT OF THE ACCESS ROAD AND TOWER SITE.
3. FINE GRADE SITE AND BEGIN GRAVEL PLACEMENT.
4. ONCE THE SITE WORK IS COMPLETED AND SITE IS STABILIZED REMOVE ALL TEMPORARY CONTROL MEASURES.



National Communication Towers, LLC  
6415 Patterson Ave, Suite 101  
Pittsburg, CA 95660  
Tel: 916-959-1455



REVISIONS		
NO.	DATE	ISSUE
1	8/23/20	
2	10/19	Survey updates

PROJECT NAME

ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUVANNA COUNTY  
CHAMBERSHIRE DISTRICT  
VIRGINIA

DATE	JUN 2019
SCALE	AS SHOWN
DESIGNED BY	
CHECKED BY	
DATE	
SHEET TITLE	

EROSION & SEDIMENT  
CONTROL NOTES

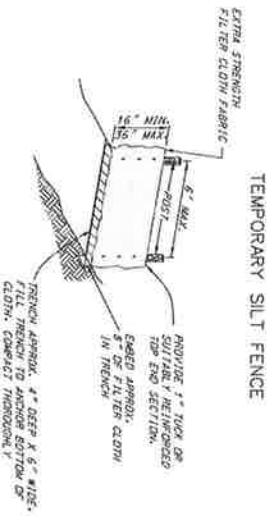


An erosion and sediment control program adopted by a district or locality must be consistent with the following criteria, techniques and methods:

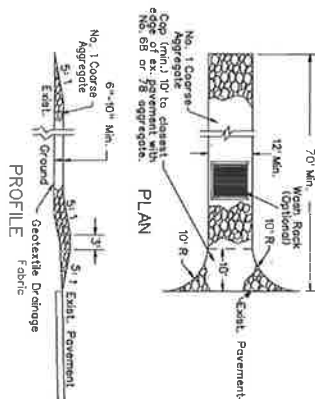
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### MINIMUM REQUIREMENTS FOR STABILIZED CONSTRUCTION ENTRANCES



Surface will be placed under the construction entrance if piping is not to be used. The entrance will be closed and secured after the work is completed. The entrance shall be maintained in a condition that will prevent injury to or damage of the public right-of-way. No work shall be performed on streets with additional signs or conditions and no work shall be performed on streets with additional signs and conditions if the street is dropped, washed or treated onto public right-of-way shall be removed immediately.

When work is done to remove sidewalk paper to enhance the public right-of-way, the sidewalk shall be replaced with a new sidewalk, asphaltized with stone or when others on an approved street sweeping device.

Inspection and needed maintenance shall be provided after heavy use of the street.

Cost of Stalled Construction Entrances are to be included in other pay items.

NOTE: WASH RACK NOT REQUIRED

CONTRACTOR SHALL KEEP EXISTING ROADS FREE OF SOIL BUILDUP AT ALL TIMES.

SITE SPECIFIC SEEDING MIXTURES FOR PIEDMONT AREA	Total Lbs. per Acre <sup>a</sup>
MINIMUM COCA LOWD	

- Kentucky Bluegrass
- Improved Perennial Ryegrass
- Kentucky 31 or 101 type 101

	100%
General Slope (3:1 or less)	
Retaining Wall Type for Issues	

-Seasonal Nurse Crop# 2 lbs. 150 lbs.

Red to Green  
Second Nucleo  
Cordons

\* use seasonal nurse care in accordance with weaning dates as stated below:

**Substitute Service** is required for Crayvench boat of Form 10, VA. (May 1968) Supplemental to all other services used. Unfilled Service.

0000 10-20 11-00 12-00 13-00 14-00 15-00 16-00 17-00 18-00 19-00 20-00 21-00 22-00 23-00 24-00 25-00 26-00 27-00 28-00 29-00 30-00 31-00 32-00 33-00 34-00 35-00 36-00 37-00 38-00 39-00 40-00 41-00 42-00 43-00 44-00 45-00 46-00 47-00 48-00 49-00 50-00 51-00 52-00 53-00 54-00 55-00 56-00 57-00 58-00 59-00 60-00 61-00 62-00 63-00 64-00 65-00 66-00 67-00 68-00 69-00 70-00 71-00 72-00 73-00 74-00 75-00 76-00 77-00 78-00 79-00 80-00 81-00 82-00 83-00 84-00 85-00 86-00 87-00 88-00 89-00 90-00 91-00 92-00 93-00 94-00 95-00 96-00 97-00 98-00 99-00 100-00 101-00 102-00 103-00 104-00 105-00 106-00 107-00 108-00 109-00 110-00 111-00 112-00 113-00 114-00 115-00 116-00 117-00 118-00 119-00 120-00 121-00 122-00 123-00 124-00 125-00 126-00 127-00 128-00 129-00 130-00 131-00 132-00 133-00 134-00 135-00 136-00 137-00 138-00 139-00 140-00 141-00 142-00 143-00 144-00 145-00 146-00 147-00 148-00 149-00 150-00 151-00 152-00 153-00 154-00 155-00 156-00 157-00 158-00 159-00 160-00 161-00 162-00 163-00 164-00 165-00 166-00 167-00 168-00 169-00 170-00 171-00 172-00 173-00 174-00 175-00 176-00 177-00 178-00 179-00 180-00 181-00 182-00 183-00 184-00 185-00 186-00 187-00 188-00 189-00 190-00 191-00 192-00 193-00 194-00 195-00 196-00 197-00 198-00 199-00 200-00 201-00 202-00 203-00 204-00 205-00 206-00 207-00 208-00 209-00 210-00 211-00 212-00 213-00 214-00 215-00 216-00 217-00 218-00 219-00 220-00 221-00 222-00 223-00 224-00 225-00 226-00 227-00 228-00 229-00 230-00 231-00 232-00 233-00 234-00 235-00 236-00 237-00 238-00 239-00 240-00 241-00 242-00 243-00 244-00 245-00 246-00 247-00 248-00 249-00 250-00 251-00 252-00 253-00 254-00 255-00 256-00 257-00 258-00 259-00 260-00 261-00 262-00 263-00 264-00 265-00 266-00 267-00 268-00 269-00 270-00 271-00 272-00 273-00 274-00 275-00 276-00 277-00 278-00 279-00 280-00 281-00 282-00 283-00 284-00 285-00 286-00 287-00 288-00 289-00 290-00 291-00 292-00 293-00 294-00 295-00 296-00 297-00 298-00 299-00 300-00 301-00 302-00 303-00 304-00 305-00 306-00 307-00 308-00 309-00 310-00 311-00 312-00 313-00 314-00 315-00 316-00 317-00 318-00 319-00 320-00 321-00 322-00 323-00 324-00 325-00 326-00 327-00 328-00 329-00 330-00 331-00 332-00 333-00 334-00 335-00 336-00 337-00 338-00 339-00 340-00 341-00 342-00 343-00 344-00 345-00 346-00 347-00 348-00 349-00 350-00 351-00 352-00 353-00 354-00 355-00 356-00 357-00 358-00 359-00 360-00 361-00 362-00 363-00 364-00 365-00 366-00 367-00 368-00 369-00 370-00 371-00 372-00 373-00 374-00 375-00 376-00 377-00 378-00 379-00 380-00 381-00 382-00 383-00 384-00 385-00 386-00 387-00 388-00 389-00 390-00 391-00 392-00 393-00 394-00 395-00 396-00 397-00 398-00 399-00 400-00 401-00 402-00 403-00 404-00 405-00 406-00 407-00 408-00 409-00 410-00 411-00 412-00 413-00 414-00 415-00 416-00 417-00 418-00 419-00 420-00 421-00 422-00 423-00 424-00 425-00 426-00 427-00 428-00 429-00 430-00 431-00 432-00 433-00 434-00 435-00 436-00 437-00 438-00 439-00 440-00 441-00 442-00 443-00 444-00 445-00 446-00 447-00 448-00 449-00 450-00 451-00 452-00 453-00 454-00 455-00 456-00 457-00 458-00 459-00 460-00 461-00 462-00 463-00 464-00 465-00 466-00 467-00 468-00 469-00 470-00 471-00 472-00 473-00 474-00 475-00 476-00 477-00 478-00 479-00 480-00 481-00 482-00 483-00 484-00 485-00 486-00 487-00 488-00 489-00 490-00 491-00 492-00 493-00 494-00 495-00 496-00 497-00 498-00 499-00 500-00 501-00 502-00 503-00 504-00 505-00 506-00 507-00 508-00 509-00 510-00 511-00 512-00 513-00 514-00 515-00 516-00 517-00 518-00 519-00 520-00 521-00 522-00 523-00 524-00 525-00 526-00 527-00 528-00 529-00 530-00 531-00 532-00 533-00 534-00 535-00 536-00 537-00 538-00 539-00 540-00 541-00 542-00 543-00 544-00 545-00 546-00 547-00 548-00 549-00 550-00 551-00 552-00 553-00 554-00 555-00 556-00 557-00 558-00 559-00 560-00 561-00 562-00 563-00 564-00 565-00 566-00 567-00 568-00 569-00 570-00 571-00 572-00 573-00 574-00 575-00 576-00 577-00 578-00 579-00 580-00 581-00 582-00 583-00 584-00 585-00 586-00 587-00 588-00 589-00 590-00 591-00 592-00 593-00 594-00 595-00 596-00 597-00 598-00 599-00 600-00 601-00 602-00 603-00 604-00 605-00 606-00

MULCH FOR PERMANENT SEEDING

PER ACRE	PER 1000 SQ. FT.	
STRAW OR HAY	1 1/2 - 2 TONS	70-90 LBS
		FREE FROM WEEDS AND COARSE

SPREAD WITH BLOWER OR BY HAND.	WINTER COVER)
-----------------------------------	---------------



**JMT**

**JOHNSTON, KATHLEEN M. & TONYA J. CO.**  
 9003 Ashworth Avenue, Suite 40  
 Atlanta, Georgia 30328  
 Phone (867) 331-9900  
 Fax (867) 331-9900  
 Cell (867) 331-0299



SEA

Jeffrey Crain  
 701.921.1140 / 361-65507

REV/SKONS

#	DATE	ISSUE
1	8/24/12	
2	11/1/13	Survey Updates

National Communications Tower, LLC  
 3115 Patterson Ave, Suite 100  
 Richmond, VA 23226  
 804-346-1185

PROJECT NAME

ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
FLUORINA COUNTY  
CLYDEMAN DISTRICT  
VIRGINIA

DATE: 11/1/2013

SHEET TITLE

SCALE: AS SHOWN

DESIGNED BY: JMT

CHECKED BY: JMT

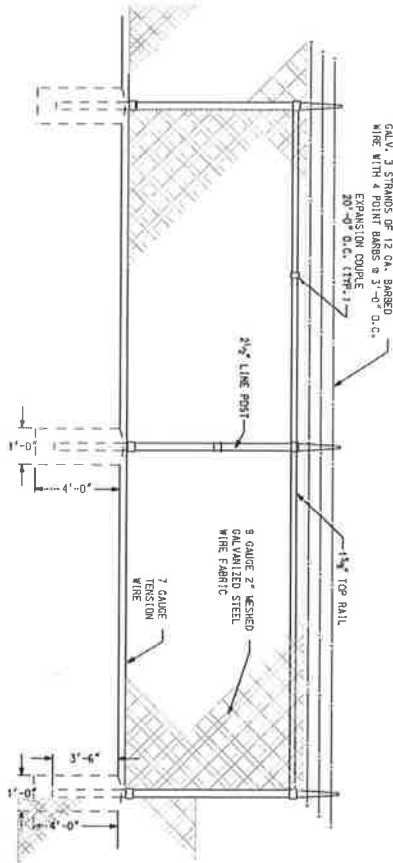
DATE: 11/1/2013

PROJECT NO.

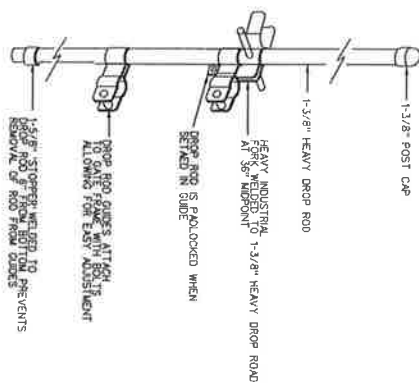
EROSION & SEDIMENT  
CONTROL MEASURES  
& DETAILS

C-3

NOT TO SCALE



**LINE PANELS**  
**NOT TO SCALE**



NOT TO SCALE

FENCE MATERIALS SCHEDULE				
ITEM	GATE PANELS TO ADJACENT TO GATES	CORNER PANELS	LINE PANELS	
1/2" SCH. 40 TOP RAIL	X	X	X	
1/2" SCH. 40 MID RAIL	X	X	X	
1/2" SCH. 40 BOTTOM RAIL	X	X	X	
3/4" TENS. ROD		X		
3/4" TENS. ROD WITH TURN BUCKLE	X			
7 GAUGE TENSION WIRE			X	
POSTS 100' SCH. 40	4"		X	
		3"	2 1/2"	

1. CONTRACTOR TO PROVIDE PROPOSABLE COMBINATION LOCK (4 TABS).
2. COMBINATION TO BE SET BY TOWER OWNER.
3. REFERENCES - FEDERAL SPECIFICATIONS/SSW RRF-191 (1/7/22/81)
4. A. ASTM A-320 ZINC COATED STEEL PIPE
5. B. ASTM A-597 ZINC COATED STEEL PIPE
6. C. ASTM A-780 REPAIR OF HOT DIP GALVANIZED COATINGS
7. D. ASTM A-552 STANDARD DEFINITION OF TERMS RELATING TO CHAIN LINK FENCES
8. 3. QUALITY ASSURANCE
9. A. ALL STEEL MATERIALS UTILIZED IN CONJUNCTION WITH ALL STEEL STRUCTURES SHALL BE HOT DIP GALVANIZED OR GALVANNEAL.
10. B. STEEL SHALL BE MINIMUM 12 OUNCES PER SQ. FT. OF SURFACE AREA.
11. C. STEEL SHALL BE NOT LESS THAN 12 OUNCES PER SQ. FT. OF MATERIAL COVERED.
12. 4. CONTRACTORS TO SUPPLY CONCRETE FOR POST FOUNDATIONS
13. 5. ALL RAIL PIPE AND POSTS TO BE SCHEDULE 40
14. 6. GATE STRUTS FOR EACH GATE PANEL, NO CONCRETE FOOTINGS REQUIRED.

ROCKFISH CREEK  
SITE

WEST RIVER ROAD  
ELUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

## FENCE NOTES & DETAILS

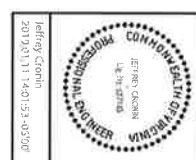
C-2



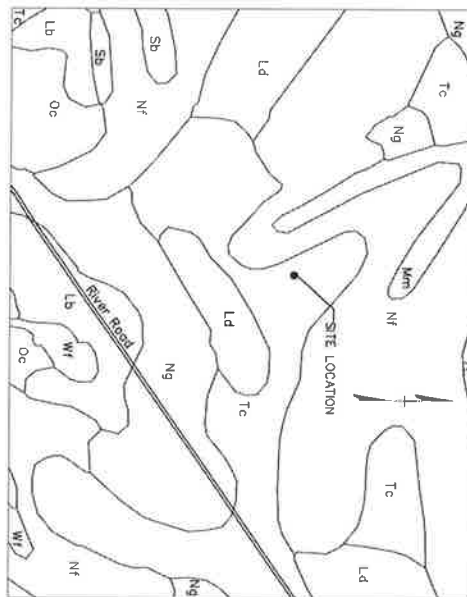
National Communication Towers, Inc.  
5413 Patterson Ave., Suite 101  
Richmond, Va 23226  
804-305-1166

REVISIONS		
NO.	DATE	ISSUE
1	8/21/08	
2	12/1/08	Survey Updates

PROJECT NAME \_\_\_\_\_



**JOHNSON, MARIAN & THOMPSON**  
Executive - A Whittier Place  
9201 Lakeside Avenue, Room 140  
Richmond, Virginia 23266  
Phone (804) 323-5900  
Fax (804) 323-0596



SOIL TYPE:

- Tc Tolum Silt Loam, Undulating Phase
- Nf Nonsum Silt Loam, Rolling Phase
- Ng Nonsum Silt Loam, Undulating Phase

FLUVIANNA COUNTY VIRGINIA

ROCKFISH CREEK  
SITE

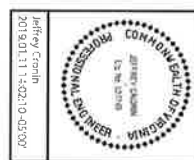
WEST RIVER ROAD  
FLUVIANNA COUNTY  
CLINNINGHAM DISTRICT  
VIRGINIA

DATE:	1/11/2019
SCALE:	AS SHOWN
DESIGNED BY:	
CHECKED BY:	
DATE:	6/1/2019
SHEET TITLE:	

SOIL MAP  
C-5






National Communication Towers, LLC  
5413 Patterson Ave, Suite 101  
Richmond, VA 23226  
801-506-1162



**JWNT**  
JANSON, WINTER & THAYER, LLC  
2020 Mountain Parkway, Suite 140  
P.O. Box 1000  
Richmond, VA 23210  
Tel: (804) 353-0556  
Fax: (804) 353-0556

# ZONING APPROVAL AND CONDITIONS: SUP 11:03 Approved December 22, 2011

 <p><b>J. MONTAGNA &amp; ASSOCIATES</b>          3001 Highway 100, Suite 100          Richmond, VA 23228          Tel: (804) 523-0500          Fax: (804) 523-0506</p>		 <p>JEFFREY QUINN          PROFESSIONAL SEAL          No. 27719          2019.01.11 150223-0500</p>		 <p><b>NCT</b>          NATIONAL COMMUNICATION TOWERS</p>																						
<p>National Communication Towers, LLC              5413 Patterson Ave, Suite 101              Richmond, VA 23226              804-930-1160</p>																										
<table border="1"> <thead> <tr> <th colspan="3">REVISIONS</th> </tr> <tr> <th>NO.</th> <th>DATE</th> <th>ISSUES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/21/10</td> <td></td> </tr> <tr> <td>2</td> <td>07/07/09</td> <td>Survey Update</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						REVISIONS			NO.	DATE	ISSUES	1	10/21/10		2	07/07/09	Survey Update									
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<p><b>ROCKFISH CREEK</b></p>																										
<p><b>SITE</b></p>																										
<p>WEST RIVER ROAD              FLUVANNA COUNTY              CUNNINGHAM DISTRICT              VIRGINIA</p>																										
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<p>SHEET TITLE</p>																										
<p>ZONING APPROVAL              &amp;              CONDITIONS</p>																										
<p>SE-1</p>																										







February 4, 2019

Jason Stewart  
 Fluvanna County Zoning Administrator  
 132 Main St.  
 P.O. Box 540  
 Palmyra, VA 22963

Re: Proposed Wireless Telecommunications Tower  
 Balloon flight – West River Road, Scottsville, VA 24590  
 Tax Parcel 39-A-29

Dear Mr. Stewart,

On **Monday, February 25, 2019 from 9:30 a.m. to 1:30 p.m.**, National Communication Towers, LLC will conduct a balloon flight to simulate the height of a proposed 198' telecommunications tower to be located on West River Road, Scottsville, VA 24590 across from Fluvanna Baptist Church. The balloon flight is a requirement of the Fluvanna County Zoning Ordinance prior to an applicant seeking zoning approval. The balloon flight will take place approximately 690 feet north of West River Road (Route 6) on the property of **Ernest and Rose Butler**. Interested parties may stop by and ask questions at their convenience.

Should inclement weather occur, the alternative date for flying the balloon will be **Tuesday, February 26, 2019 from 9:30 a.m. to 1:30 p.m.** However, should inclement weather occur on this alternative date, the second alternative date for flying the balloon will be **Wednesday, February 27, 2019 from 9:30 a.m. to 1:30 p.m.**

If you have any questions, please do not hesitate to contact me at 804.673.8800 \*306.

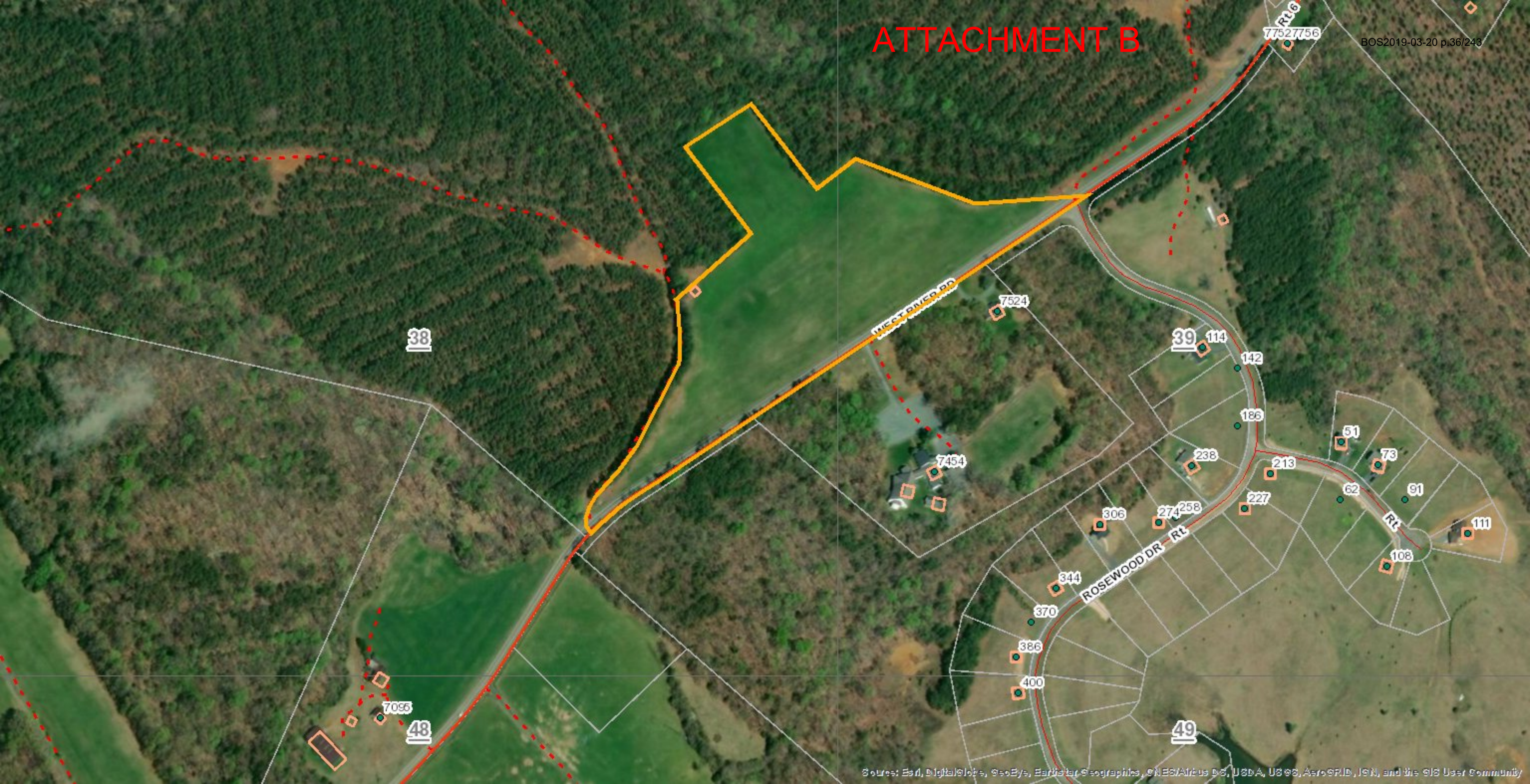
Sincerely,

Jamie Adams  
 Site Management



# ATTACHMENT B

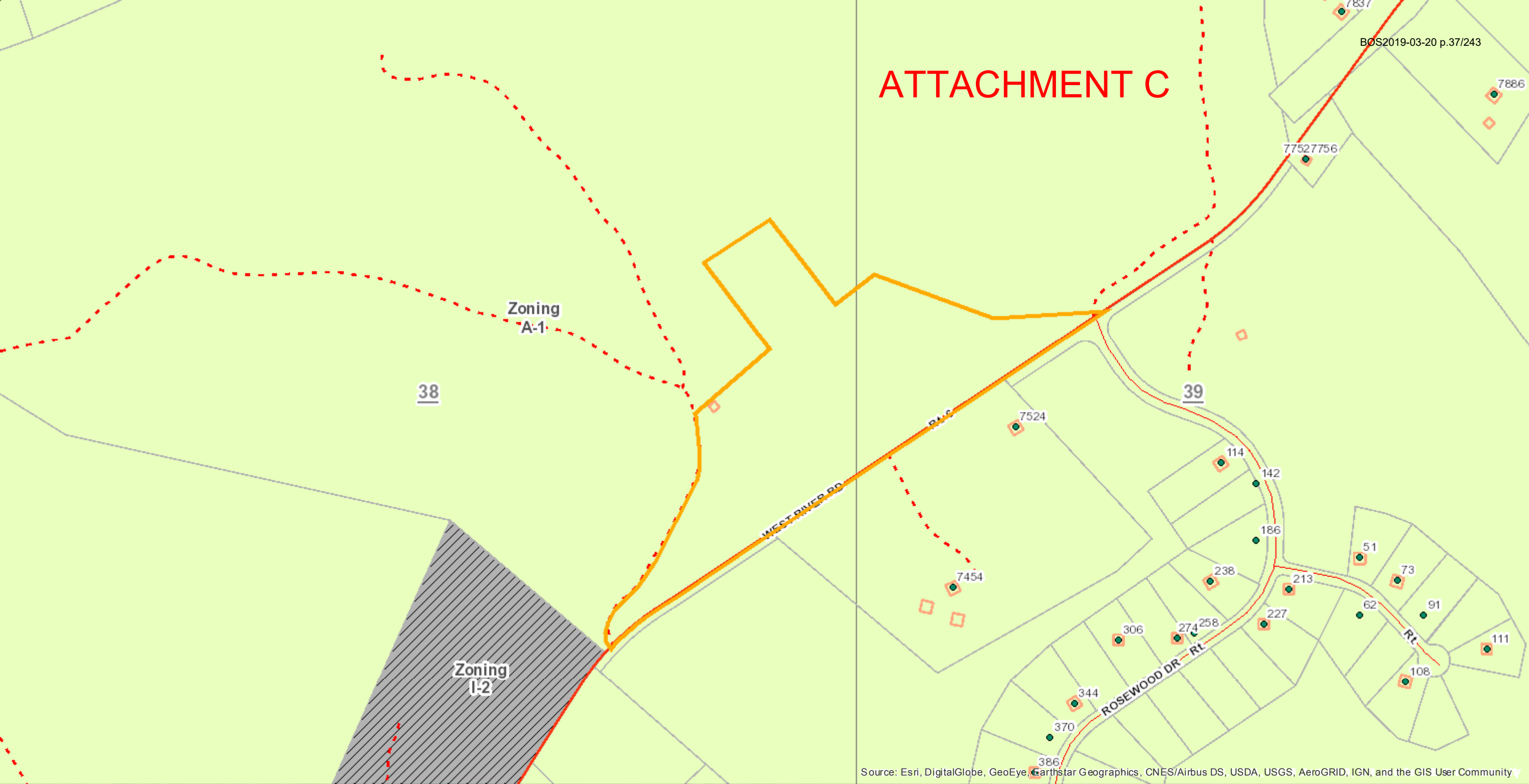
BOS2019-03-20 p.36/243





# ATTACHMENT C

BOS2019-03-20 p.37/243





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## COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 [www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

### STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Case Number:** SUP 12:07  
**Tax Map:** Tax Map 39, Section A, Parcel 29

**From:** Steve Tugwell  
**District:** Fork Union  
**Date:** October 24, 2012

**General Information:** This request is to be heard by the Planning Commission on Wednesday, October 24, 2012 at 7:00 pm in the Circuit Courtroom of the Courts Building.

**Applicant:** National Communication Towers, LLC

**Requested Action:** A request for a special use permit to construct a 195 foot monopole telecommunications facility and associated ground equipment with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29. (Attachment A)

**Existing Zoning:** A-1, Agricultural, General

**Planning Area:** Rural Preservation Planning Area

**Zoning Ordinance:** Section 22-27-1

**Location:** The affected property is zoned A-1 and is located on the north side of West River Road (U.S. Route 6), one mile west of its intersection with Rolling Road (Route 620). (Attachment B)

**Existing Land Use:** Vacant land

**Adjacent Land Use:** The surrounding area is zoned A-1, Agricultural, General and is very low-density residential in nature.

**Neighborhood Meeting:**

With the exception of the applicant, there were no attendees at the neighborhood meeting.

**Technical Review Committee:**

At the August 9, 2012 Technical Review Committee meeting, VDOT stated that the entrance would require a permit, and would be treated like a low-volume commercial/private entrance, and that 21A stone, approximately 6 to 8 inches in depth would be required back to the VDOT right-of-way;

The Fire Dept. requested that space be available for Fluvanna County's 911 equipment;

The Health Department stated that the proposed wireless communication tower appears to have no environmental impact, and that there are no homes, septic systems or wells located on this property. (Attachment C).

**Planning Commission:**

At the September 26, 2012 Planning Commission meeting, staff requested deferral of this request to the October 24, 2012 meeting pending a recommendation and further evaluation from Cityscape Consultants.

**Comprehensive Plan:**

The Comprehensive Plan designates this area as within the Rural Residential Planning Area. The Infrastructure Chapter of the Comprehensive Plan has the following recommendations concerning the siting of cellular towers.

- Encourage the location and co-location of wireless communication equipment on existing structures;
- Accommodate the growing need and demand for wireless communication services;
- Encourage coordination between communication providers;
- Establish consistent and balanced legal language governing wireless communications facilities that take into consideration the Comprehensive Plan and communications master plan; and
- Maintain compliance with applicable laws, including but not limited to the 1996 Telecommunications Act.

The above recommendations are the primary reasons the county has procured a telecommunications consultant to assist with these applications.

## **Analysis:**

When evaluating proposed uses for special use permits, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance.

### **First, the proposed use should not tend to change the character and established pattern of the area or community.**

The character and established pattern of the area where the communications facility is proposed is rural, not highly populated, and has land involved in agricultural production. According to the Virginia Department of Transportation, the entire segment of Route 6 in Fluvanna County is designated as a Virginia Byway. “Per Virginia Code, a Virginia Byway means those highways designated by the Commonwealth Transportation Board (CTB) pursuant to articles §33.1-62 through §33.1-66. The Virginia Outdoors Plan, from the Department of Conservation and Recreation (DCR), identifies roads that have been considered as having intrinsic qualities of Virginia Byways for many years”.

#### **To be considered, a segment of road must substantially meet the following criteria:**

- The route provides important scenic values and experiences;
- There is diversity of experiences, as in transition from one landscape scene to another;
- The route links together or provides opportunities to leave high-speed routes for variety and leisure in motoring. Landscape control or management along the route is feasible;
- The route allows for additional features that will enhance the motorist’s experience and improve safety;
- Local government(s) has/have initiated zoning or other land-use controls, so as to reasonably protect the aesthetic and cultural value of the highway. (Attachment D)

Staff conducted a site visit on Monday, August 27, 2012, in order to assess the potential visual impacts of the proposed tower, and also to observe the balloon test. Weather conditions that day were sunny, dry, and cool with little wind. Staff concluded that the tower would be visible from portions of West River Road (Route 6), at the subject parcel, but minimally visible when traveling east or west away from the subject parcel. The tower would also be clearly visible from portions of the Rosewood Manor Rural Cluster subdivision located south of the site. The proposed tower would be situated in an open space, with little to no existing vegetation in which to screen the facility from Route 6. The balloon was also visible from neighboring properties and roadways, including the Fluvanna Baptist Church located adjacent to the south. In consideration of the proximity of the proposed tower’s location to West River Road (Route 6), a Virginia Byway, the proposed facility could also be concealed as a firetower or other similar structure that would better blend with the rural character of the area. As proposed, it appears that a tower sited at this location could change the character and established pattern of the area, and/or create impacts that may be regarded as less than sensitive to its scenic beauty. (Attachment E)

### **Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.**

This is a rural area, and all of the surrounding property is zoned A-1 (Agricultural General). Since the proposed tower will be less than 200 feet, it will not have to be lighted. The applicant is proposing to build a 195 foot non-concealed freestanding antenna support facility within a 125 foot x 125 foot lease area, which per Sec. 22-27-8, requires a special use permit, and is not permitted by-right. Some permitted by-right uses in the A-1 zoning district include single-family dwellings, minor utilities, hunting preserves, public parks, home occupations, private kennels, group homes, and temporary sawmills to name a few. The definition of a minor utility is: *“Facilities for the distribution and collection of public, private, and central utilities including poles, lines, transformers, pipes, meters, and communication and distribution lines”*.

When evaluating an application for a proposed new telecommunication antenna support facility (TASF), siting of new facilities shall be in accordance with Sec. 22-27-8, the siting preference table. The applicant is proposing to construct a new 195 foot non-concealed freestanding antenna support facility (monopole). The subject property is zoned A-1 (Agricultural, General), and in accordance with the siting preference table, this application requires a special use permit and public hearing process.

Pursuant to Sec. 22-27-9.8, all new telecommunication antenna support facilities shall meet the requirements of that section. Staff has evaluated the application, and it appears all of the requirements of this section have been met.

According to the Fluvanna County Wireless Master Plan, the area of the proposed tower is absent of sufficient telecommunications service, and could accommodate all of the service providers with a uniform and dependable signal 24/7. The applicant has stated in their application, that *“the tower will be designed to support a minimum of six collocations and the fenced compound will house a variety of support buildings and equipment pads”*. The ability to accommodate more collocations could result in a need for fewer new towers. The applicant has also stated that *“the facility will provide wireless services, telephone and broadband, along the Route 6 corridor and surrounding area”*. Also, *one radiation center on the tower and a 10' x 20' space in the compound will be made available for Fluvanna County's 911 equipment on a rent free basis”*.

The applicant proposes to construct and maintain a leased telecommunication facility on the north side of West River Road (U.S. Route 6), one mile west of its intersection with Rolling Road (Route 620). The proposed facility would be comprised of a 195 foot monopole tower with the potential for multiple carriers, along with peripheral ground equipment. The proposed site will be within an 80 x 90 fenced area, surrounded by a (125 ft. x 125 ft.) lease area. (Attachment F)

### **Conclusion:**

It is the consensus of Cityscape Consultants and County Staff that our Telecommunications Facilities Master Plan is not currently up-to-date. It is not clear if this application is in conformance with the Master Plan, and/or consistent with the needs of telecommunications subscribers in the immediate subject area. Further, the subject property is not identified in the

current Master Plan as a proposed tower site, nor has a lease agreement been provided with this application.

Cityscape Consultants has stated that they are not prepared to render a recommendation at this time. Due to out-of-date information on the existing Master Plan, Cityscape Consultants will not be able to render a determination. Therefore, it is not clear if this request for a special use permit for a 195 ft. monopole telecommunication facility is in substantial conformance with the intent of the Telecommunications Master Plan. (Attachment G)

If the Planning Commission wishes to consider this request, then consideration should be given to the potential for visual impacts to the Route 6 Virginia Byway, and to nearby properties, and also to whether or not this application is in conformance with the Telecommunications Master Plan and the Telecommunications Facilities Ordinance. Given the proximity of the proposed facility to the Byway, the Commission may also wish to consider requiring a concealed facility instead of the proposed non-concealed facility. If approved, staff recommends the following conditions:

- 1) The tower, including antennae, will not be higher than 199 ft. and will not be lit;
- 2) The applicant secures all necessary permits required, and submits structural design and certification by a Virginia Registered Professional Engineer that the proposed facility, as built, will comply with EIA/TIA 222-G for the wind zone for Fluvanna County; Virginia;
- 3) Prior to issuance of building permits the applicant shall submit satisfactory SHPO and NEPA documentation;
- 4) The applicant shall secure the necessary permits required by Fluvanna County and VDOT;
- 5) The applicant shall provide space on the TASF for the County's Public Safety antennas and feed lines at the highest designed elevation. Space for ground level electronic equipment shall also be provided;
- 6) The facility when completed shall be accessible only to authorized personnel;
- 7) The tower shall be a monopole, and shall be engineered with breakpoint technology;
- 8) The facility shall install the necessary landscaping buffer;
- 9) The applicant shall install an emergency generator to ensure continuity of telecommunications operations in the event of a disaster or major power outage; and provisions for such generators shall include additional special treatments; for diesel, a fuel retaining area for propane, ignition separation requirements; and that generator testing shall occur only between 9 AM and 4 PM Monday through Friday; and the same shall be noted on the site development plan;
- 10) If the structures should no longer be needed, the applicant shall remove them, and restore the grounds to the prior condition;
- 11) The support structure is to be sufficient to support antennas of a like design for at least six (6) wireless service providers;
- 12) The tower shall be in the same location as shown in the application;
- 13) Violation of any condition of this permit shall be grounds for revocation of this permit, and;
- 14) The Board of Supervisors, or their representative, has the right to inspect the property for compliance with these conditions at any time.

**Suggested Motion:**

I move that the Planning Commission recommend **approval/denial** of SUP 12:07, a special use permit request to allow for a 195 foot monopole telecommunications tower pursuant to Fluvanna County Code Section 22-27-1 with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29, (if approved) subject to the conditions listed in the staff report.

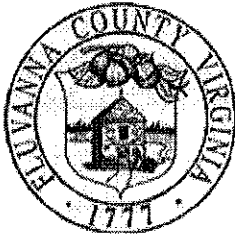
**Attachments:**

- A – Application, statement of proposed use, and APO letter
- B – Aerial Vicinity Map
- C – Email from the Health Dept.
- D – Virginia Department of Transportation excerpt and byway map
- E - Applicant's photos, photosimulations, and balloon flight statement
- F – Tower design certification, search ring map, and sketch site plan
- G – Projected new infrastructure infill sites map

Copy: Owner- Robert K. Spencer, P.O. Box 52, Scottsville, VA 24590

Applicant – National Communication Towers, LLC, 5413 Patterson Avenue, Suite 101, Richmond, VA 23226

CityScape Consultants, 7050 W. Palmetto Park Road # 15-652, Boca Raton, FL 33433



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Application for Special Use Permit (SUP)

Fluvanna County

Owner of Record: Robert K. Spencer

E911 Address: P.O. Box 52, Scottsville, VA 24590

Phone: 434-286-3400 Fax:

Email:

Representative: Al Doss, National Comm. Towers, LLC

E911 Address: 5413 Patterson Ave., Suite 101, Rich., VA 23226

Phone: 804-673-8800 X303 Fax: 804-673-4242

Email: adoss@nationaltowers.com

Applicant of Record: National Comm. Towers, LLC

E911 Address: 5413 Patterson Ave., Suite 101, Rich., VA 23226

Phone: 804-673-8800 X303 Fax: 804-673-4242

Email: adoss@nationaltowers.com

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

Is property in Agricultural Forestal District? ☒ No ☐ Yes

If Yes, what district:

Tax Map and Parcel(s): 39-A-29

Deed Book Reference: WB 23-673

Acreage: 12.7 Zoning: A-1

Deed Restrictions? ☒ No ☐ Yes (Attach copy)

Request for a SUP in order to: construct a 199' communications tower

Proposed use of Property: Telecommunications Facility

\*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 28 December 2011 Signature of Owner/Applicant:

Subscribed and sworn to before me this 28 day of December 2011 Register # 7100144

My commission expires: 6/30/2015 Notary Public:

Certification: Date:

Zoning Administrator:

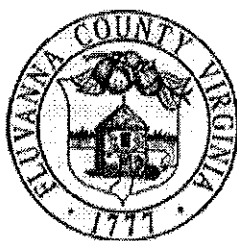
All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY	
Date Received: 7/27/12	Pre-Application Meeting: PH Sign Deposit Received: CK#9147 Application #: SUP 12: 007
\$800.00 fee plus mailing costs paid:	Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail
Amendment of Condition: \$400.00 fee plus mailing costs paid:	
Telecommunications Tower \$1,500.00 fee plus mailing costs paid:	\$5,500 w/Consultant Review paid: CK# 9146
Election District: Fork Union	Planning Area: Rural Preservation
Public Hearings	
Planning Commission	Board of Supervisors
Advertisement Dates: 9/13/12 + 9/20/12	Advertisement Dates: 10/4/12 + 10/11/12
APO Notification: 9/12/12	APO Notification: 10/3/12
Date of Hearing: 9/26/12	Date of Hearing: 10/17/12
Decision:	Decision:



JUL 27 2012

Fluvanna County



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Public Hearing Sign Deposit

Name: National Communication Towers, LLC

Address: 5413 Patterson Ave., Suite 101

City: Richmond

State: VA

Zip Code: 23226

I hereby certify that the sign issued to me is my responsibility while in my possession.  
Incidents which cause damage, theft, or destruction of these signs will cause a partial or full  
forfeiture of this deposit.

*A. S. Wilson*  
Applicant Signature

*1/3/2012*  
Date

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: BZA _____ : CPA _____ : SUP <u>12:007</u> ZMP _____ : ZTA _____ :	
\$90 deposit paid per sign*: CK# <u>9147</u>	Approximate date to be returned: <u>November 2012</u>

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

Wireless communication facility to include a 199' Monopole Tower and support facility enclosed within an 80' X 90' fenced compound. The tower will be designed to support a minimum of six collocations and the fenced compound will house a variety of support buildings and equipment pads.

**NECESSITY OF USE:** Describe the reason for the requested change.

To provide wireless services, telephone and broadband, along the RT 6 corridor and surrounding area.

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

The tower will be a Monopole design to help minimize the potential visual impact to the surrounding properties. Also the existing trees along the property line will remain and additional evergreen trees will be planted to screen the view of the facility from RT 6.

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The Facility will provide wireless phone coverage, data transmissions and internet services to the area. Also, one Radiation Center on the tower and a 10' X 20' space in the compound will be made available for Fluvanna County's 911 equipment on a rent free bases.

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:

Please see the attached Site Plan.

**Statement of Proposed Use  
Special Use Permit Application  
National Communication Towers, LLC  
Rockfish Creek, Tax Parcel 39-A-29**

National Communication Towers L.C. ("National") as lessee, hereby applies for a Special Use Permit to allow a telecommunications facility and accessory structures on leased land. The leased land is located on property known by Tax Map Parcel 39-A-29. The parcel is located on the north side of Rt. 6 approximately 5 miles west of Rt. 620, Kidds Store. According to the tax records of Fluvanna County it is owned by Colonel Robert K. Spencer, P.O. Box 52, Scottsville, VA 24590.

National is requesting a Special Use Permit to allow a self support Monopole Tower, measuring approximately 195' in height with a 4' lightning rod, to be located within a leased area, measuring 125' x 125'. The facility will be designed to allow multiple collocations on the tower and within a secure fenced compound area. The exact number and types of future users is difficult to predict, however the tower will be designed to accommodate a mix of carrier types. The design mix will include: 6 or more users of panel antennas (typically 15 panels, 12" wide X 72" high, per user). Likewise, the compound area is designed to accommodate a mix of shelter types and sizes as denoted on the drawings submitted with this application.

The 12.7 acre parcel is zoned A1. According to the Fluvanna County zoning ordinance, telecommunication facilities are permitted on A1 zoned properties, with Special Use Permits. Proper setback distances have been observed and are denoted on the enclosed plans.

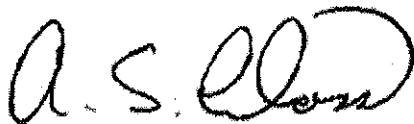
National develops telecommunication facilities for collocations by cellular, PCS, paging and other wireless services which rely upon a network of elevated platforms in areas where the carriers have gaps in signal coverage, or "holes." Such a hole exists along the Route 6 corridor. Supported by propagation studies, National believes a communications facility located on the subject parcel will enable carriers to fill this gap, while minimizing the effect on surrounding property owners.

The FCC has authorized several carriers to provide wireless services in this part of Cumberland County. Those carriers include: Sprint, AT&T, Verizon Wireless U.S. Cellular and Ntelos.

The facility will be in continuous operation but will produce no interference with other types of communications including: radio, television, cable TV, garage door openers or other consumer electronic equipment. No offices will be constructed on the site, so neither sewer nor water facilities will be required. The facility will produce no refuse, noise, vibration, dust, glare, odors or fumes. Neither National nor any of the tower users will introduce hazardous or toxic substances to the site. After completion of construction, the only traffic associated with the site will be short visits by technicians on a monthly basis to test or replace equipment components. In most instances towers below 200' are not required by the FAA to be lit.

The facility will provide a vital public safety service to this part of the County in two important ways. First, the County may co-locate antennas for law enforcement and fire and rescue at the 195' radiation Center along with a 10' X 20' space inside of the compound on rent free bases. Second, this new facility will enable wireless services to be extended to this part of the County, enabling the public at large to utilize those services for important medical or life-safety calls.

The proposed use conforms to the provisions of all applicable ordinances, regulations, adopted standards and conditions. National is not seeking any wavier or variance for the proposed use at this time. National respectfully requests the approval of this Special Use Permit application.



Al Doss  
Vice President of Development  
National Communication Towers, L.L.C.

Development

3105 N. C. Hill

YTHHDC \* 54085015

12/15/2011

Date

## NATIONAL COMMUNICATION TOWERS, LLC

5413 Patterson Avenue, Suite 101  
Richmond, Virginia 23226  
Telephone: 804-673-8800  
Facsimile: 804-673-4242

Mailing Address:  
P.O. Box 8502  
Richmond, Virginia 23226

December 9, 2011

Darren Coffey  
Planning Director, Fluvanna County  
P.O Box 540  
Palmyra, VA 22963

**Re: Siting Hierarchy for an SUP application for a Wireless Telecommunications Tower**  
**Applicant: National Communication Towers, LLC**  
**Tax Parcel 39-A-29 ("Rockfish Creek Tower")**  
**Owner: Colonel Robert K. Spencer**  
**Latitude: 37-47-46.7N Longitude: 78-22-34.1W**

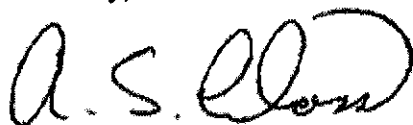
Dear Mr. Coffey:

As per the Fluvanna County Zoning Ordinance Article 27, Section 22-27-7, I am submitting this statement to demonstrate compliance with the County's siting hierarchy for the construction of new wireless communication facilities.

Our research indicates there is no County-owned property or any suitable tall structures within approximately a 1.25 mile radius of our proposed tower site. Therefore, our proposed 195' Monopole tower complies with the "Siting Hierarchy" found in Article 27, Section 22-27-7 of the Fluvanna County Zoning Ordinance.

Should you have any questions, please do not hesitate to contact me at 804.366.1165

Sincerely,



Al Doss  
Vice President of Operations

RECEIVED

NOV 15 2011

FLUVANNA COUNTY

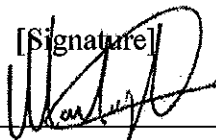
## Affidavit of Mark Taylor, P.E.

(Review of Letter Entitled:  
(Siting Hierarchy for an SUP application for a Wireless -  
(Telecommunications Tower  
(Dated: 12/9/2011  
(Applicant: National Communication Towers, LLC.  
(Site Name: Rockfish Creek Tower  
(Tax Parcel 39-A-29

I, Mark Taylor, declare that I am a licensed Professional Engineer in the Commonwealth of Virginia with my primary experience and expertise in Wireless Communications and Safety.

I have reviewed the document attached herewith, and agree that the statements set forth in the letter are factual and accurate to my knowledge.

[Signature]



[Date]

12/19/2011

Mark A. Taylor, P.E.

Virginia License: 039282

Seal:



60190902

NOV 15 2011

COMMONWEALTH OF VIRGINIA



December 19, 2011

Mr. Al Doss  
Vice President of Operations  
National Communications Towers, LLC  
5413 Patterson Ave, Suite 101  
Richmond, VA 23226

**RE: Proposed Telecommunications Structure at the Rockfish Creek Tower  
Site in Fluvanna County, VA, Latitude: 37-47-46.7N Longitude: 78-22-34.1W.**

Dear Mr. Doss:

This letter is provided per the request of National Communications Towers, L.L.C., and addresses the assurances that National Communication Towers will meet "Fluvanna County Communications Application Checklist" items 4 and 5.

Item 4: National Communications Towers, LLC will ensure its member tenants adhere and comply with FCC rules regarding exposure to RF energy.

Item 5: National Communications Towers, LLC will ensure its member tenants adhere and comply with FCC rules regarding radio frequency interference.

If any questions arise regarding the Radio Frequency issues of proposed application please get in touch at the number or email address listed below.

Cordially,

Mark Taylor, P.E.  
Edge Wireless, LLC  
[marktaylor03@comcast.net](mailto:marktaylor03@comcast.net)  
M 443-271-3714



# NATIONAL COMMUNICATION TOWERS, LLC

BOS2019-03-20 p.52/243

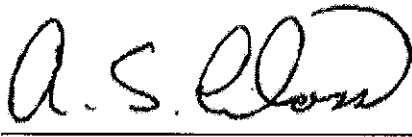
5413 Patterson Avenue, Suite 101  
Richmond, Virginia 23226  
Telephone: 804-673-8800  
Facsimile: 804-673-4242

January 12, 2012

## **Search Ring Certification** **Rockfish Creek**

This is to certify the submitted NCT Search Ring depicted in the map titled "NCT SEARCH RING" is based on the best information received from the carrier as to the site location and is the same search ring as utilized in the selection of the site.

Signed: \_\_\_\_\_



Al Doss  
Vice President of Development



# Memorandum

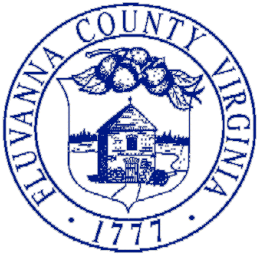
DATE: October 10, 2012

RE: APO'S for **SUP 12:07** Public Hearing Letters

TO: Allyson Finchum

FROM: Lauren Ryalls

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the **October 24, 2012** Planning Commission meeting.



## COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 [www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

### NOTICE OF PUBLIC HEARING

October 10, 2012

«Title» «First\_Name» «Last\_Name»

«Company\_Name»

«Address\_Line\_1»

«City», «State» «ZIP\_Code»

TMP# «TMP»

#### Re: Public Hearing on SUP 12:07

Dear «Title» «Last\_Name»«Company\_Name»:

This letter is to notify you that the Fluvanna County Planning Commission will hold a public hearing on the above referenced item on **Wednesday, October 24, 2012 at 7:00 PM** in the Circuit Court Room at the Fluvanna County Courts Building in Palmyra, VA. The request is described as follows:

**SUP 12:07 – National Communication Towers, LLC** – *A request for a Special Use Permit (SUP) to allow for a 195-foot wireless communications tower with respect to 12.7 acres of Tax Map 39, Section A, Parcel 29. The property is zoned A-1 (Agricultural, General) and is located on the north side of West River Road (State Route 6) 1 mile west of its intersection with Rolling Road (Route 620). The property is located in the Fork Union Election District and is within the Rural Preservation Planning Area.*

The applicant or applicant's representative must be present at the Planning Commission meeting. The tentative agenda and staff report will also be available for review by the public in the Fluvanna County Planning and Community Development Department during working hours (8:00 a.m. – 5:00 p.m., Monday through Friday). If you have any questions, please feel free to contact me by phone at (434) 591-1910 or by email at [stugwell@fluvannacounty.org](mailto:stugwell@fluvannacounty.org).

Sincerely,

Steve Tugwell  
Senior Planner

**SUP 12-07 Adjacent Property Owners**

TMP#	Owner	Address	City, State	Zip Code
39 A 28	NEW FORESTRY LLC	3715 NORTHSIDE PKWY STE 2-500	ATLANTA, GA	30327
39 A 29	SPENCER, ROBERT K.	PO BOX 52	SCOTTSVILLE, VA	24590
39 A 30	FLUVANNA BAPTIST CHURCH & PARSONAGE	7524 WEST RIVER RD	SCOTTSVILLE, VA	24590
39 A 30	FLUVANNA BAPTIST CHURCH & PARSONAGE	7454 WEST RIVER RD	SCOTTSVILLE, VA	24590
39 13 51	RYDER, PHILLIP D	2422 RICHMOND RD	CHARLOTTESVILLE, VA	22911
48 A 16	SWALES, SUSAN	PO BOX 566	SCOTTSVILLE, VA	24590
48 A 17	SWALES, SUSAN	PO BOX 566	SCOTTSVILLE, VA	24590
APPLICANT/REPRESENTATIVE	AL DOSS, NATIONAL COMM. TOWERS, LLC	5413 PATTERSON AVE, STE 101	RICHMOND, VA	23226



Scale: 1:4513.988705

Date: 09/21/2012

Printed By:

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).

Fluvanna County  
Technical Review Committee Meeting  
August 9, 2012

**SDP 12:05 – 33 Hunter's Branch, LLC** – Proposed storage yard appears to have no impact on the existing well and septic system located on this lot (Tax Map # 5-20-1). The existing system was sized to accommodate 5 employees or a maximum of 100 GPD. No additional connections can be made to this system without receiving prior health department approval.

**SUB 12-12 – National Communication Towers, LLC** – Proposed wireless communications tower appears to have no environmental impact. There are no homes, septic systems or wells located on this property.





## Programs

[Home](#) > [Programs](#) > [Virginia's Scenic Byways](#) > [Frequently Asked Questions](#)

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Sut

## Virginia Byway - Frequently Asked Questions

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Adventure beckons on the roads and highways designated as Virginia Byways. More than mere pavement between points A and B, a Virginia Byway offers travelers a side of the Commonwealth that is uncommon and enlightening. Each byway leads to scenes of natural beauty and places of historical and social significance.

Currently, there are nearly 3,000 miles of roads designated as Virginia Byways, yet several hundred more miles of Commonwealth roadway could qualify. To help attract visitors and support economic development through tourism, the Virginia Department of Transportation (VDOT), the Virginia Department of Conservation and Recreation (DCR) and the Commonwealth Transportation Board (CTB), encourage local governments to nominate roads for Virginia Byway designation.

### What's the purpose of the Virginia Byway program?

The program identifies road corridors containing aesthetic or cultural value near areas of historical, natural or recreational significance. By designating certain roads as Virginia Byways, widely distributing "A Map of Scenic Roads in Virginia," and promoting the Virginia Scenic Roads Web site, the program encourages travel to interesting destinations and away from high-traffic corridors.

Byways also stimulate local economies by attracting visitors to lesser-known destinations. One study showed visitors spent \$1.8 billion in counties adjacent to the Blue Ridge Parkway in Virginia and North Carolina. This supported nearly 75,000 jobs and generated more than \$147 million in tax revenues in the region.

### What makes a Virginia Byway different from other roads?

People like to explore. The 2000 Virginia Outdoors Survey, conducted by Virginia's Department of Conservation and Recreation (DCR), finds that driving for pleasure is the second most popular outdoor activity, with more than 62% of the population participating.

By following the highlighted byways on the state transportation map, the scenic roads map and the scenic roads Web site, visitors are directed to places where they can tour wineries, explore Civil War battle sites and historical attractions, view beautiful scenery and enjoy recreational resources.

Once designated, a byway becomes part of the coordinated promotional strategy for Virginia tourism.

### What are other important considerations regarding Virginia Byway status?

- Virginia Byway designation gives localities the opportunity to participate in the National Scenic Byway Program.
- It might limit placement of outdoor advertising signs.
- It does not affect land use controls.
- It does not limit road improvements.

### What is a Virginia Byway?

Per Virginia Code, "Virginia Byway" means those highways designated by the Commonwealth Transportation Board (CTB) pursuant to articles §33.1-62 through §33.1-66. The Virginia Outdoors Plan, from DCR, identifies roads that have been considered as having intrinsic qualities of Virginia Byways for many years. In addition, there are other roads that meet the criteria for designation.

### What are the criteria?

To be considered, a segment of road must substantially meet the following criteria:

- The route provides important scenic values and experiences.
- There is a diversity of experiences, as in transition from one landscape scene to another.
- The route links together or provides access to scenic, historic, recreational, cultural, natural and archeological elements.
- The route bypasses major roads or provides opportunities to leave high-speed routes for variety and leisure in motoring. Landscape control or management along the route is feasible.
- The route allows for additional features that will enhance the motorist's experience and improve safety.
- Local government(s) has/have initiated zoning or other land-use controls, so as to reasonably protect the aesthetic and cultural value of the highway.

#### What are the steps to designation?

1. Anyone can request byway designation, but local government(s) must adopt a resolution of support.
2. Upon receipt of a request and historical documentation from an interested party/local government, the Virginia Department of Transportation (VDOT) and the Virginia Department of Conservation and Recreation (DCR) collect information on local zoning laws, traffic volumes and accident reports before evaluating the roads according to the criteria.
3. Based on a joint review according to the criteria, the DCR Director recommends qualifying roads for consideration by the CTB.
4. Before the CTB acts, VDOT offers the local government the opportunity to hold a public hearing. If a public hearing is requested, VDOT's Local Assistance Division and DCR will provide assistance.
5. After the public hearing, or if no hearing was requested, the CTB officially designates the byway(s) at their next scheduled meeting. Subsequently, signs are posted, and changes are made to the appropriate maps.

#### How can I get more information about the Virginia Byway program?

Call **1-800-FOR-ROAD (1-800-367-7623)** or contact Lynn Crump, Virginia Department of Conservation and Recreation, at [Lynn.Crump@dcr.virginia.gov](mailto:Lynn.Crump@dcr.virginia.gov).

For additional copies of this brochure or others in the VDOT Answers Your Questions series, please contact:

Virginia Department of Transportation  
Office of Public Affairs  
1401 East Broad Street  
Richmond, VA 23219  
E-mail: [vdotinfo@VDOT.Virginia.gov](mailto:vdotinfo@VDOT.Virginia.gov)

Page last modified: Nov. 1, 2010

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## NATIONAL COMMUNICATION TOWERS, LLC

5413 Patterson Avenue, Suite 101  
Richmond, Virginia 23226  
Telephone: 804-673-8800  
Facsimile: 804-673-4242

### Rockfish Creek Tower Balloon Flight Certification Statement August 27, 2012

General weather conditions: fog in the early morning and lifted by 9 AM, average visibility after fog dissipated was 7-10 miles, light winds averaging 0 to 8 MPH from 7:40 AM to 12:02 PM and mostly calm throughout the morning.

7:40 AM: Balloon launched, winds calm at 0-3 MPH foggy

8:00 AM to 12:02 PM: Winds calm at 0-8MPH

12:02 PM: Ended balloon flight

#### Comments:

- 1) 9:20 AM Supervisor Weaver stopped by the site and examined the tower location as staked in the field. He enquired as to the location of the access road and the location of the compound on the site.
- 2) 10:30 AM Earnest Butler stopped by to view the balloon and enquired as to the location of the access road.
- 3) 11:30 AM Steven Tugwell, Fluvanna County Senior Planner, drove by the site.

Date: 8/27/2012



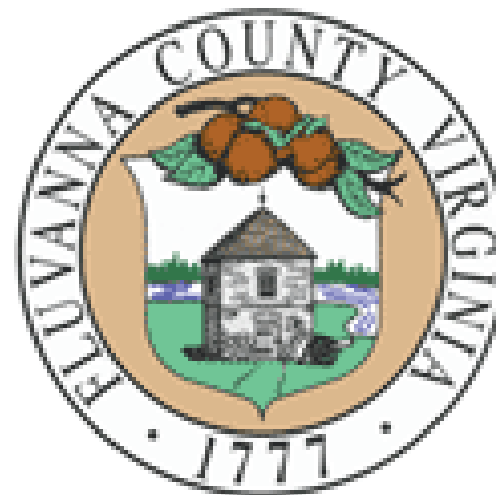
Stephen B. Gallagher

Vice President of Construction

5413 Patterson Avenue  
Suite 101  
Richmond, VA 23226  
804.673.8800

# Monopole Tower Simulation

August 27, 2012



NCT



## Aerial Map of Photo Locations

N C T

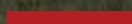




## Tower Visibility Map

NCT

TOWER VISIBLE



Rockfish Creek Tower



Photo 4

Photo 3

Photo 2

Photo 5

Photo 1

6

© 2012 Google  
Image © 2012 Commonwealth of Virginia

Google

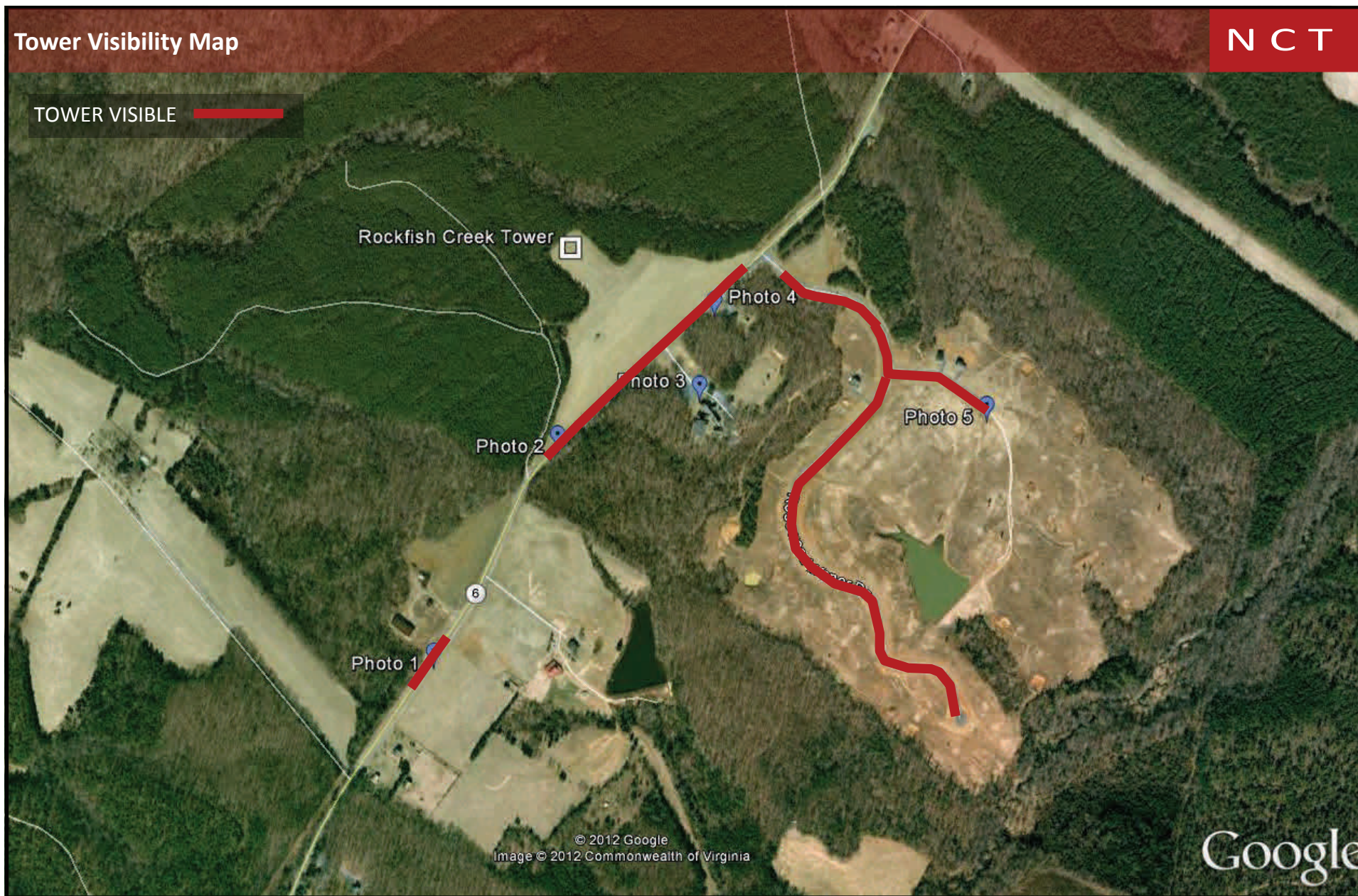




PHOTO 1: BALLOON FLIGHT



Enlarged View of Balloon

BALLOON



VIEW FROM THE WEST (LOOKING TO THE EAST ~2,365')  
LOCATION: SWALE PROPERTY ALONG RT 6 (WEST RIVER ROAD)

NCT



PHOTO 1: TOWER SIMULATION



Enlarged View of Tower

TOWER



VIEW FROM THE WEST (LOOKING TO THE EAST ~2,365')  
LOCATION: SWALE PROPERTY ALONG RT 6 (WEST RIVER ROAD)

NCT



PHOTO 2: BALLOON FLIGHT

BALLOON



VIEW FROM THE SW (LOOKING TO THE NE ~1,060')

LOCATION: RT 6 EDGE OF FIELD OPENING

NCT



PHOTO 2: TOWER SIMULATION



VIEW FROM THE SW (LOOKING TO THE NE ~1,060')

LOCATION: RT 6 EDGE OF FIELD OPENING

NCT



PHOTO 3: BALLOON FLIGHT

BALLOON

VIEW FROM THE SE (LOOKING TO THE NW ~1,080')

LOCATION: PARKING LOT AT FLUVANNA BAPTIST CURCH—SOUTH SIDE OF RT 6 (WEST RIVER ROAD)

NCT



PHOTO 3: TOWER SIMULATION



VIEW FROM THE SE (LOOKING TO THE NW ~1,080')

LOCATION: PARKING LOT AT FLUVANNA BAPTIST CURCH—SOUTH SIDE OF RT 6 (WEST RIVER ROAD)

N C T



PHOTO 4: BALLOON FLIGHT

BALLOON



VIEW FROM THE SOUTH (LOOKING TO THE NORTH ~860')  
LOCATION: 524 WEST RIVER ROAD (RT 6) CHURCH PARSONAGE

NCT



PHOTO 4: TOWER SIMULATION



VIEW FROM THE SOUTH (LOOKING TO THE NORTH ~860')

LOCATION: 524 WEST RIVER ROAD (RT 6) CHURCH PARSONAGE

NCT



PHOTO 5: BALLOON FLIGHT

BALLOON

Enlarged View of Balloon

VIEW FROM THE SE (LOOKING TO THE NW ~2,465')

LOCATION: CUL DE SAC AT ROSEWOOD COURT

NCT



PHOTO 5: TOWER SIMULATION

TOWER



VIEW FROM THE SE (LOOKING TO THE NW ~2,465')

LOCATION: CUL DE SAC AT ROSEWOOD COURT

NCT

# NATIONAL COMMUNICATION TOWERS, LLC

5413 Patterson Avenue, Suite 101  
Richmond, Virginia 23226  
Telephone: 804-673-8800  
Facsimile: 804-673-4242

September 21, 2012

Rick Edwards  
Consultant  
CityScape Consultants, Inc.  
10704 Elmbrook Ct.,  
Raleigh, NC 27614

**Subject: Rockfish Creek Communications Tower Design Certification**

This letter is to certify National Communications Towers, LLC, as applicant and developer of the Rockfish Creek Communications Facility, will design and build the proposed monopole tower capable of bearing the equipment loading of six collocations (See the attached Tower Design RFQ). Also in the event of a catastrophic occurrence, the tower will be designed with breakpoint technology and will fail at the 105' elevation AGL.

Sincerely,

A handwritten signature in dark ink, appearing to read "S. B. Gallagher", with a stylized flourish at the end.

Stephen B. Gallagher  
V.P. of Construction



# NATIONAL COMMUNICATION TOWERS, LLC

5413 Patterson Avenue, Suite 101  
 Richmond, Virginia 23226  
 Telephone: 804-673-8800  
 Facsimile: 804-673-4242

January 9, 2012

Rockfish Creek  
 Fluvanna County, VA  
 37-47-46.7N  
 -78-22-34.1W

National Communication Towers (NCT) is requesting a quote for a monopole tower with the following specifications:

Height: 195' Monopole plus 4' lightning rod  
 Tower Break Point at the 105' Elevation AGL

Loading:

Rad Ctr	Panel Antenna	Qty	Coax	Qty	Mounts
195	72"x12"x8"	15	1-5/8"	18	Low Profile
185	72"x12"x8"	15	1-5/8"	18	Low Profile
175	72"x12"x8"	12	1-5/8"	15	Low Profile
165	72"x12"x8"	12	1-5/8"	15	Low Profile
155	72"x12"x8"	12	1-5/8"	12	Low Profile
145	72"x12"x8"	12	1-5/8"	12	Low Profile

Safety Climb

Step Bolts

Galvanized finish

Designed to collapse at the 105' tower elevation

Revision G for structural analysis, Fluvanna County, VA

Certified foundation design, tower drawings and engineer's letter to be provided

Delivery to: 7500 Block of West River Road, Scottsville, Virginia 24596

Should you have any questions please call feel free to contact me.

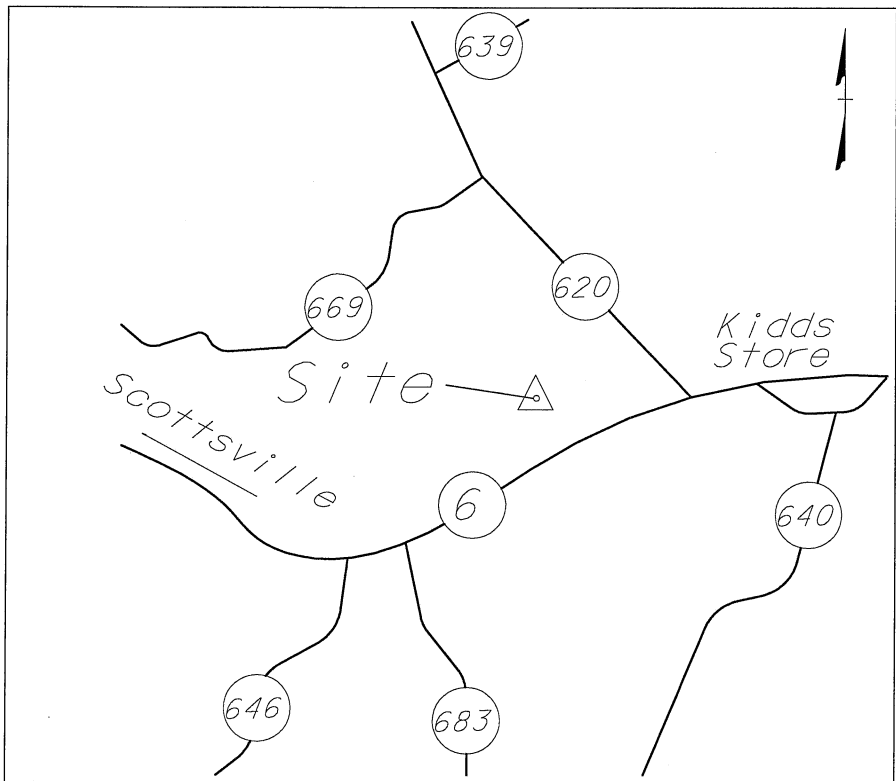
Regards,



**Al Doss**

Vice President of Development  
 National Communications Towers, LLC  
 Office: 804-673-8800 Ext. 303  
 Cell: 804-366-1165  
 Fax: 804-673-4242  
[adoss@nationaltowers.com](mailto:adoss@nationaltowers.com)

JMT JOB NO 11-0309



Vicinity Map Scale: 1"=1000'

DIRECTIONS TO SITE

FROM RICHMOND, TAKE VA-6 WEST FOR APPROXIMATELY 42 MILES. SITE IS ON THE RIGHT 0.9 MILES BEYOND THE INTERSECTION WITH ROUTE 620.

Construction Certification

To the best of my knowledge this site is designed to comply with applicable Federal, State and Fluvanna Building Codes.

LANDOWNER

Col. Robert K. Spencer  
P.O. Box 52  
Scottsville, Va 24596

# ROCKFISH CREEK 199 TOWER SITE SITE PLAN

WEST RIVER ROAD (RTE 6)  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DEVELOPED BY:  
NATIONAL COMMUNICATION TOWERS, LLC

INDEX OF SHEETS

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SURVEY (SHOWS LEASE PARCEL, INGRESS/EGRESS, UTILITY EASEMENT AND TREE BUFFER)	1 OF 1 THRU 2 OF 2

EROSION AND SEDIMENT CONTROL RESPONSIBLE LAND DISTURBER

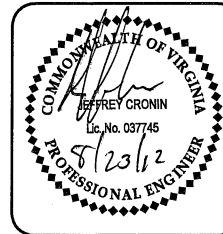
NAME: ALBERT S. DOSS

CERTIFICATE #: 22075

EXPIRATION DATE: MAY 25, 2014

**JMT**  
JOHNSON, MIRMIRAN & THOMPSON  
Engineering A Brighter Future  
9201 Arboretum Parkway Suite 140  
Richmond, Virginia 23236  
Phone (804) 323-9900  
Fax (804) 323-0596

SEAL



NATIONAL COMMUNICATION  
TOWERS, LLC  
5413 PATTERSON AVE, SUITE 101  
RICHMOND, VA 23226  
804-366-1165

REVISIONS

NO.	DATE	ISSUE
1	8/23/12	

PROJECT NAME

ROCKFISH CREEK SITE

WEST RIVER ROAD  
(RTE 6)

FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 8/23/12

SCALE: AS SHOWN

DESIGNED: J.C.

CHECKED: J.C.

DRAWN: COT

SHEET TITLE

TITLE SHEET  
T-1

GENERAL NOTES:

1. PROJECT DEVELOPER: NATIONAL COMMUNICATION TOWERS, LLC  
5413 PATTERSON AVE, SUITE 101  
RICHMOND, VA 23226

PROPOSED USE: 199' TELECOMMUNICATIONS TOWER AND SUPPORTING  
FACILITY CONTAINED WITHIN A FENCED COMPOUND.

2. TOWER OWNER: NATIONAL COMMUNICATION TOWERS, LLC

3. LAND OWNER: ROBERT K. SPENCER

4. ELECTRIC UTILITY: Central Virginia Electric Coop.  
1-800-367-2832

TELEPHONE UTILITY: VERIZON  
5. (877) 300-4498

ZONING APPROVAL:  
6. PROPERTY ZONING: A-1

TAX PARCEL NUMBER: 39-A-29

7. LATITUDE: N 37° 47' 46.68"

8. LONGITUDE: W 78° 22' 32.82"

NCT WILL OBTAIN THE LAND DISTURBING PERMIT. THE CONTRACTOR SHALL

9. SECURE ALL OTHER NECESSARY PERMITS FOR THIS PROJECT FROM ALL  
APPLICABLE GOVERNMENT AGENCIES.

ANY PERMITS WHICH MUST BE OBTAINED SHALL BE THE CONTRACTOR'S

10. RESPONSIBILITY AND AT HIS EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE  
FOR ABIDING BY ALL CONDITIONS AND REQUIREMENTS OF THE PERMITS.

THE CONTRACTOR SHALL NOTIFY THE COUNTY ENGINEER 24 HOURS PRIOR TO

11. THE BEGINNING OF CONSTRUCTION.

LOCATION OF EXISTING SEWER, WATER OR GAS LINES, CONDUITS OR OTHER

12. STRUCTURES ACROSS, UNDERNEATH, OR OTHERWISE ALONG THE LINE OF PROPOSED  
WORK ARE NOT NECESSARILY SHOWN ON THE PLANS, AND IF SHOWN ARE ONLY  
APPROXIMATELY CORRECT. CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION  
OF ALL UNDERGROUND UTILITIES (INCLUDING TEST PITS BY HAND IF NECESSARY)  
IN AREAS OF CONSTRUCTION PRIOR TO STARTING WORK. CONTACT ENGINEER  
IMMEDIATELY IF LOCATION OR ELEVATION IS DIFFERENT FROM THAT SHOWN ON  
PLANS. IF THERE APPEARS TO BE A CONFLICT, OR UPON THE DISCOVERY OF  
ANY UTILITY NOT SHOWN ON THE PLANS. FOR ASSISTANCE CALL "MISS UTILITY"  
1-800-552-7001.

EXISTING PAVEMENT AND OTHER SURFACES DISTURBED BY THE CONTRACTOR

13. (WHICH ARE NOT TO BE REMOVED) SHALL BE REPAIRED TO LIKE-NEW CONDITION.

THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL DITCHES, PIPES, AND OTHER

14. DRAINAGE STRUCTURES FREE FROM OBSTRUCTION UNTIL WORK IS ACCEPTED BY  
THE OWNER, THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES CAUSED BY  
FAILURE TO MAINTAIN DRAINAGE STRUCTURES IN OPERABLE CONDITION.

THE CONTRACTOR SHALL COORDINATE WITH NCT THE REQUIREMENTS FOR

15. AND LIMITS OF OVERHEAD AND/OR UNDERGROUND ELECTRICAL SERVICE.

ALL MATERIALS AND WORKMANSHIP SHALL BE WARRANTEED FOR ONE (1) FULL

16. YEAR FROM THE DATE OF ACCEPTANCE.

THE CONTRACTOR SHALL HAVE A SET OF APPROVED PLANS AVAILABLE AT THE SITE

17. IN A WEATHER PROOF CONTAINER AT ALL TIMES WHEN WORK IS BEING PERFORMED.  
A DESIGNATED RESPONSIBLE EMPLOYEE SHALL BE AVAILABLE FOR CONTACT BY  
COUNTY INSPECTORS.

ALL WORK PRESENTED ON THESE DRAWINGS MUST BE COMPLETED BY THE

18. CONTRACTOR UNLESS NOTED OTHERWISE. THE CONTRACTOR MUST HAVE CONSIDERABLE  
EXPERIENCE IN PERFORMANCE OF WORK SIMILAR TO THAT DESCRIBED HEREIN.  
BY ACCEPTANCE OF THIS ASSIGNMENT, THE CONTRACTOR IS ATTESTING THAT  
HE DOES HAVE SUFFICIENT EXPERIENCE AND ABILITY, THAT HE IS KNOWLEDGEABLE  
OF THE WORK TO BE PERFORMED AND THAT HE IS PROPERLY LICENSED AND  
PROPERLY REGISTERED TO DO THIS WORK IN THE STATE IN WHICH IT IS TO  
BE PERFORMED.

UNLESS SHOWN OR NOTED OTHERWISE ON THE CONTRACT DRAWINGS, OR IN THE

19. SPECIFICATIONS, THE FOLLOWING NOTES SHALL APPLY TO THE MATERIALS  
LISTED HEREIN, AND TO THE PROCEDURES TO BE USED ON THIS PROJECT.
20. ALL HARDWARE ASSEMBLY MANUFACTURER'S INSTRUCTIONS SHALL BE FOLLOWED  
EXACTLY AND SHALL SUPERCEDE ANY CONFLICTING NOTES ENCLOSED HEREIN.

21. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO DETERMINE ERECTION  
PROCEDURE AND SEQUENCE TO INSURE THE SAFETY OF THE STRUCTURE AND ITS  
COMPONENT PARTS DURING ERECTION AND/OR FIELD MODIFICATIONS. THIS  
INCLUDES, BUT IS NOT LIMITED TO, THE ADDITION OF WHATEVER TEMPORARY  
BRACING, GUYS OR TIE DOWNS THAT MAY BE NECESSARY. SUCH MATERIAL SHALL  
BE REMOVED AND SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AFTER  
THE COMPLETION OF THE PROJECT.

22. ALL DIMENSIONS, ELEVATIONS, AND EXISTING CONDITIONS SHOWN ON THE  
DRAWINGS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO THE  
BEGINNING ANY MATERIALS ORDERING, FABRICATION OR CONSTRUCTION WORK  
ON THIS PROJECT. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO  
THE ATTENTION OF THE OWNER AND THE OWNERS ENGINEER. THE DISCREPANCIES  
MUST BE RESOLVED BEFORE THE CONTRACTOR IS TO PROCEED WITH THE WORK.  
THE CONTRACT DOCUMENTS DO NOT INDICATE THE METHOD OF CONSTRUCTION.  
THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY  
RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES,  
AND PROCEDURES. OBSERVATION VISITS TO THE SITE BY THE OWNER AND/OR THE  
ENGINEER SHALL NOT INCLUDE INSPECTION OF THE PROTECTIVE MEASURES OR  
THE CONSTRUCTION PROCEDURES.

23. ALL MATERIALS AND EQUIPMENT FURNISHED SHALL BE NEW AND OF GOOD WORKING  
QUALITY, FREE FROM FAULTS AND DEFECTS AND IN CONFORMANCE WITH THE  
CONTRACT DOCUMENTS, ANY AND ALL SUBSTITUTIONS MUST BE PROPERLY  
APPROVED AND AUTHORIZED IN WRITING BY THE OWNER AND THE ENGINEER  
PRIOR TO INSTALLATION. THE CONTRACTOR SHALL FURNISH SATISFACTORY  
EVIDENCE AS TO THE KIND AND QUALITY OF THE MATERIALS AND EQUIPMENT  
BEING SUBSTITUTED.

24. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING, AND SUPERVISING ALL  
SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. THE  
CONTRACTOR IS RESPONSIBLE FOR INSURING THAT THIS PROJECT AND RELATED WORK  
COMPLIES WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL SAFETY CODES AND  
REGULATIONS GOVERNING THIS WORK.

25. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE LATEST EDITION OF THE  
LOCAL BUILDING CODE.

26. ACCESS TO THE PROPOSED WORK SITE MAY BE RESTRICTED. THE CONTRACTOR SHALL  
COORDINATE INTENDED CONSTRUCTION ACTIVITY, INCLUDING WORK SCHEDULE AND  
MATERIALS ACCESS, WITH NCT FOR APPROVAL.

27. ALL WORK SHALL BE ACCOMPLISHED IN ACCORDANCE WITH ALL LOCAL, STATE AND  
FEDERAL CODES OR ORDINANCES. THE MOST STRINGENT CODE WILL APPLY IN THE  
CASE OF DISCREPANCIES OR DIFFERENCES IN THE CODE REQUIREMENTS.

28. ANY DAMAGE TO ADJACENT PROPERTIES WILL BE CORRECTED AT THE CONTRACTORS  
EXPENSE.

29. CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING UTILITIES WITHIN  
CONSTRUCTION LIMITS PRIOR TO CONSTRUCTION.

30. THE CONTRACTOR SHALL MAINTAIN A RECORD OF ALL CHANGES, SUBSTITUTIONS BETWEEN  
WORK AS SPECIFIED AND INSTALLED AND RECORD CHANGES ON A CLEAN SET OF CONTRACT  
DRAWINGS WHICH SHALL BE TURNED OVER TO THE NCT CONSTRUCTION MANAGER UPON  
COMPLETION OF PROJECT.

31. THE CONTRACTOR SHALL COORDINATE THE CONSTRUCTION STAGING AREA WITH THE  
PROPERTY OWNER AND NCT WELL IN ADVANCE OF THE CONSTRUCTION START DATE.

32. CONTRACTOR IS TO FIELD VERIFY ALL EXISTING CONDITIONS AND PLAN DIMENSIONS,  
AND NOTIFY THE ARCHITECT AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.

33. THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE WORK SITE ON  
A DAILY BASIS.



SEAL



NATIONAL COMMUNICATION  
TOWERS, LLC  
5413 PATTERSON AVE, SUITE 101  
RICHMOND, VA 23226  
804-366-1165

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PROJECT NAME

ROCKFISH CREEK SITE  
  
WEST RIVER ROAD  
(RTE 6)  
  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 8/23/12

SCALE: AS SHOWN

DESIGNED: J.C.

CHECKED: SJW.

DRAWN: COT

SHEET TITLE

GENERAL NOTES  
T-2

**JMT**  
**JOHNSON, MIRMIRAN & THOMPSON**  
Engineering A Brighter Future  
9201 Arboretum Parkway Suite 140  
Richmond, Virginia 23236  
Phone (804) 323-9900  
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VIRGINIA

DATE: 8/23/12

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DESIGNED: J.C.

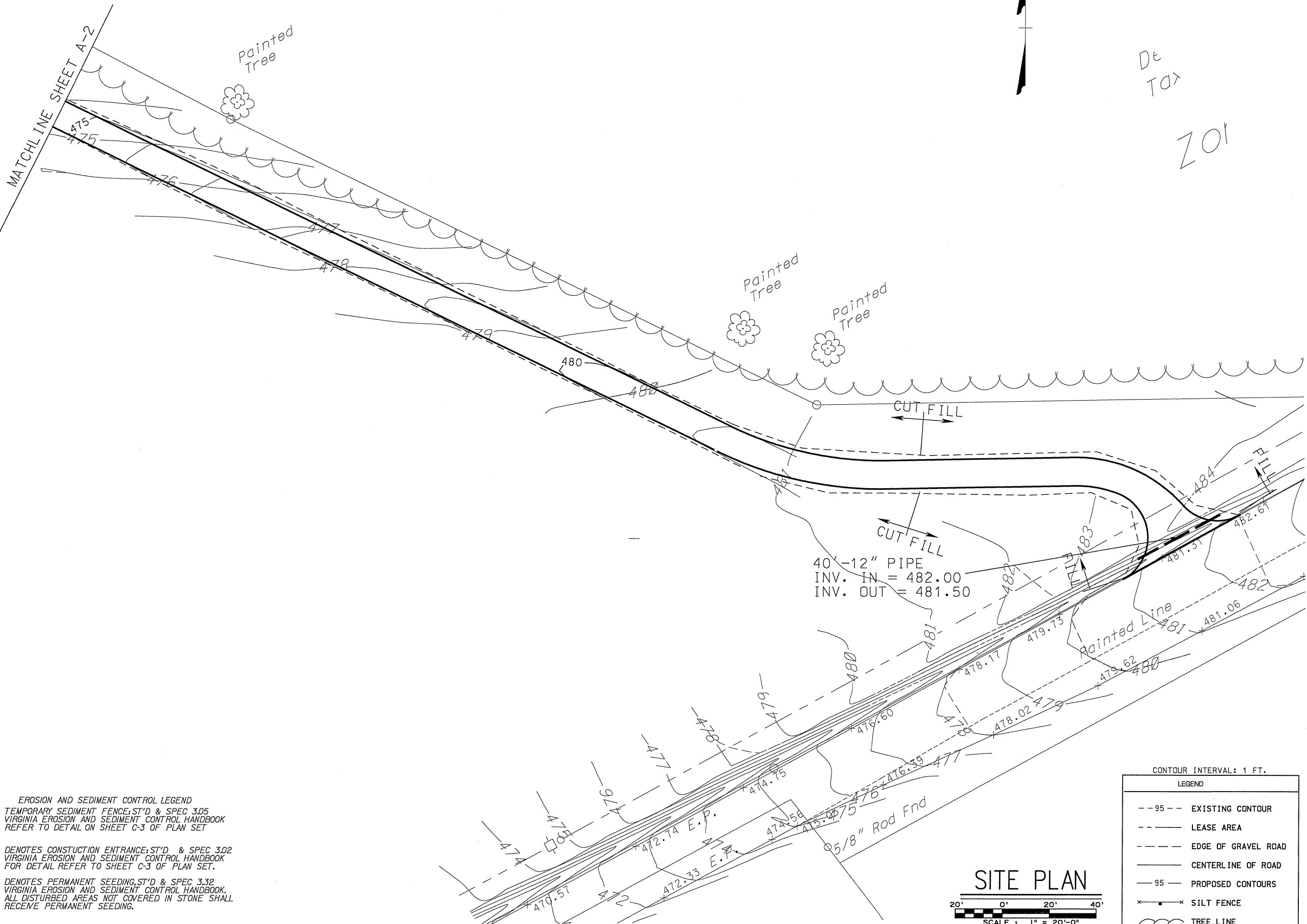
CHECKED: J.C.

DRAWN: COT

SHEET TITLE

GRADING  
SITE PLAN

A-1



EROSION AND SEDIMENT CONTROL LEGEND  
TEMPORARY SEDIMENT FENCE: ST'D & SPEC 3.05  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK  
REFER TO DETAIL ON SHEET C-3 OF PLAN SET

CE DENOTES CONSTRUCTION ENTRANCE: ST'D & SPEC 3.02  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK  
FOR DETAIL REFER TO SHEET C-3 OF PLAN SET.

PS DENOTES PERMANENT SEEDING: ST'D & SPEC 3.32  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.  
ALL DISTURBED AREAS NOT COVERED IN STONE SHALL  
RECEIVE PERMANENT SEEDING.

SITE PLAN

SCALE: 1" = 20'-0"

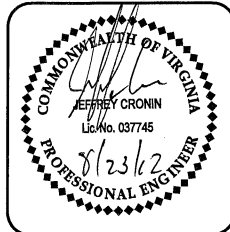
CONTOUR INTERVAL: 1 FT.

LEGEND

- 95 -- EXISTING CONTOUR
- LEASE AREA
- - - EDGE OF GRAVEL ROAD
- CENTERLINE OF ROAD
- 95 --- PROPOSED CONTOURS
- SILT FENCE
- TREE LINE

**JMT**  
**JOHNSON, MIRMIRAN & THOMPSON**  
*Engineering A Brighter Future*  
9201 Arboretum Parkway Suite 140  
Richmond, Virginia 23236  
Phone (804) 323-9900  
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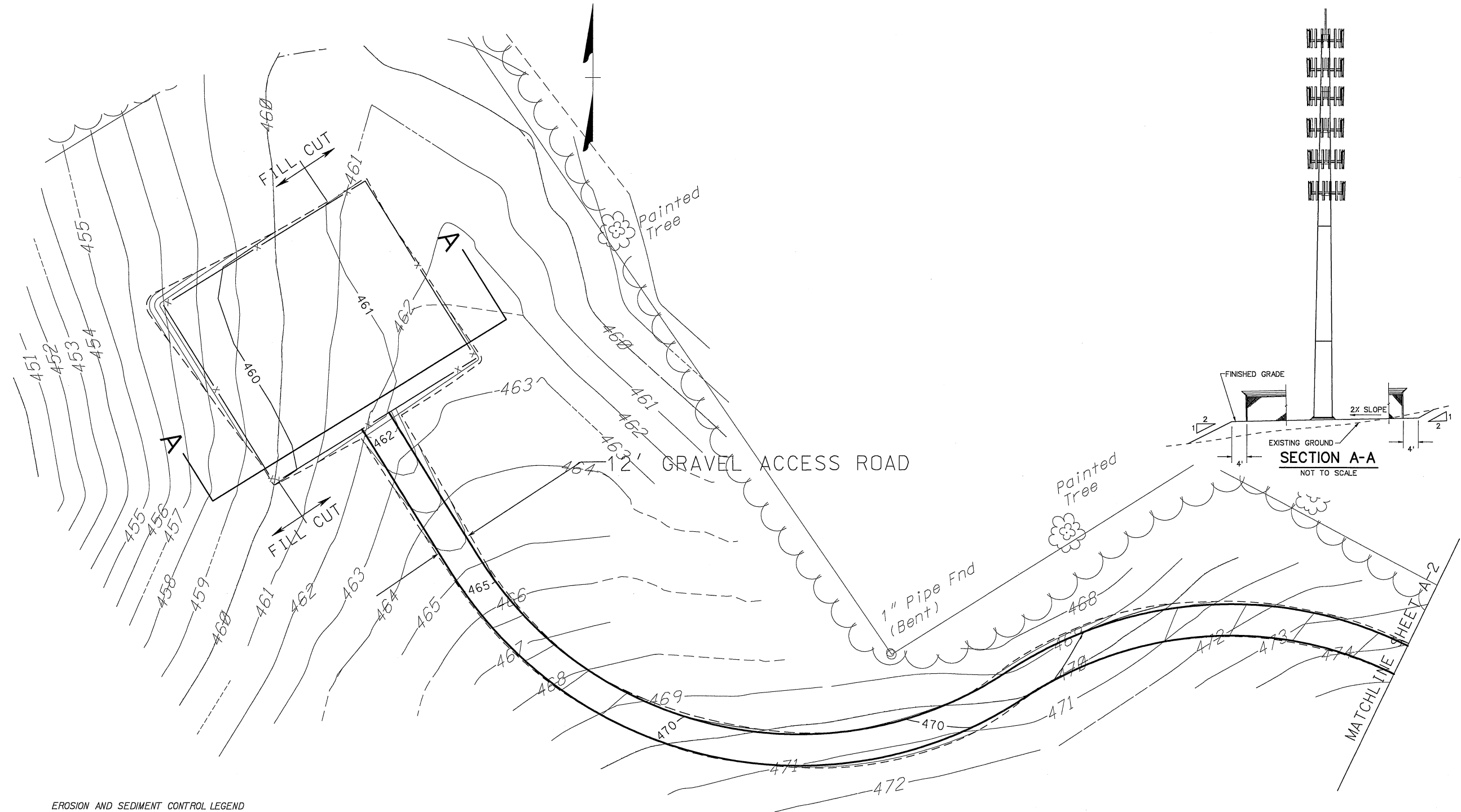
CHECKED: J.C.

DRAWN: COT

SHEET TITLE

GRADING  
SITE PLAN

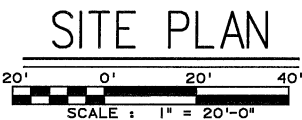
A-2



- EROSION AND SEDIMENT CONTROL LEGEND
- (SF) TEMPORARY SEDIMENT FENCE: ST'D & SPEC 3.05  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK  
REFER TO DETAIL ON SHEET C-3 OF PLAN SET
- (CE) DENOTES CONSTRUCTION ENTRANCE: ST'D & SPEC 3.02  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK  
FOR DETAIL REFER TO SHEET C-3 OF PLAN SET.
- (PS) DENOTES PERMANENT SEEDING: ST'D & SPEC 3.32  
VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.  
ALL DISTURBED AREAS NOT COVERED IN STONE SHALL  
RECEIVE PERMANENT SEEDING.

FEATURE	QUANTITY ESTIMATE	COST ESTIMATE
SILT FENCE	185 LINEAR FEET	185 LF x \$4.50/LF = \$833
CONSTRUCTION ENTRANCE	1 EA	1 EA x \$1000/EA = \$1000
SEED AND STRAW	4233 SQ FT = 470 SY	470 SY x \$1.10/SY = \$517
TOTAL		\$2350

AREAS OF DISTURBANCE	
NEW ACCESS ROAD TO FENCE	12'x900'=10800 SQ FEET
COMPOUND AREA	80'x80'= 6400 SQ FEET
CUT AND FILL SLOPES	4233 SQ FEET
TOTAL	21433 SQ FEET



LEGEND	
-- 95 --	EXISTING CONTOUR
- - - -	LEASE AREA
- - - -	EDGE OF GRAVEL ROAD
- - - -	CENTERLINE OF ROAD
— 95 —	PROPOSED CONTOURS
x — x	SILT FENCE
~~~~~	TREE LINE

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SEAL



NATIONAL COMMUNICATION  
TOWERS, LLC  
5413 PATTERSON AVE, SUITE 101  
RICHMOND, VA 23226  
804-366-1165

REVISIONS

NO.	DATE	ISSUE
1	8/23/12	

PROJECT NAME

ROCKFISH CREEK SITE  
  
WEST RIVER ROAD  
(RTE 6)  
  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 8/23/12

SCALE: AS SHOWN

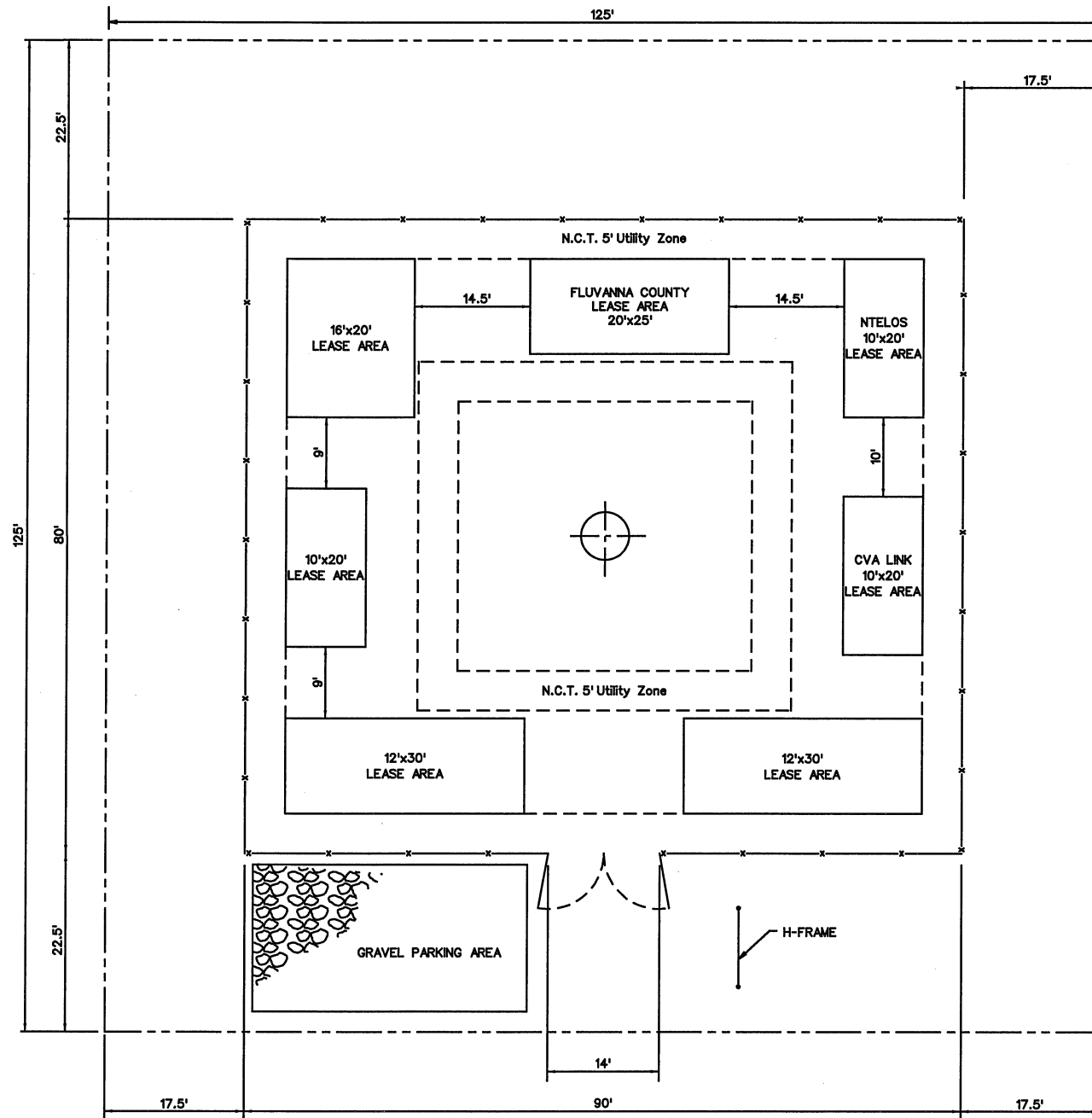
DESIGNED: J.C.

CHECKED: J.C.

DRAWN: COT

SHEET TITLE

COMPOUND LAYOUT  
&  
TOWER ELEVATION  
A-3

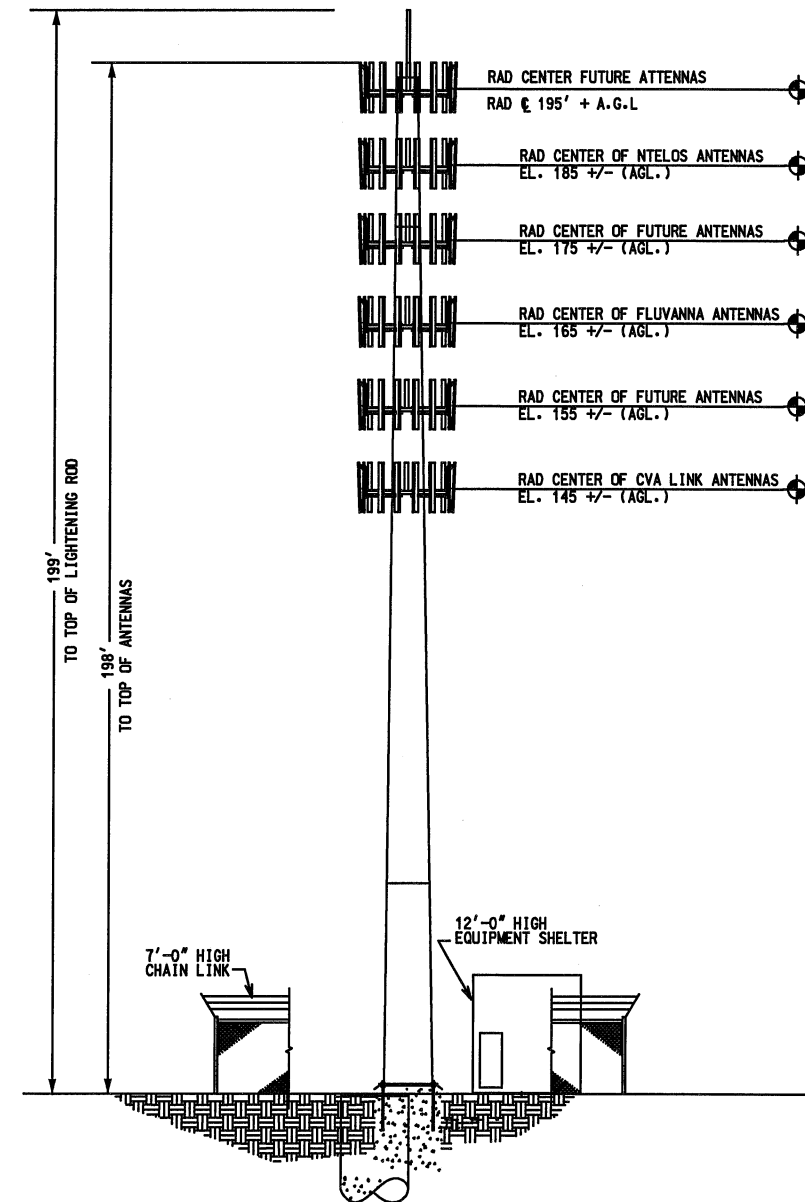
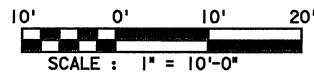


NOTES:

1. 195' MONOPOLE TOWER.
2. MAX. HEIGHT TO BE 199'.
3. TOWER WILL NOT BE LIGHTED.
4. TOWER COORDINATES  
LATITUDE: N 37° 47' 46.68"  
LONGITUDE: W 78° 22' 32.82"
5. TOWER DESIGN FOR A MINIMUM OF 6 CARRIERS.
6. NO HABITABLE STRUCTURES ALLOWED WITHIN LEASED PREMISES.
7. FACILITY CONSTRUCTION STANDARDS SHALL MEET OR EXCEED APPLICABLE U.S. AND ANSI HEALTH AND SAFETY STANDARDS.
8. NO ADVERTISING SHALL BE ALLOWED ON TOWER OR WITHIN LEASED PREMISES OR WITHIN ACCESS/UTILITY EASEMENT.

RF MAP						
TOWER USER	NUMBER OF ANTENNA	TYPE OF ANTENNA	BOTTOM ANTENNA HT.	ANTENNA LENGTH	TOP ANTENNA HT.	RAD CENTER SEPARATION TO ABOVE

COMPOUND LAYOUT PLAN

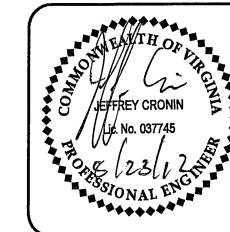


TOWER ELEVATION

NOT TO SCALE

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DATE: 8/23/12

SCALE: AS SHOWN

DESIGNED: J.C.

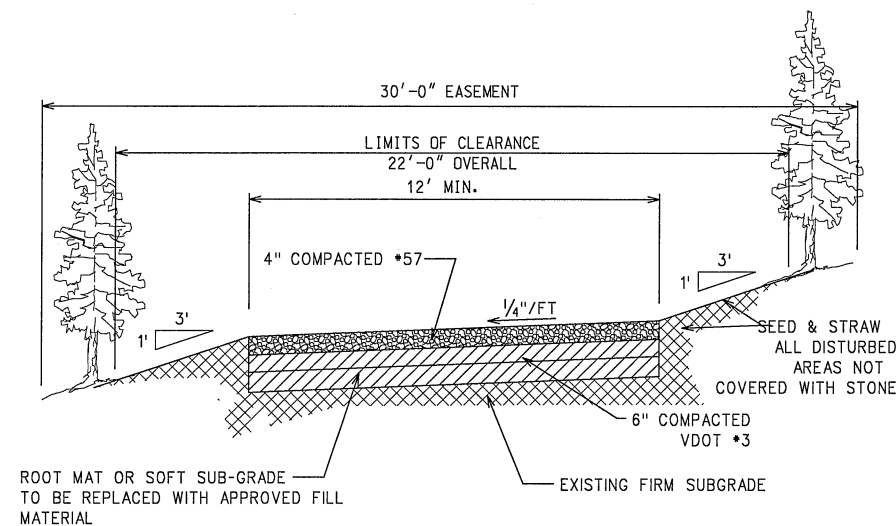
CHECKED: J.C.

DRAWN: COT

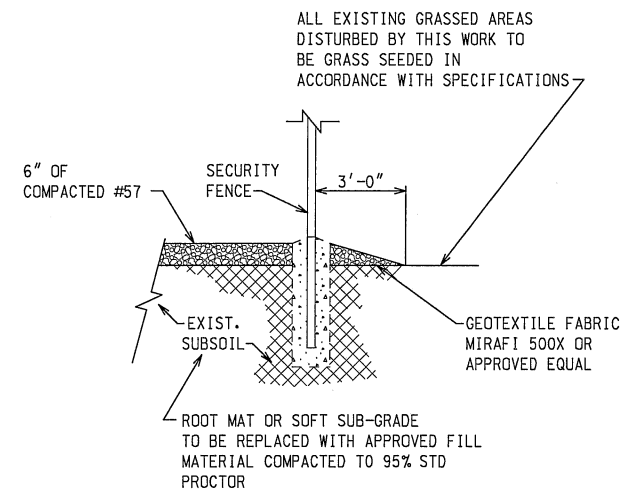
SHEET TITLE

CIVIL NOTES  
 &  
 DETAILS

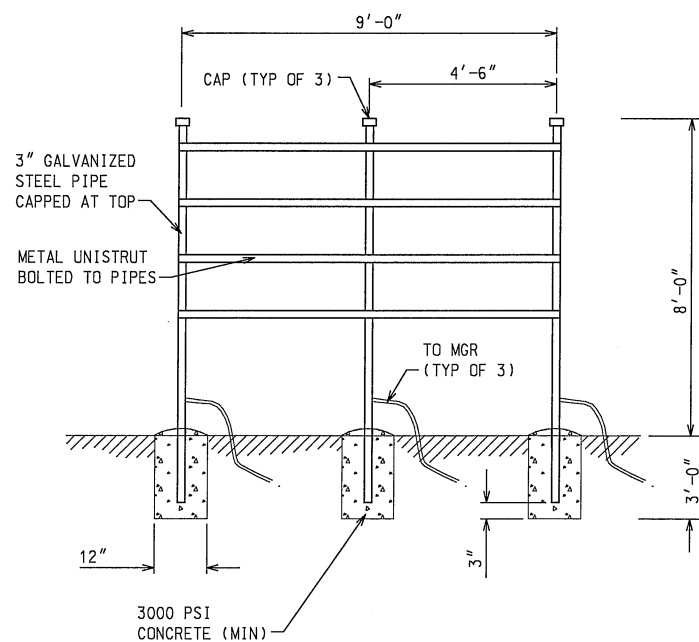
C-1



SECTION B-BTHROUGH STONE AGGREGATE ACCESS ROAD  
 NOT TO SCALE



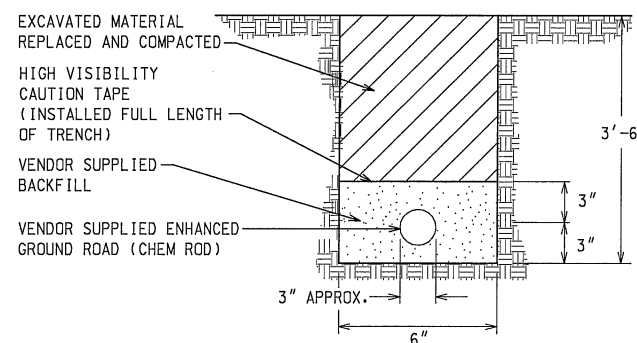
STONE APRON DETAIL  
 NOT TO SCALE



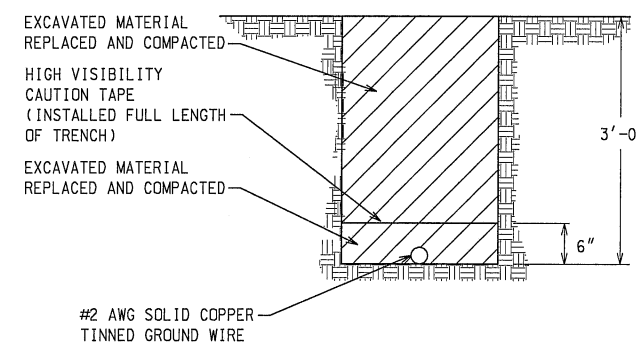
NOTES:

1. NCT TO COORDINATE WITH TENANTS AND UTILITY COMPANIES FOR SERVICE ATTACHMENTS

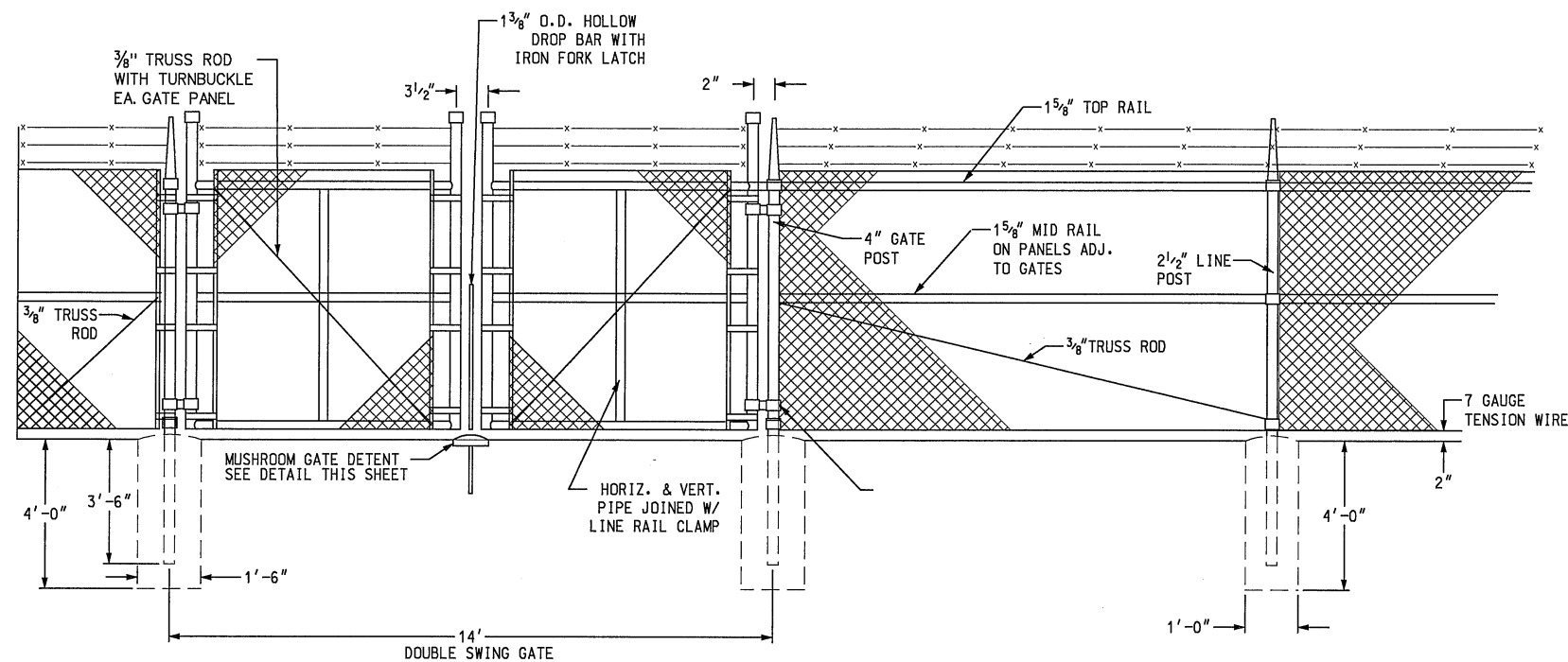
H-FRAME ELEVATION  
 NOT TO SCALE



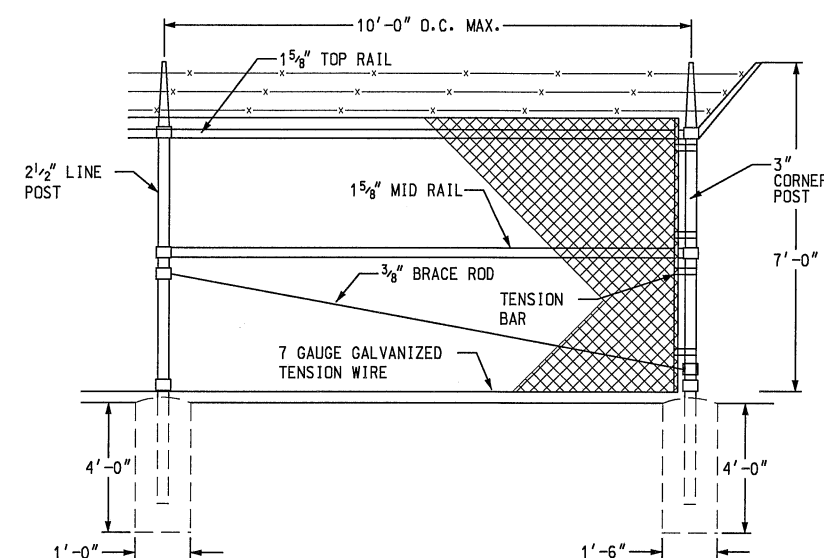
MGR TRENCHING DETAIL- CHEM ROD  
 NOT TO SCALE



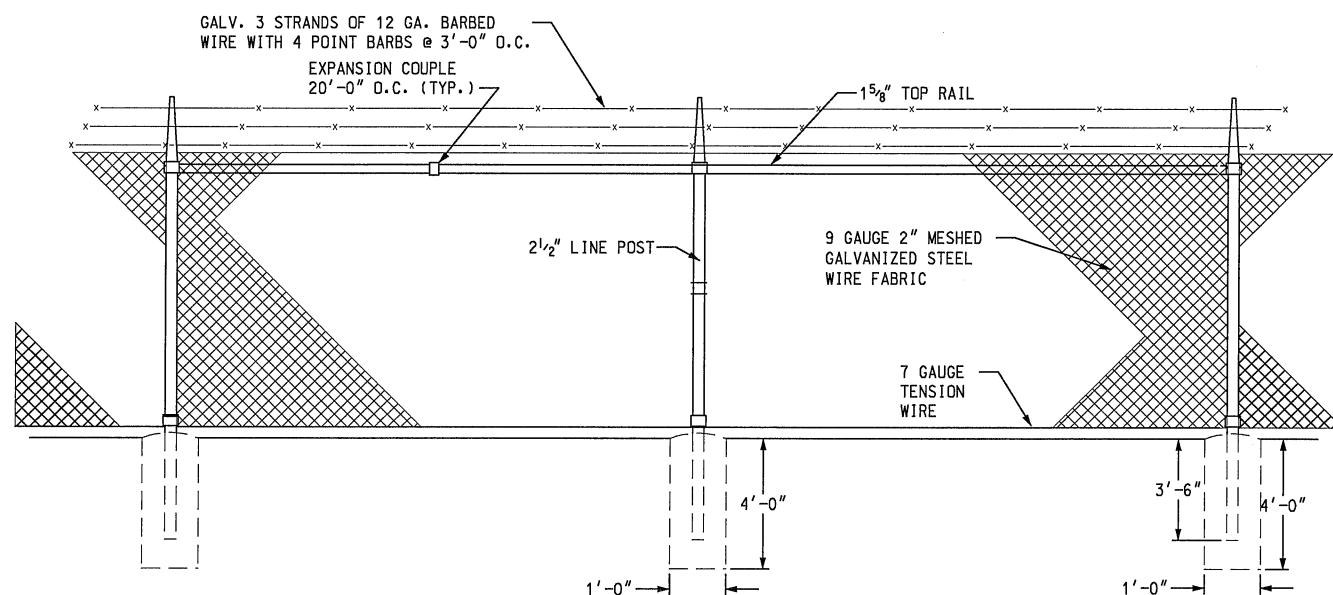
MGR TRENCHING DETAIL- GROUND WIRE  
 NOT TO SCALE



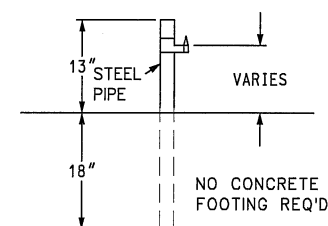
**GATES AND ADJACENT PANELS**  
NOT TO SCALE



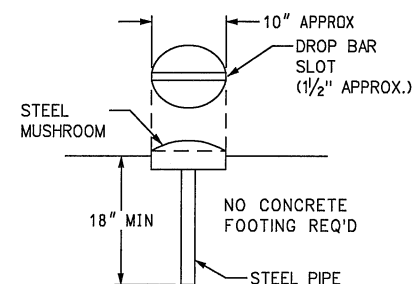
**CORNER PANEL**  
NOT TO SCALE



**LINE PANELS**  
NOT TO SCALE



**GATE STOP/KEEPER DETAIL**  
NOT TO SCALE



**MUSHROOM TYPE GATE DETENT DETAIL**  
NOT TO SCALE

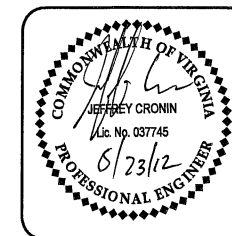
FENCE MATERIALS SCHEDULE				
ITEM	GATE PANELS	PANELS ADJACENT TO GATES	CORNER PANELS	LINE PANELS
1 5/8" SCH. 40 TOP RAIL	X	X	X	X
1 5/8" SCH. 40 MID RAIL	X	X	X	
1 5/8" SCH. 40 BOTTOM RAIL	X			
3/8" TRUSS ROD		X	X	
3/8" TRUSS ROD WITH TURN BUCKLE	X			
7 GAUGE TENSION WIRE		X	X	X
POSTS (OD, SCH 40)		4"	3"	2 1/2"

**NOTES:**

- CONTRACTOR TO PROVIDE PROGRAMABLE COMBINATION LOCK (4 TABS). COMBINATION TO BE SET BY TOWER OWNER  
REFERENCES - FEDERAL SPECIFICATIONS/FSC RR-F-191J (7/22/81)
- A. ASTM A-120 ZINC COATED STEEL PIPE  
B. ASTM A-392 ZINC COATED STEEL CHAIN LINK FABRIC  
C. ASTM A-780 REPAIR OF HOT DIP GALVANIZED COATINGS  
D. ASTM F-552 STANDARD DEFINITION OF TERMS RELATING TO CHAIN LINK FENCES
- QUALITY ASSURANCE  
A. ALL STEEL MATERIALS UTILIZED IN CONJUNCTION WITH THE SPECIFICATION SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL. WEIGHT OF ZINC COATING ON THE FENCE FABRIC SHALL BE NOT LESS THAN 1.2 OUNCES PER SQ.FT. OF MATERIAL COVERED.
- CONTRACTOR TO SUPPLY CONCRETE FOR POST FOUNDATIONS
- ALL RAIL PIPE AND POSTS TO BE SCHEDULE 40
- GATE STOPS: 1 FOR EACH GATE PANEL, NO CONCRETE FOOTINGS REQUIRED.

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**REVISIONS**

NO.	DATE	ISSUE
1	8/23/12	

**PROJECT NAME**

ROCKFISH CREEK SITE  
  
WEST RIVER ROAD  
(RTE 6)  
  
FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 8/23/12

SCALE: AS SHOWN

DESIGNED: J.C.

CHECKED: J.C.

DRAWN: COT

**SHEET TITLE**

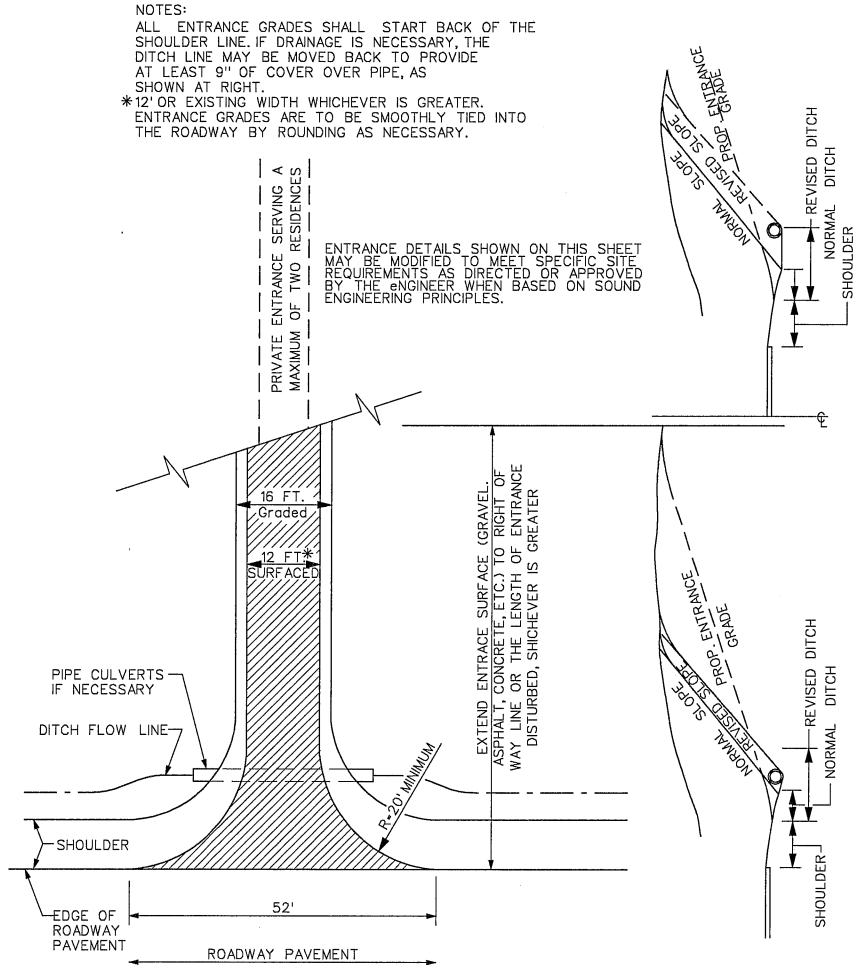
FENCE NOTES  
& DETAILS



VDOT STANDARD GENERAL NOTES  
EFFECTIVE DATE January 1, 2007

1. All materials and construction within the public right of way shall be in accordance with current Virginia Department of Transportation's specifications, standards, current work area protection manual, and all applicable location and design instructional and informational memorandums.
2. Land Use Permit (CE-7) must be obtained from the Virginia Department of Transportation prior to beginning any construction within the existing state maintained right of way (including access).
3. VDOT is to receive written notification 48 hours prior to commencing with initial construction activities.
4. Prior to any construction, the contractor shall consult the engineer and verify the approval of the plans by all applicable federal, state and local agencies.
5. Preliminary design of the pavement structure for all subdivision streets shall be in accordance with the current edition of The Pavement Design Guide for Subdivision and Secondary Roads in Virginia. The completed design worksheet appendix IV shall be included with the initial plan submittal for each proposed pavement section utilizing the predicted soil support value shown in appendix I of The Pavement Design Guide.
6. The contractor shall verify the elevations of all points of connection or proposed work to existing curbs, sanitary lines, water lines, etc., prior to construction.
7. Upon discovery of soils that are unsuitable for foundations, sub-grades, or other roadway construction purposes, the contractor shall immediately contact a geotechnical engineer and VDOT. These areas shall be excavated below plan grade as directed by a geotechnical engineer, backfilled with suitable material and compacted in accordance with current VDOT specifications.
8. All storm sewer design and construction to be in accordance with VDOT I & ILD-94 (D) 121.13.
9. All drainage structures shall be in accordance with current versions of LD-97 (D) 121. Pipe within the right of way shall be a minimum CL-III or greater in accordance with current VDOT standards and specifications.
10. All pre-cast units shall be VDOT approved. Certification and VDOT stamp will be required on all units. Shop drawings, Geotechnical data and soil bearing capacity, and plan view shall be submitted as package for VDOT review and approval.
11. All concrete shall be minimum class A3-AE (air entrained 3,000 PSI).
12. All entrances are to be designed and constructed in accordance with current VDOT standards. Residential lot access shall be provided per the following criteria:  
\* All driveway entrance culverts are to be a minimum of 15" diameter x 20' long pipe and shall conform to PE-1 private entrance standards unless otherwise directed by the Resident Engineer. No entrance culverts are to be installed within five (5) feet of a property corner.  
\* VDOT standard CG-9D entrances shall be installed in curb and gutter neighborhoods. Inspections to be performed by VDOT shall be requested in writing, 48 hours prior to entrance installation.
13. The developer is responsible for furnishing and installing all signs deemed pertinent to the proposed development. The contractor shall contact VDOT inspection staff to establish locations for any signage requirements as deemed necessary by VDOT. Installation of said signs shall occur at no expense to the state and prior to state acceptance of roadway(s).
14. Design changes, specified materials changes and/or field changes from the approved plans need to be re-submitted to VDOT prior to proceeding with the work. A letter of explanation shall accompany the revised plans and/or drainage calculations, which must be submitted, to VDOT for review and approval by the Resident Engineer.
15. Contractor shall verify location and elevation of all underground utilities shown on plans in areas of construction prior to starting work. Contact engineer immediately if location or elevation is different from that shown on plan. If there appears to be a conflict, and/or upon discovery of any utility not shown on this plan, call Miss Utility at 1-800-552-7001. The developer shall be responsible for the relocation of any utility within existing and/or proposed right of way required by the development.
16. All streetlights shall be located a minimum of 9.5' from the edge of pavement on curb and gutter streets and/or located a minimum of 5.5' behind the ditch line on open ditch streets.
17. Generally, paved roadside ditches are to be specified when velocities exceed current VDOT design criteria or when ditch slopes are less than 0.75%. Where ditch slopes exceed 5.0%, the developer may choose to implement erosion and sediment control measures in an attempt to achieve channel stabilization while acknowledging that additional paved ditch linings may be required prior to acceptance of the roads into the secondary system of state highways. Paved roadside ditches shall conform to VDOT-PG-2A standards and specifications.
18. VDOT and County approval of construction plans does not preclude the right to require additional facilities as deemed necessary for acceptance of the roads into the VDOT Secondary Road System.
19. VDOT approval of site plans will expire five (5) years from the date of the initial approval. VDOT approval of subdivision plans will expire three (3) years from the date of the initial approval.
20. VDOT shall have performed the required field inspection (proof roll) prior to placement of the aggregate base course(s). Contact VDOT, in writing, for subgrade inspection 48 hours prior to scheduling placement of aggregate base course(s).
21. A prime coat seal between the aggregate base and bituminous concrete will be required at a rate of 0.30 gallons per square yard (REC-250 Prime Coat) per VDOT standards and specifications.
22. The scheduling of aggregate base installation and subsequent paving activities shall accommodate forecast weather conditions per Section 315 of The Road and Bridge Specifications.
23. VDOT shall have approved all base course(s) for depth, template and performed the required field inspection (visual, proof roll, or any additional inspection determined by VDOT inspector) prior to placement of any surface course(s). Contact VDOT, in writing, for inspection of the base course(s) 48 hours prior to application of the surface course(s).
24. An actual copy of the complete CBR report is to be submitted to VDOT in conjunction with final pavement designs. All pavement design recommendations shall be performed in accordance with the current edition of The Pavement Design Guide for Subdivision and Secondary Roads in Virginia.
25. A licensed geotechnical engineer shall ascertain cause and certify recommended method of repair for all pavement structural failures prior to state acceptance.
26. All vegetation and organic materials to be removed from the right of way limits prior to conditioning of the subgrade.
27. Dry gutter is not allowed in VDOT right of way.
28. The developer will be responsible for the design costs of any traffic signal installation and/or modification under an account receivable with VDOT.
29. The necessity and locations for additional VDOT standard underdrains to be determined at time of subgrade inspection.
30. Approval of a detailed construction sequencing/maintenance of traffic narrative for the work zone is a prerequisite for issuance of a Land Use Permit allowing access to and construction within VDOT maintained right-of-way.
31. VDOT shall be provided documentation by a licensed geotechnical engineer, certifying that all in-place pavements meet or exceed the approved pavement design thickness prior to state acceptance. The certifying documentation shall conform to VDOT specifications and the approved plans.
32. The establishment of a temporary vegetative cover is required on all denuded areas that are not to be fine graded for periods longer than 30 days.
33. No structure shall be constructed on state maintained rights of way unless said structures are shown on road construction plans approved by VDOT or covered by a VDOT Land Use Permit (or by a letter of intent from the Resident Engineer to issue said permit at the time of state acceptance).
34. The developer is responsible for contacting the Fredericksburg District Traffic Engineering section at 540-899-4300 for guardrail location and placement requirements.
35. A preconstruction meeting is required prior to undertaking any roadway construction activities. Developer or designee will contact Fredericksburg Residency, in writing, five working days in advance of anticipated construction start to establish date, time and location for preconstruction meeting. The primary function of the construction meeting will be to identify geotechnical parameters of proposed construction activities.
36. Existing pavement markings within state Right of Way are to be eradicated (all eradication scars shall be overlaid with surface mix or slurry seal \*4).  
All new striping requires the use of Thermoplastic pavement markings. Contact District Traffic Engineering office at 540-899-4300 ten days prior to proceeding for striping layout.

37. A geotech report shall verify/approve stone depths prior to asphalt placement.
38. All construction debris, materials, dumpsters, etc shall be located outside the roadway prism prior to acceptance of the roads and shall be maintained outside the roadway prism within existing state routes.
39. Any landscaping, identification signs, lighting, etc. that may be indicated within the construction plans shall be for information purposes only. Non-standard items must be approved by separate submittal through the permitting process.



STANDARD PRIVATE ENTRANCES

PE-1

ALTERNATE METHODS FOR PLACING PIPES UNDER ENTRANCES



SEAL



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REVISIONS

NO.	DATE	ISSUE
1	8/23/12	

PROJECT NAME

ROCKFISH CREEK SITE  
WEST RIVER ROAD  
(RTE 6)

FLUVANNA COUNTY  
CUNNINGHAM DISTRICT  
VIRGINIA

DATE: 8/23/12

SCALE: AS SHOWN

DESIGNED: J.C.

CHECKED: J.C.

DRAWN: COT

SHEET TITLE

ENTRANCE REQUIREMENTS

C-3

**JMT**  
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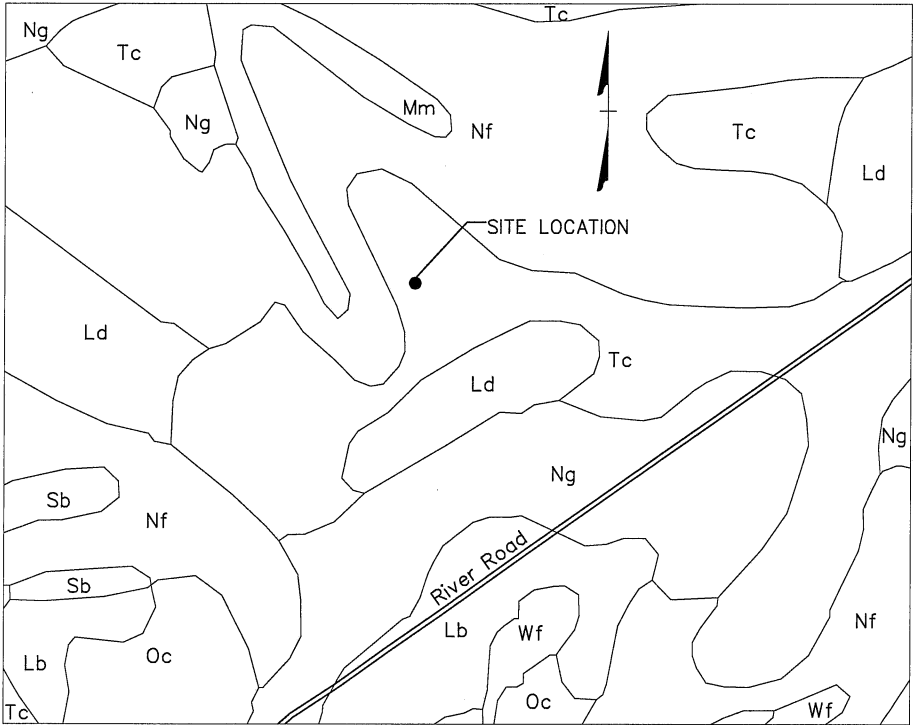
CHECKED: J.C.

DRAWN: COT

SHEET TITLE

SOIL MAP

C-4



FLUVANNA COUNTY VIRGINIA

SOIL TYPE:

Tc Tatum Silt Loam, Undulating Phase  
Nf Nansum Silt Loam, Rolling Phase  
Ng Nansum Silt Loam, Undulating Phase

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CHECKED: J.C.

DRAWN: COT

SHEET TITLE

ZONING APPROVAL  
&  
CONDITIONS  
  
SE-1

APPROVAL AND CONDITIONS

**LEGAL DESCRIPTION - 30' Ingress/Egress & Utility Easement**

BEGINNING at a point on the northern boundary of the right of way line of State Route No. 6, said point being 121.69 feet West of the intersection of the centerline of Rosewood Drive extended and the northern boundary of the right of way line of State Route No. 6, thence leaving the northern boundary of the right of way line of State Route No. 6 in a northwesterly direction along the centerline of a 30' Ingress/Egress and Utility Easement the following seven (7) courses and distances:

- 1) Along a curve to the left having a radius of 55.85 feet, a delta angle of 62°26'49" and an arc length of 57.90 feet to a point;
- 2) Thence N 89°00'00" W 80.39 feet to a point;
- 3) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 27°00'00" and an arc length of 70.03 feet to a point;
- 4) Thence N 64°00'00" W 312.23 feet to a point;
- 5) Thence along a curve to the left having a radius of 150.00 feet, a delta angle of 59°29'43" and an arc length of 155.76 feet to a point;
- 6) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 91°29'43" and an arc length of 239.53 feet to a point;
- 7) Thence N 32°00'00" W 42.29 feet to a point, said point being the terminus of the centerline of the 30' Ingress/Egress and Utility Easement.

**LEGAL DESCRIPTION - Lease Parcel**

BEGINNING at a point on the northern boundary of the right of way line of State Route No. 6, said point being 121.69 feet West of the intersection of the centerline of Rosewood Drive extended and the northern boundary of the right of way line of State Route No. 6, thence leaving the northern boundary of the right of way line of State Route No. 6 in a northwesterly direction along the centerline of a 30' Ingress/Egress and Utility Easement the following seven (7) courses and distances:

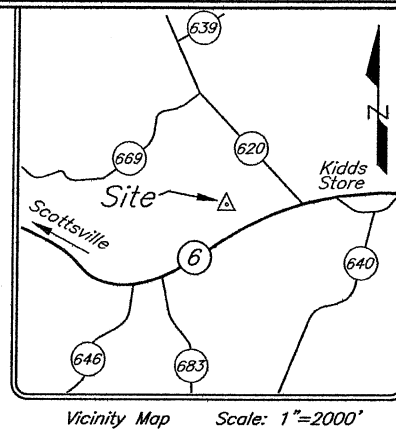
- 1) Along a curve to the left having a radius of 55.85 feet, a delta angle of 62°26'49" and an arc length of 57.90 feet to a point;
- 2) Thence N 89°00'00" W 80.39 feet to a point;
- 3) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 27°00'00" and an arc length of 70.03 feet to a point;
- 4) Thence N 64°00'00" W 312.23 feet to a point;
- 5) Thence along a curve to the left having a radius of 150.00 feet, a delta angle of 59°29'43" and an arc length of 155.76 feet to a point;
- 6) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 91°29'43" and an arc length of 239.53 feet to a point;
- 7) Thence N 32°00'00" W 42.29 feet to a point, said point being the terminus of the centerline of the 30' Ingress/Egress and Utility Easement and the Actual Point and Place of Beginning of the Lease Parcel;

Thence continuing in a southwesterly direction the following five (5) courses and distances:

- 1) S 58°00'00" W 62.50 feet to a point;
- 2) Thence N 32°00'00" W 125.00 feet to a point;
- 3) Thence N 58°00'00" E 125.00 feet to a point;
- 4) Thence S 32°00'00" E 125.00 feet to a point;
- 5) Thence S 58°00'00" W 62.50 feet to a point, said point being the Point and Place of Beginning for the Lease Parcel, containing 0.3587 Acres, more or less.

N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

Zoned: A-1



N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

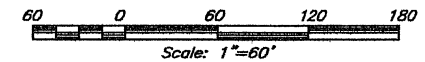
Zoned: A-1

**Legend**

Fire Hydrant	Vepco Pole
Handicap Parking Spaces	Vepco Transformer
Painted Parking Spaces (Reg.)	Field Survey Traverse Point
Water Meter	Misc Frame Sign
Water Valve	Handicap Parking Sign
Lamp Post (Metal Post w/light)	Irrigation Valve
Drainage Manhole	Yard Inlet (Drainage)
Sanitary Manhole	Concrete Surface
Cable T.V. Pedestal	RCP Reinforced Concrete Pipe
Verizon Telephone Pedestal	CMP Corrugated Metal Pipe
U/G Fiber Optic Marker	D.I. Drainage Inlet
Gas Valve	P.O.B. Point of Beginning

**SURVEY PLAT SHOWING**

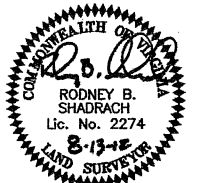
**A 30' INGRESS/EGRESS & UTILITY EASEMENT  
AND A 0.3587 ACRE LEASE PARCEL SITUATED  
ON THE NORTH LINE OF STATE ROUTE NO. 6  
CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA**  
August 13, 2012



**Shadrach & Associates, LLC**

LAND SURVEYING  
430 Southlake Blvd., Suite 10-B • Richmond, Virginia 23236  
Phone: (804)379-9300 • Fax: (804)379-9301

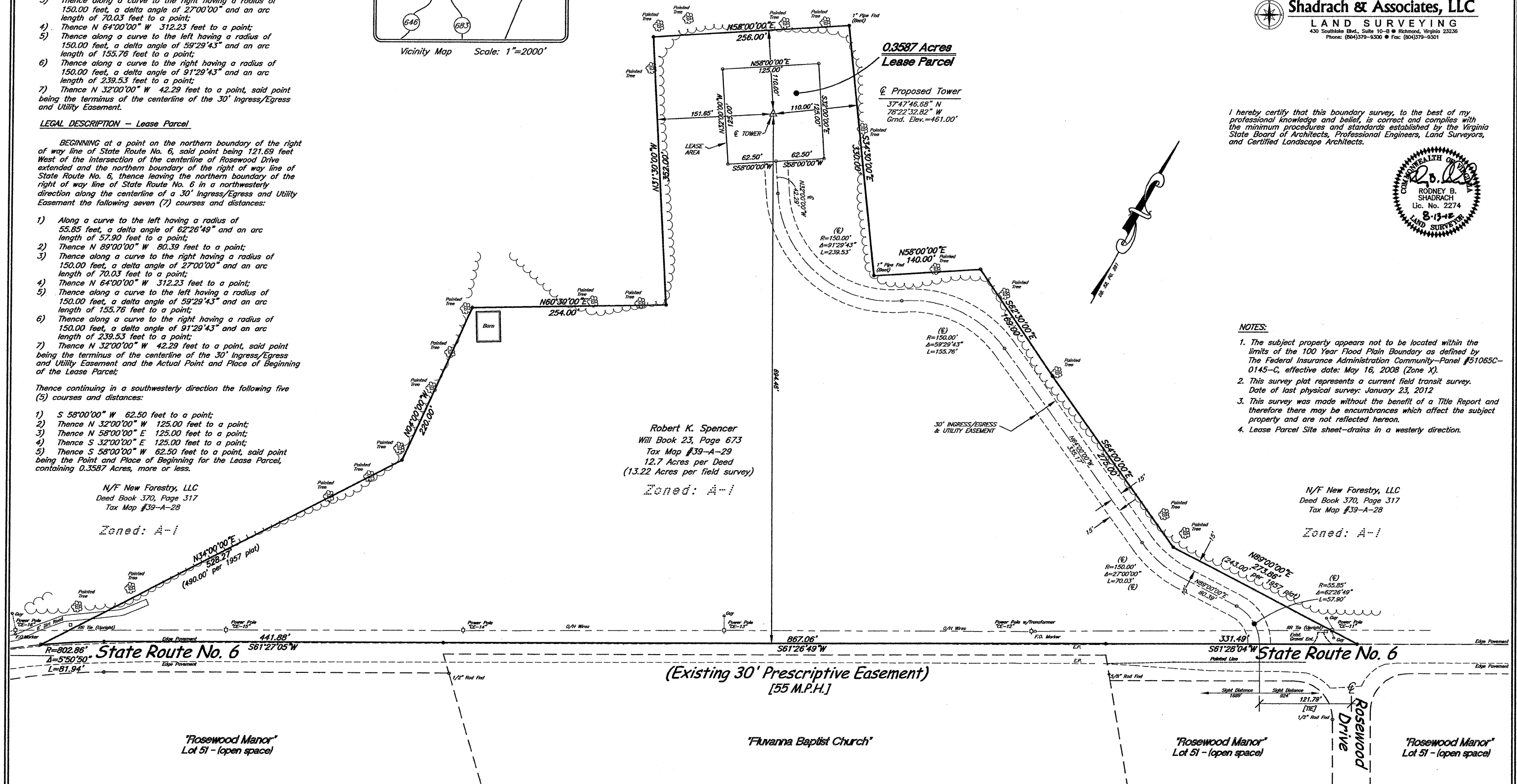
I hereby certify that this boundary survey, to the best of my professional knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors, and Certified Landscape Architects.

**NOTES:**

1. The subject property appears not to be located within the limits of the 100 Year Flood Plain Boundary as defined by The Federal Insurance Administration Community-Panel #51065C-0145-C, effective date: May 16, 2008 (Zone X).
2. This survey plat represents a current field transit survey. Date of last physical survey: January 23, 2012
3. This survey was made without the benefit of a Title Report and therefore there may be encumbrances which affect the subject property and are not reflected hereon.
4. Lease Parcel Site sheet-drains in a westerly direction.

N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

Zoned: A-1



Robert K. Spencer  
Will Book 23, Page 673  
Tax Map #39-A-29  
12.7 Acres per Deed  
(13.22 Acres per field survey)

Zoned: A-1

(Existing 30' Prescriptive Easement)  
[55 M.P.H.]

"Rosewood Manor"  
Lot 51 - (open space)

"Fluvanna Baptist Church"

"Rosewood Manor"  
Lot 51 - (open space)

"Rosewood Manor"  
Lot 51 - (open space)

**LEGAL DESCRIPTION - 30' Ingress/Egress & Utility Easement**

BEGINNING at a point on the northern boundary of the right of way line of State Route No. 6, said point being 121.69 feet West of the intersection of the centerline of Rosewood Drive extended and the northern boundary of the right of way line of State Route No. 6, thence leaving the northern boundary of the right of way line of State Route No. 6 in a northwesterly direction along the centerline of a 30' Ingress/Egress and Utility Easement the following seven (7) courses and distances:

- 1) Along a curve to the left having a radius of 55.85 feet, a delta angle of 62°26'49" and an arc length of 57.90 feet to a point;
- 2) Thence N 89°00'00" W 80.39 feet to a point;
- 3) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 27°00'00" and an arc length of 70.03 feet to a point;
- 4) Thence N 64°00'00" W 312.23 feet to a point;
- 5) Thence along a curve to the left having a radius of 150.00 feet, a delta angle of 59°29'43" and an arc length of 155.76 feet to a point;
- 6) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 91°29'43" and an arc length of 239.53 feet to a point;
- 7) Thence N 32°00'00" W 42.29 feet to a point, said point being the terminus of the centerline of the 30' Ingress/Egress and Utility Easement.

**LEGAL DESCRIPTION - Lease Parcel**

BEGINNING at a point on the northern boundary of the right of way line of State Route No. 6, said point being 121.69 feet West of the intersection of the centerline of Rosewood Drive extended and the northern boundary of the right of way line of State Route No. 6, thence leaving the northern boundary of the right of way line of State Route No. 6 in a northwesterly direction along the centerline of a 30' Ingress/Egress and Utility Easement the following seven (7) courses and distances:

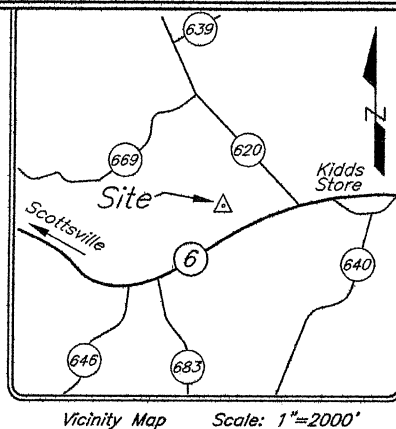
- 1) Along a curve to the left having a radius of 55.85 feet, a delta angle of 62°26'49" and an arc length of 57.90 feet to a point;
- 2) Thence N 89°00'00" W 80.39 feet to a point;
- 3) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 27°00'00" and an arc length of 70.03 feet to a point;
- 4) Thence N 64°00'00" W 312.23 feet to a point;
- 5) Thence along a curve to the left having a radius of 150.00 feet, a delta angle of 59°29'43" and an arc length of 155.76 feet to a point;
- 6) Thence along a curve to the right having a radius of 150.00 feet, a delta angle of 91°29'43" and an arc length of 239.53 feet to a point;
- 7) Thence N 32°00'00" W 42.29 feet to a point, said point being the terminus of the centerline of the 30' Ingress/Egress and Utility Easement and the Actual Point and Place of Beginning of the Lease Parcel;

Thence continuing in a southwesterly direction the following five (5) courses and distances:

- 1) S 58°00'00" W 62.50 feet to a point;
- 2) Thence N 32°00'00" W 125.00 feet to a point;
- 3) Thence N 58°00'00" E 125.00 feet to a point;
- 4) Thence S 32°00'00" E 125.00 feet to a point;
- 5) Thence S 58°00'00" W 62.50 feet to a point, said point being the Point and Place of Beginning for the Lease Parcel, containing 0.3587 Acres, more or less.

N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

Zoned: A-1



Vicinity Map Scale: 1"=2000'

N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

Zoned: A-1

**Legend**

- |                                |                              |
|--------------------------------|------------------------------|
| Fire Hydrant                   | Vepco Pole                   |
| Handicap Parking Spaces        | Vepco Transformer            |
| Painted Parking Spaces (Reg.)  | Field Survey Traverse Point  |
| Water Meter                    | Misc Frame Sign              |
| Water Valve                    | Handicap Parking Sign        |
| Lamp Post (Metal Post w/light) | Irrigation Valve             |
| Drainage Manhole               | Yard Inlet (Drainage)        |
| Sanitary Manhole               | Concrete Surface             |
| Cable T.V. Pedestal            | RCP Reinforced Concrete Pipe |
| Verizon Telephone Pedestal     | CMP Corrugated Metal Pipe    |
| U/G Fiber Optic Marker         | D.I. Drainage Inlet          |
| Gas Valve                      | P.O.B. Point of Beginning    |

SURVEY PLAT SHOWING  
**A 30' INGRESS/EGRESS & UTILITY EASEMENT  
AND A 0.3587 ACRE LEASE PARCEL SITUATED  
ON THE NORTH LINE OF STATE ROUTE NO. 6  
CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA  
AUGUST 13, 2012**

Scale: 1"=60'



**Shadrach & Associates, LLC**

LAND SURVEYING

430 Southlake Blvd., Suite 10-B • Richmond, Virginia 23236  
Phone: (804)379-9300 • Fax: (804)379-9301

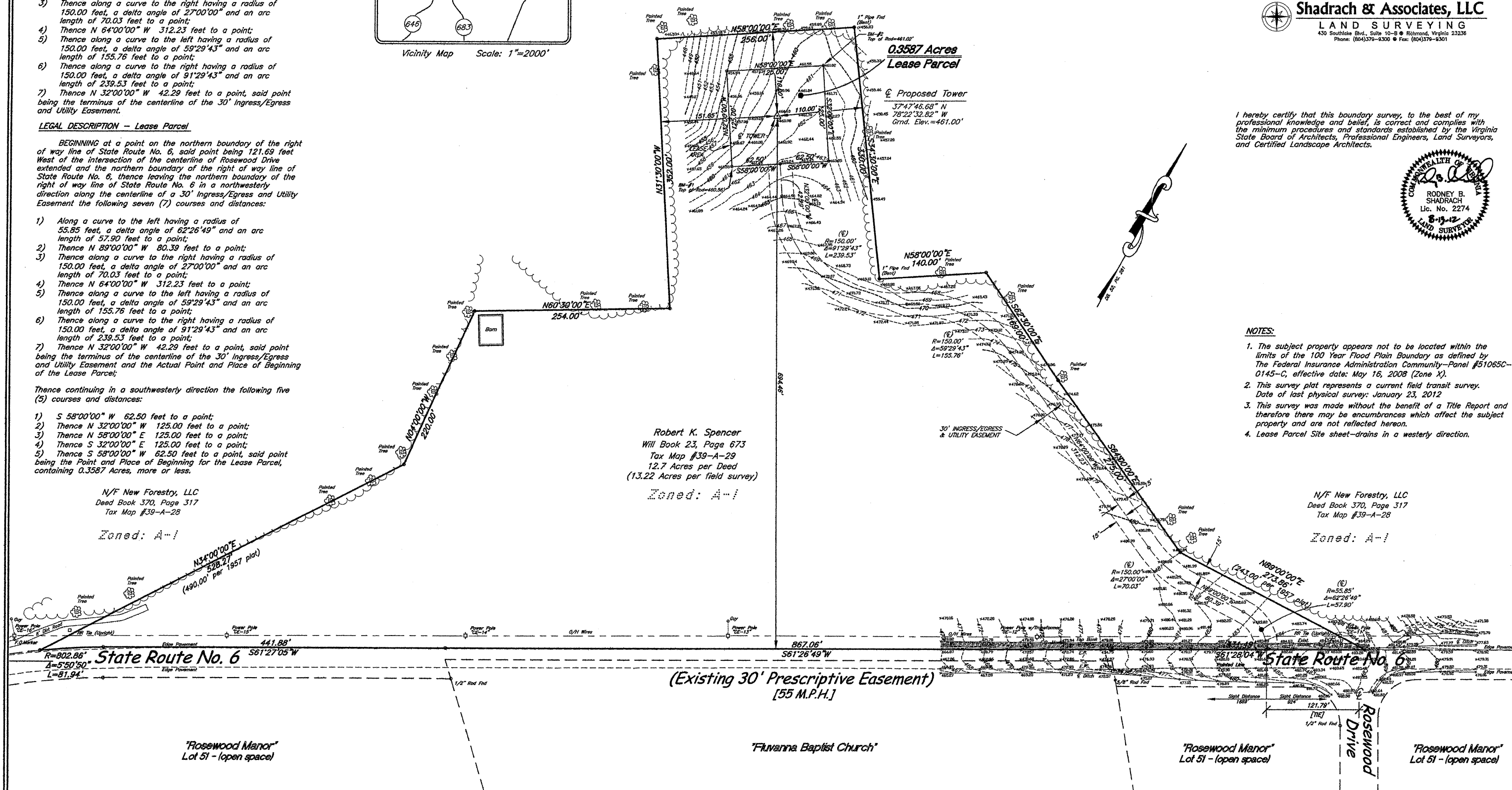
I hereby certify that this boundary survey, to the best of my professional knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors, and Certified Landscape Architects.

**NOTES:**

1. The subject property appears not to be located within the limits of the 100 Year Flood Plain Boundary as defined by The Federal Insurance Administration Community-Panel #51065C-0145-C, effective date: May 16, 2008 (Zone X).
2. This survey plat represents a current field transit survey. Date of last physical survey: January 23, 2012
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N/F New Forestry, LLC  
Deed Book 370, Page 317  
Tax Map #39-A-28

Zoned: A-1





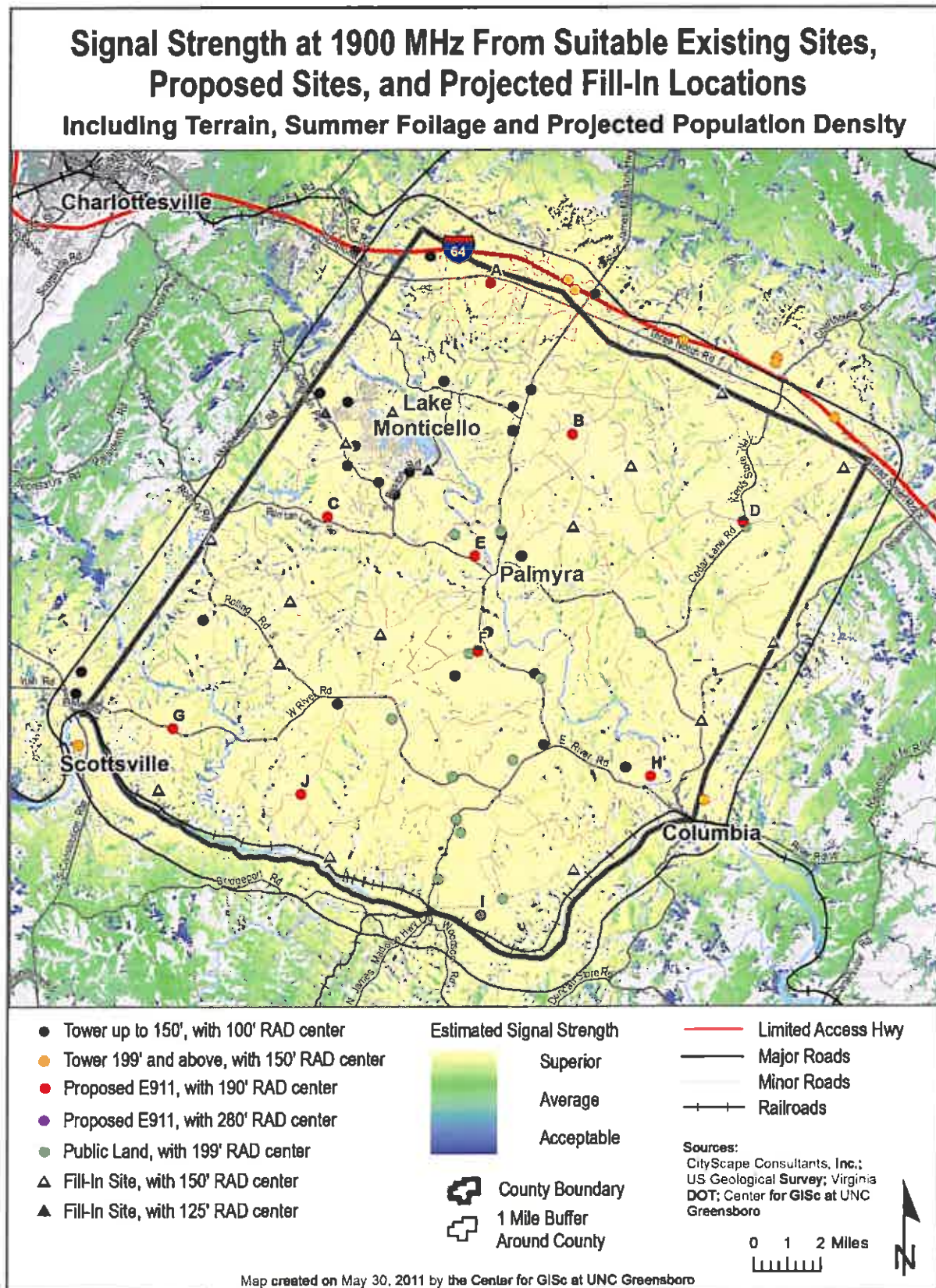


Figure 40: Projected new infrastructure infill sites



**FLUVANNA COUNTY, VA**

**TECHNICAL REVIEW  
SPECIAL USE PERMIT  
ZUP 19:01**

**PROPOSED  
199-ft WIRELESS TELECOMMUNICATIONS FACILITY**

**NATIONAL COMMUNICATION TOWERS, LLC**

**Site Name: Rockfish Creek**

**At**

**West River Road (Route 6)  
Scottsville, VA 24590**

**Submitted by:**

**ATLANTIC TECHNOLOGY CONSULTANTS, INC.**

A Member of The Atlantic Group of Companies, Inc.

**ATC PROJECT #: 1151-21**

**March 7, 2019**



THE ATLANTIC GROUP  
OF COMPANIES INC.



## **EXECUTIVE SUMMARY**

National Communication Towers LLC (NCT) has made application to the County for the issuance of a Special Use Permit to allow construction of a new 199-ft Lattice SSV telecommunications support tower on property located off of Route 6 owned by Ernest and Rose Butler of 15 Lantre Lane, Scottsville, VA 24590. The exact location is 37-47-48.7 N & 078-22-32.6 W

NCT has a commitment from AT&T Wireless. This tower will provide vertical space for both Licensed and Unlicensed Broadband Service providers and Licensed Land mobile Radio carriers such as AT&T.

## **RECOMMENDATIONS**

This request for approval to construct a Lattice SSV tower with lightning rod for an overall height of 199' AGL as proposed represents an appreciable intent on the part of the Applicant to conform to all applicable federal, state, and local regulations, accepted industry practices, and specific County ordinances regarding construction of new telecommunications towers.

### **The consultant recommends:**

1. Completion of the NEPA Report with review comments from the Virginia Department of Environmental Quality prior to the issuance of a Building Permit.
2. The Applicant should submit the Phase 1 Cultural Resource Survey to The Commonwealth of Virginia Department of Historic Resources and receive comments prior to issuance of the Building Permit.

If these recommendations are agreed upon by the Applicant, the consultant will request the County approve the Application/Request for issuance of a Special Use Permit to allow construction of this site.

This report outlines the specific areas of evaluation with respect to this proposal, and details this consultant's analysis and recommendations regarding the site plans and proposal as presented.



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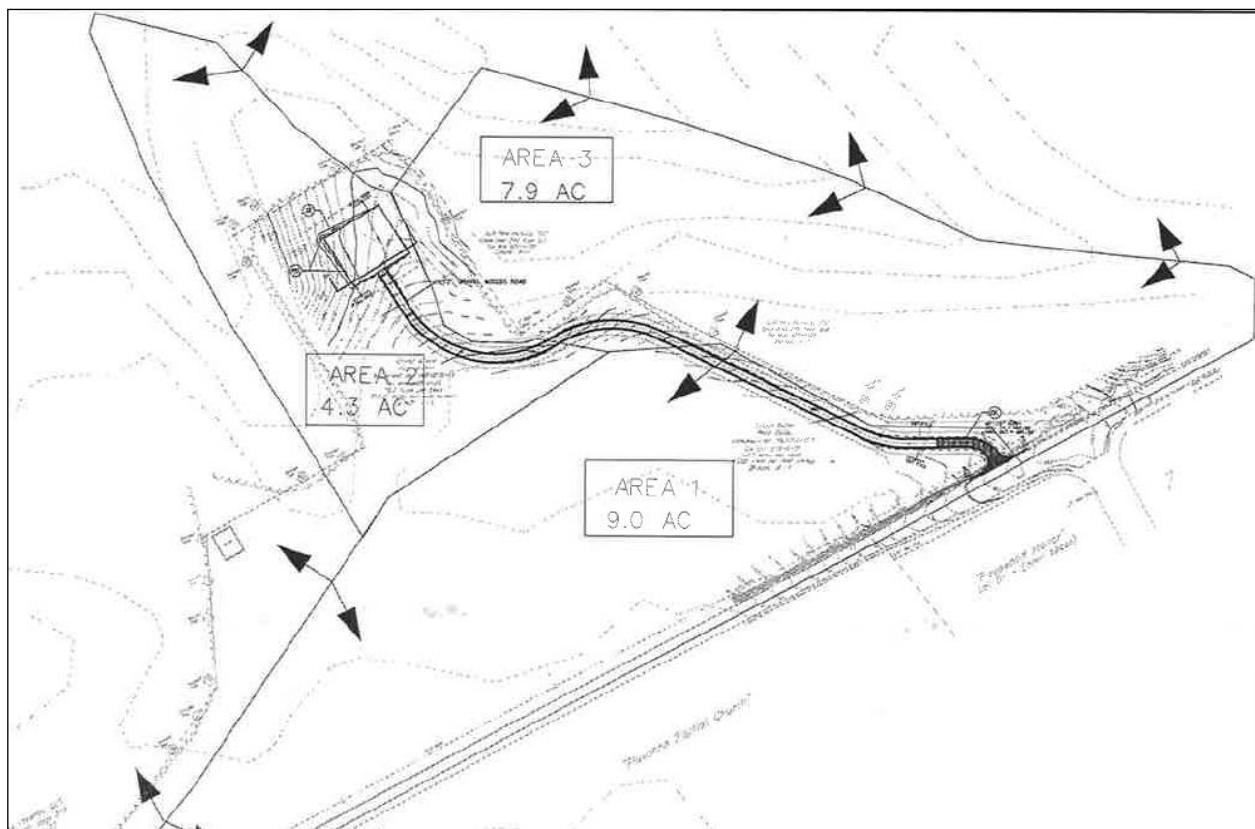
George N. Condyles, IV  
President and COO  
Atlantic Technology Consultants, Inc.

## 1.0 TECHNICAL

### 1.1 Siting

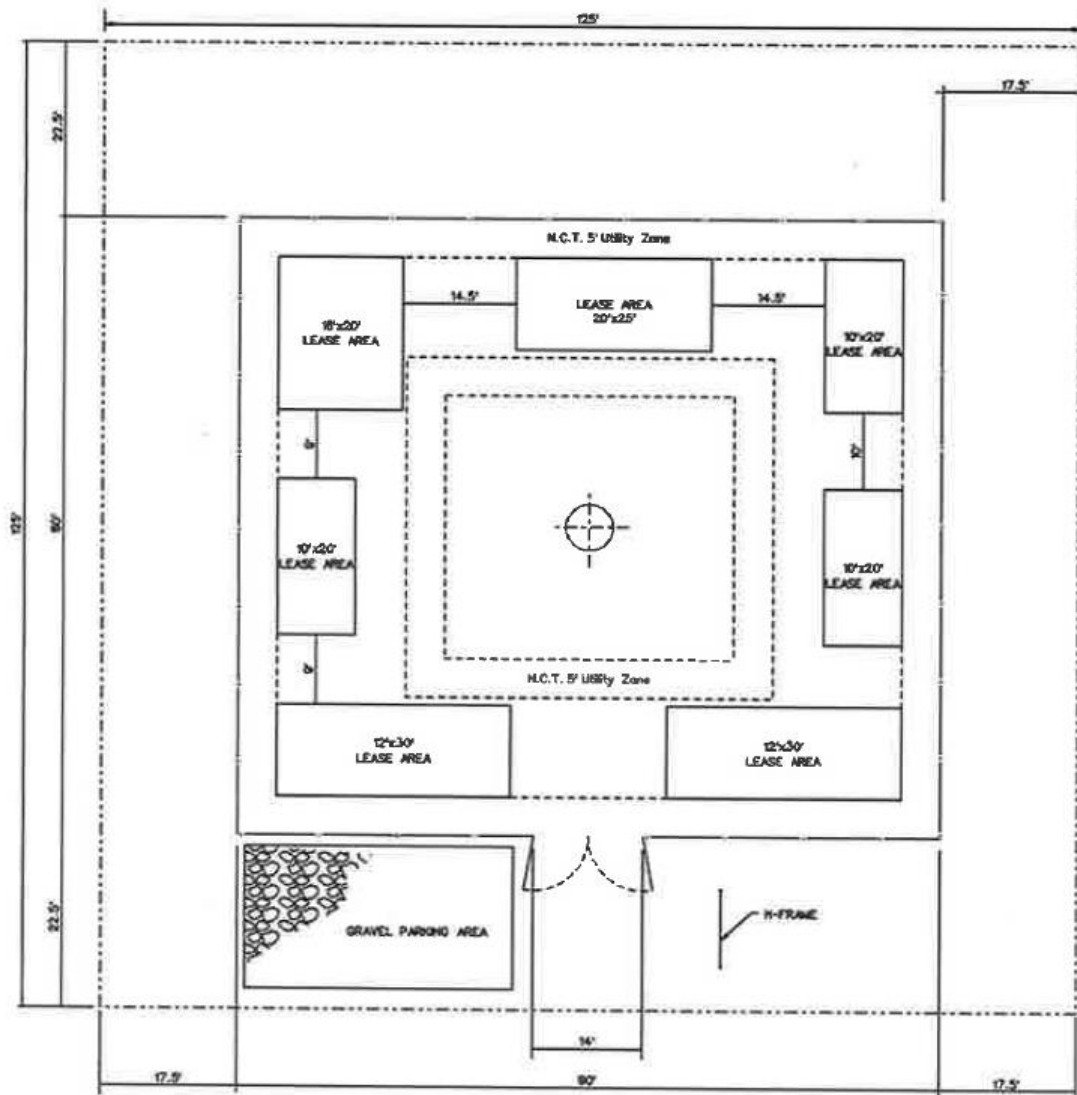
The proposed tower site is a 15,625 s.f. lease area of unimproved open and forested farm land situated within a 12.7 acre parent parcel owned by Ernest and Rose Butler of 15 Lantre Lane, Scottsville, VA.

The proposed project Site Plans were prepared by the firm of JMT Engineers of Richmond, VA, by Project Engineer Mr. Jeffrey Cronin, P.E. on January 11, 2019.



The proposed tower is a lattice SSV tower with a lightning rod at a total of 199-ft to be placed within a 90'x 80' fenced compound. (See Site Plan below)

The site will be accessed from Rt. 6, West River Road.



The center of the proposed tower is located at coordinates 37° 47' 48.7" N and 78° 22' 32.6" W (NAD 83). The parcel is zoned: A-1 (Agricultural) on Tax Map # 39-A-29.

## 1.2 Topography

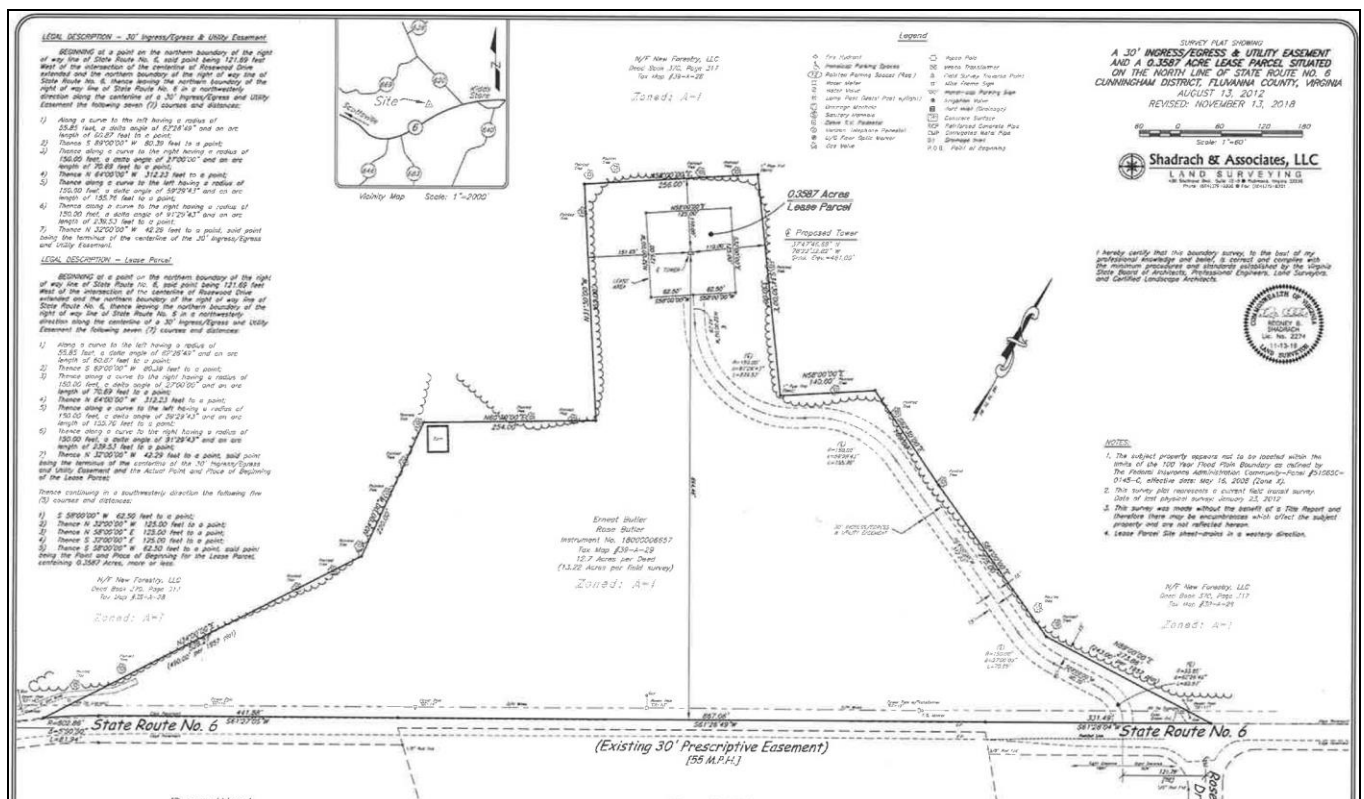
The topography of this site is relatively flat. The ground elevation for the proposed tower is 461' above sea level. The tower is proposed at an overall height of 199'. Combining the Ground elevation of 461' + 199' would give an Average Mean Above Sea Level of 660' AMSL.

The Consultant has reviewed the information supplied and concurs to the height of the tower as conditions relative to the topography.

Site placement is in an open field at the center of the property. The access to the site is through a proposed gravel road that is shielded by pine and hardwood trees. The existing tree canopy is between 40 and 70 feet to the north, east and west. The South side will be exposed to the open field.

### 1.3 Setbacks

The proposed site is over 545' from the nearest primary road, Rt.6 West River Road, to the south. All property line setbacks required for this area have been observed in the drawing ( 2 of 2) of the enclosed site survey performed by Shadrach and Associates, LLC, including those with respect to nearby residences and adjacent property lines.



As noted in the application package the proposed tower is approximately 112' feet from the nearest adjacent property line which is in compliance with the County's setback requirements.



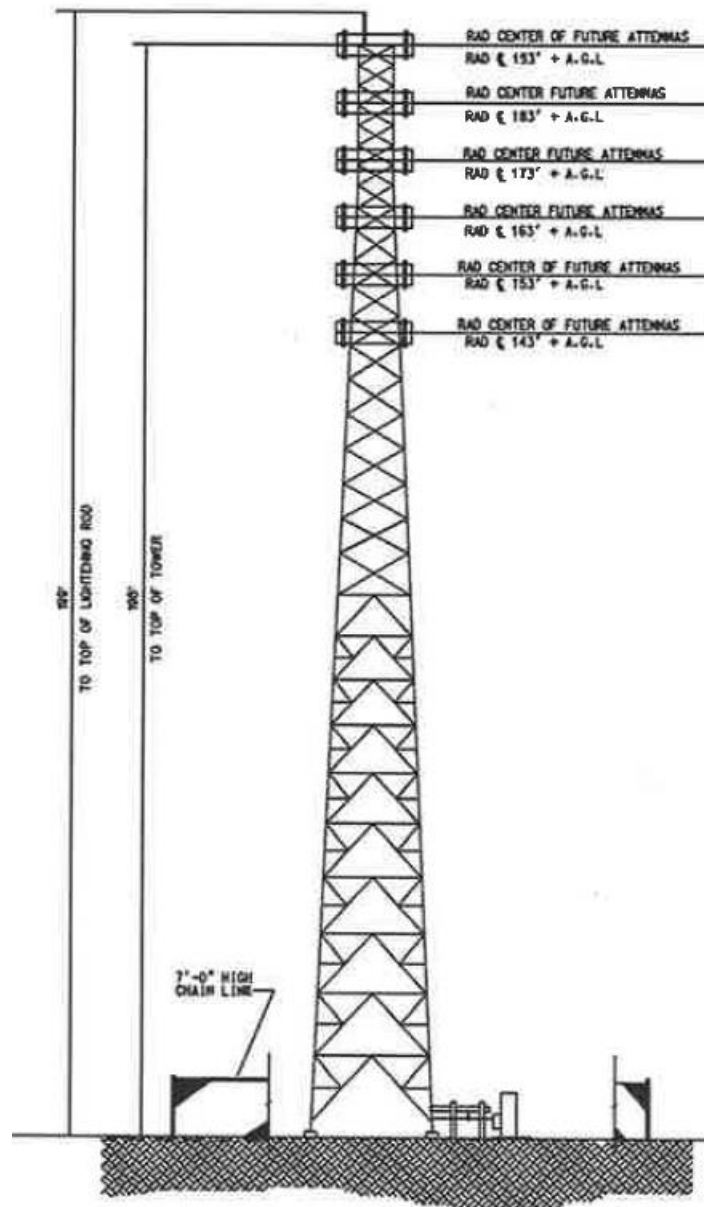
The Consultant believes with the height of the trees and the close proximity of the trees to Rt. 6, there will be an extremely limited view of the proposed tower.





## 1.4 Co-Location

While co-location is preferable to construction of a new site, with such co-location minimizing visual impact of telecommunications equipment on the surrounding area, no additional sites are available in the area which would meet the Applicant's coverage objectives.



The Applicant has submitted a map of existing tower sites within a 5-mile radius of the proposed tower site. (See Map below)

The Applicant, NCT, is placing a structure in an area where no other structure is suitable (by height or location) for co-location of wireless radio antennas.

The consultant concurs with this assessment.

### **Letter of Intent**

In addition, a letter of intent has been submitted by AT&T. The report includes maps which demonstrate the lack of coverage along that portion of Rt. 6 Kidd's Store area, and the surrounding areas where the Applicant proposes to build the new 199' Lattice SSV tower.

The Applicant has considered the existing towers located within the 5-mile radius for co-location, but has determined none of the towers would satisfy their coverage needs or they are currently co-located on the tower.

ATC concurs that there is no potential of co-location on existing structures.

This site is a "fill in" site and a major site within the overall scheme of the new AT&T network.

The construction of the facility as proposed will verifiably meet the stated coverage objectives of the Applicant. The application makes detailed reference to all applicable points of consideration regarding County preference for co-location of equipment on existing structures versus new tower construction and clearly demonstrates how new construction of this site is the only viable way of achieving the desired system coverage goals.

### **1.5 Structural**

The proposed 199' Lattice SSV tower design is of high strength steel, and represents a highly stable structural design not known by this consultant to have failed at any installation in this region. This structure, as proposed, is well within compliance of EIA/TIA-222-G guidelines for structures mandated ability to withstand the structural loading of all appurtenances, plus additional wind and ice loading.

This tower structure, as proposed, would allow room for future co-location of at least six (6) wireless Land Mobile Radio carriers as well as at least 4 more WiSPs at the same site, minimizing the number of towers needed for all wireless telecommunications carriers to eventually optimize service in this area.

Furthermore, in conformance with County, work at this site will remain in compliance with ALL federal, state, and local building codes and regulations if work proceeds as outlined in the application. The applicant's proposal includes site plans representing a soundly engineered design conforming to industry standards.

## **1.6 RF Exposure**

FCC bulletin OET-65 provides guidance for a licensee proposing to construct a telecommunications support structure in calculation of RF exposure limitations, including analysis of the cumulative effect of all transmitters on the structure. Appropriate steps, including warning signage at the site, will be taken to protect both the general public and site workers from unsafe RF exposure in accordance with federal guidelines.

NCT has agreed to be in compliance with all FCC requirements.

The consultant sees no evidence of unsafe RF exposure levels being generated at this site if it were to proceed as proposed.

RF site exposure warning signage placement is appropriately planned for this site.

## **1.7 Grounding**

Grounding of all structures and equipment at an RF site is critically important to the safety of both personnel and equipment at the site. Even a single component not meeting this standard places all other site components at risk for substantial damage. All structures and equipment at the site should maintain a ground potential difference of less than 5 ohms. If construction proceeds as proposed, all structures and equipment shall be appropriately grounded and any obvious grounding deficiencies rectified for safety purposes and minimizing the potential for a situation to occur requiring mitigation.

These concerns will be addressed when Construction Drawings are submitted for a Building Permit. The Consultant recommends that the NEC and Virginia Statewide Building Code will define the requirements

## 1.8 General Safety

This site compound will be surrounded by suitable 90'x 80' 8-ft high chain linked fence with barbed wire to prevent unauthorized access to the tower site, as clearly indicated in the proposed site plans. Additional safety measures to be placed at this site should include:

- RF exposure warning signage
- Site identification information
- Routine and Emergency contact information
- No Trespassing signs

Furthermore, OSHA-approved style of fall prevention cable and an anti-climbing device shall be installed.

## 1.9 Interference

An interference study, taking into account all proximally located transmitters and receivers known to be active in the area are advisable prior to any new tower construction.

The Applicant, NCT, has agreed to the requirements of monitoring and resolving any radio interference that may be attributed to this structure if any interference would occur.

Practically speaking this consultant sees no evidence of interference by or with this site after a general evaluation of the surrounding transmitter sites.

Should any interference issues be posed with respect to this site, mitigation would nevertheless remain the responsibility of the FCC License Owner and affected carrier(s), and would be regulated by the Federal Communication Commission and/or the Federal Aviation Administration, having no effect or burden on the County.

## 2.0 PROCEDUREAL

### 2.1 FAA Study

A full FAA Study to determine potential Air Hazard requirements was not required for this tower because of the TOWAIR Report below stating there is no Air Hazard for this Application.

This site will not require lighting.

TOWAIR Search Results
Page 1 of 1

### TOWAIR Determination Results

\*\*\* NOTICE \*\*\*

TOWAIR's findings are not definitive or binding, and we cannot guarantee that the data in TOWAIR are fully current and accurate. In some instances, TOWAIR may yield results that differ from application of the criteria set out in 47 C.F.R. Section 17.7 and 14 C.F.R. Section 77.13. A positive finding by TOWAIR recommending notification should be given considerable weight. On the other hand, a finding by TOWAIR recommending either for or against notification is not conclusive. It is the responsibility of each ASR participant to exercise due diligence to determine if it must coordinate its structure with the FAA. TOWAIR is only one tool designed to assist ASR participants in exercising this due diligence, and further investigation may be necessary to determine if FAA coordination is appropriate.

**DETERMINATION Results**

**Structure does not require registration. There are no airports within 8 kilometers (5 miles) of the coordinates you provided.**

**Your Specifications**

**NAD83 Coordinates**

Latitude	37-47-48.7 north
Longitude	078-22-32.6 west

**Measurements (Meters)**

Overall Structure Height (AGL)	60.7
Support Structure Height (AGL)	59.4
Site Elevation (AMSL)	140.5

**Structure Type**

LTOWER - Lattice Tower

[Tower Construction Notifications](#)

Notify Tribes and Historic Preservation Officers of your plans to build a tower.

CLOSE WINDOW




## 2.2 FCC Antenna Site Registration

This site will not require registration with the Federal Communications Commission (FCC).

ASR Registration Search  
**Registration Search Results**

**Displayed Results**

 = Pending Application(s)

**Specified Search**  
Latitude='37-47-48.7 N', Longitude='078-22-32.6 W', Radius=8 Kilometers

	Registration Number	Status	File Number	Owner Name	Latitude/Longitude	Structure City/State	Overall Height Above Ground (AGL)
1	1017471	Terminated	A0624048	Alltel Communications of Virginia, Inc.	37-48-47.0N 078-17-14.6W	PALMYRA, VA	38.1
2	1277628	Constructed	A1091700	NATIONAL COMMUNICATIONS TOWERS, LLC	37-47-31.7N 078-26-44.9W	Scottsville, VA	81.4
3	1282070	Granted	A1091707	NATIONAL COMMUNICATIONS TOWERS, LLC	37-47-46.7N 078-22-34.1W	SCOTTSVILLE, VA	60.7
4	1287710	Constructed	A0980869	SBA Towers IX, LLC	37-46-41.6N 078-19-15.1W	Palmyra, VA	60.7
5	1302023	Constructed	A1102469	Fluvanna County	37-47-47.1N 078-19-12.4W	Palmyra, VA	76.2

CLOSE WINDOW

## 2.3 Environmental Impacts

The National Environmental Policy Act of 1969 (NEPA), delineated in Title 47 of the Code of Federal Regulations, Part 1, Subpart I, sections 1.1301-1.1319, requires federal agencies to incorporate environmental considerations into their decision-making process when evaluating new construction proposals. As a licensing agency, the Federal Communication Commission (FCC) requires all licensees to consider the potential environmental effects from their construction of antenna support structures, and to disclose those effects in an Environmental Assessment (EA) that must be filed with the FCC for review.

The Applicant has not submitted a NEPA Review. This should be done by the Licensed FCC wireless provider prior to issuance of a Building Permit.

The Consultant has made a visit to the site and sees “no impact” with respect to this proposed tower site.

## 2.4 Historic Impacts

Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires that State Historic Preservation Offices (SHPO) and the President's Advisory Council on Historic Preservation be given a reasonable opportunity to comment on all undertakings with the potential to affect historic properties. Prior to construction, the licensee is required to submit to the SHPO a detailed description of the project, a listing of local historic resources, and a discussion of any measures being undertaken to mitigate impacts (if any) on historic resources. Upon receipt, the SHPO has thirty (30) days to review and respond to those submissions. All agencies with authority to permit construction are required to consider the SHPO response in its decision making process with respect to new construction applications.

The Applicant has not submitted a Phase 1 Cultural Resource Survey.

The Applicant should submit the Phase 1 Cultural Resource Survey to the Commonwealth of Virginia Department of Historic Resources and receive comments prior to issuance of the Building Permit.

### 3.0 **RECOMMENDATIONS**

This request for approval to construct a 199-ft Lattice SSV tower as proposed represents an appreciable intent on the part of the Applicant to conform to all applicable federal, state, and local regulations, accepted industry practices, and specific County ordinances regarding construction of new telecommunications towers.

The design presented represents sound engineering and an effort to select a site of minimal visual impact to the surrounding area.

The Consultant recommends:

1. Completion of the NEPA Report with review comments from the Virginia Department of Environmental Quality.
2. The Applicant should submit the Phase 1 Cultural Resource Survey to the Commonwealth of Virginia Department of Historic Resources and receive comments prior to issuance of the Building Permit.

If these recommendations are agreed upon by the Applicant, the consultant will request the County approve the Application/Request for issuance of a Special Use Permit to allow construction of this site.

In closing, this consultant remains available to address any comments or questions which may arise following review of this report. Any interested party with such comments or questions may feel free to contact this firm, which remains committed to delivering independent, objective, unbiased, and thorough consulting services.

Respectfully submitted,



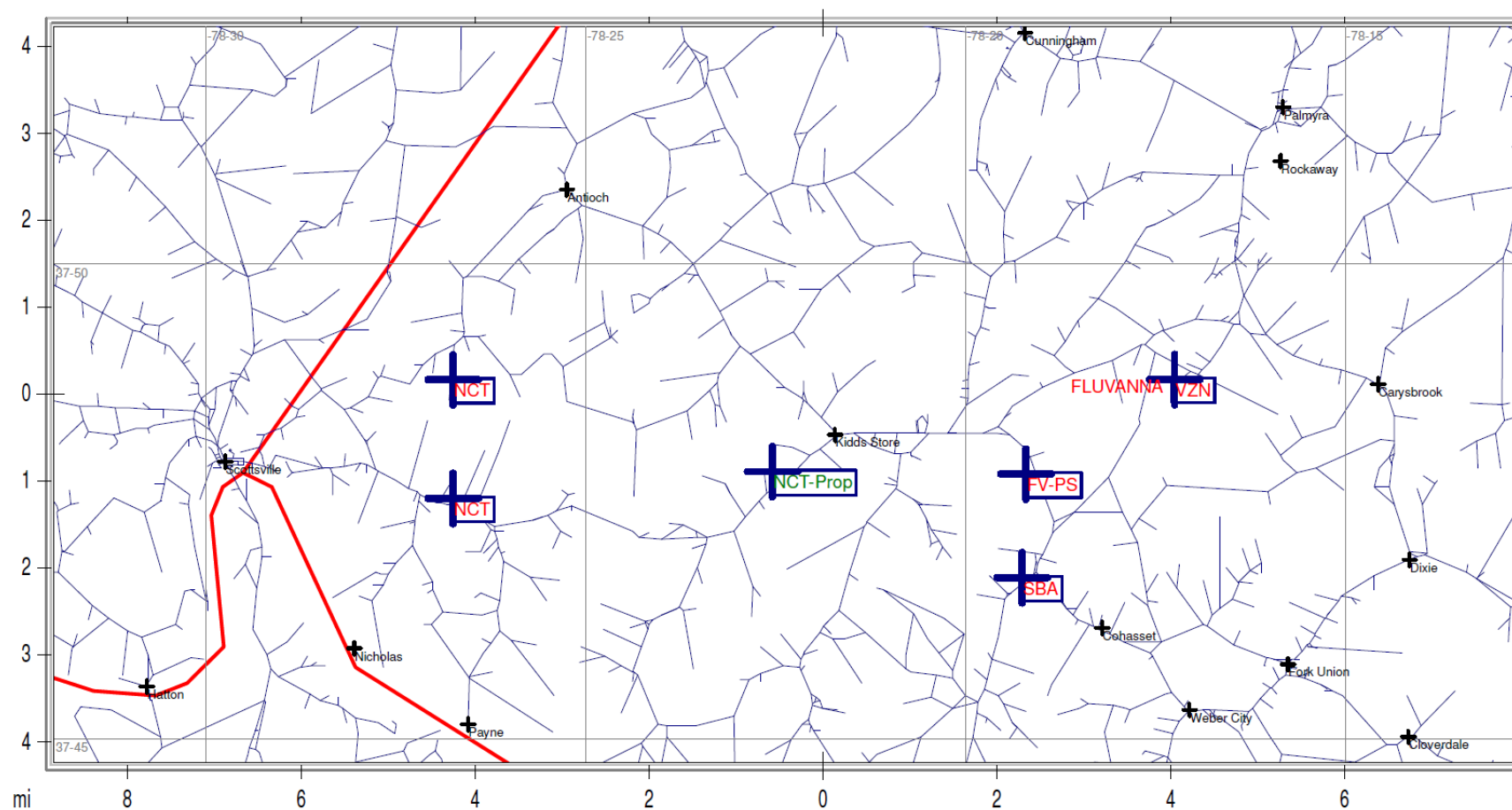
George N. Condyles, IV, CPM  
President



Fiber Optic Cable –North side of Route 6



Fluvanna Baptist Church- Directly across the street



## Communications Towers within 5 Miles





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

**TAB B**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	Director of Public Utilities Position				
<b>MOTION(s):</b>	<b>I move to approve the new position description, #7500 Director of Public Utilities, Pay Band 23, as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager				
<b>PRESENTER(S):</b>	Jessica Rice, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Currently, the Director of Public works bears responsibility for all Public Works and Utilities operations.</li> <li>The specialized nature of water and wastewater services, and the expansion of the County's water supply and service area warrant the creation of a Public Utilities Department, separate from that of Public Works.</li> <li>The creation of a separate Department requires an additional staff person for planning, design, budgeting, personnel management, regulatory compliance, project management, and customer and community engagement.</li> <li>The Director of Public Utilities will manage all functions of the department including land acquisitions and/or engineering- related work, as well as serve as part of the County's management team. This is an FLSA exempt position.</li> <li>Recruiting will begin as soon as practicable to prepare for a July 1, 2019 hire date.</li> <li>Salary Range for this position is \$63,780-\$95,669. Salary offer will be based upon education, special skills, experience, and PE certification status.</li> <li>Half-year funding is included in the County Administrator's FY20 Budget Proposal.</li> <li>\$43K in additional funding to support the FY20 full-year salary from a FY18 approved and funded Utilities Operator Trainee position that has not been filled.</li> <li>If approved, we would begin recruitment action immediately with a planned start date of July 1, 2019.</li> </ul>				
<b>FISCAL IMPACT:</b>	No funding required for FY19. Anticipated hire date is July 1, 2019.				

<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Position Description				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>XX</b>		<b>XX</b>	<b>COAD</b>



Fluvanna County, Virginia  
Department of Public Works  
Job Description

**DIRECTOR OF PUBLIC UTILITIES**

<b>Job Class #:</b>	7500
<b>Pay Grade:</b>	23
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Administrator

**SUMMARY**

The Director of Public Utilities performs complex professional and difficult administrative work directing all activities of the Public Utilities Department; does related work as required. Duties involve all aspects of utilities management dealing with financing, budgeting, personnel, short- and long-term planning, public relations, property acquisition and operational control as well as liaison between management, staff and residents of Fluvanna County. Supervision is exercised over all department personnel, which consists of skilled labor and general labor positions in the functional areas of water and sewer systems development, operation, and management. Work is performed under general supervision of the County Administrator.

**ESSENTIAL FUNCTIONS**

- Manages the Public Utilities Department, including water production, treatment, transmission, and distribution, and wastewater collection and treatment, including related fiscal and billing activities.
- Plans, organizes, and directs the County's public utilities operations, and staff.
- Coordinates and supervises the field operations within the Public Utilities Department
- Assists with procurement and contract administration for Public Utilities projects; Selects, negotiates and administers consultant contracts as required; coordinates with staff, architects and engineers in design and construction of utilities projects; oversees project administration and management.
- Develops design plans for various projects in-house as required.
- Supervises the maintenance and testing of existing meters and the installation of new meters.
- Directs and supervises the maintenance, replacement and extensions of water mains, services and appurtenances, and water treatment facilities.
- Represents the county in interfacing with other governmental jurisdictions, contractors, regulators, consultants, and the general public in all matters related to municipal public utilities.
- Develops programs and plans for additional, supplemental and alternate water supplies, treatment facilities and distribution systems to meet emergency and growth requirements; oversees programs and plans to meet the needs of the water pollution control system.
- Regularly tours and inspects county public utility facilities to ensure that standards are met, as well as to recognize and correct any deficiencies.
- Serves as liaison between the County Administrator's office and all departments and constitutional offices on routine water and sewer utilities matters, and on non-routine matters under the direction of the County Administrator.
- Responds to special projects from the County Administrator and Board of Supervisors.
- Works with the Department of Environmental Quality, the Health Department and other regulatory agencies in meeting all appropriate regulations at each of the County facilities.

- Assists Emergency Management Coordinator in development of Emergency Response Plans involving critical utilities and infrastructure needs; serves as an Emergency Support Function (ESF).
- Assists in negotiating easement and land acquisitions to meet public utility needs.
- Hires, trains, supervises and evaluates department employees.
- Works with first line supervisors to resolve personnel issues as they arise.
- Receives citizen inquiries or complaints and dispatches available information recommending action.
- Oversees the preparation of division operating budgets and capital improvement budget, and monitors expenditures; reviews and pays invoices.
- Prepares various reports on activities and operations as requested.
- Prepares meeting agenda and supports the Fork Union Sanitary District Advisory Board.
- Attends various meetings as department and/or County representative.
- Performs related tasks as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### Knowledge of:

- Water production and wastewater treatment, delivery and collections systems, services and regulations.
- Hazards and safety principles and practices inherent to water and sewer utility operations.
- Principles and practices of a contemporary water and sewer utility; Knowledge of recent developments, current literature, and sources of information regarding water treatment, distribution and wastewater.
- Municipal public utilities administration, planning, and design.
- Budget development and management principles.
- Relevant federal and state laws, County ordinances, and department policies and procedures.
- Principles and practices of a local government procurement procedures.
- Public right-of-way, easements, water rights, contracting, negotiations, and legal documents.
- Strategic planning and asset management.

##### Skills in:

- Supervision, management, and interpersonal relations.
- Problem solving.
- Prioritizing and planning.
- Conducting research and preparing reports.
- Effective oral and written communication.
- Preparing and delivering presentations; public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

##### Ability to:

- Recognize and resolve water treatment and distribution, and wastewater problems.
- Create and lead implementation of capital improvement plans or programs.
- Create and lead implementation of major construction projects.
- Analyze and solve complex problems to deal with a variety of variables in situations where no standardization exists or only limited standardization exists.
- Formulate comprehensive operational policies and procedures.
- Meet with citizens to address concerns and complaints.
- Develop a strategic plan, establish and communicate specific goals and objectives and evaluate departmental performance.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

- Maintain a high level of morale and command respect of staff while assigning, directing and evaluating the work.
- Maintain effective working relationships with other Departments, public officials, employees, and the public.

#### ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

##### **Minimum Qualifications\*\*:**

- Graduation from an accredited college or university with major course work in civil or sanitary engineering, public administration, or related field
- Relevant course work and management experience in Water and Sewer Utility Operations
- 5 years of experience in a leadership role in the public utilities field, including supervisory experience

##### **Preferred Qualifications:**

- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date
- Prior local government experience
- Certification by the Commonwealth of Virginia as a Water Treatment Operator, Water Distribution Operator or Wastewater Treatment Operator

\*\*Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

#### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Typical schedule is Monday-Friday, 8:00 am - 5:00 pm; may be required to work long hours on occasion.
- Required to carry a cell phone and subject to recall at any time during an emergency.
- Must be able to respond independently or as directed at odd hours and for extended periods during emergencies.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Work requires kneeling, crouching, reaching, standing, walking, and grasping.
- Subject to inside and outside environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- This is an emergency essential position that requires performance of emergency duties and actions to prepare, repair, and recover the county before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

#### POST OFFER REQUIREMENTS

- Criminal background check and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	March 2019	March 2019	Pending March 20, 2019





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

**TAB C**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	Fire and Rescue Chief				
<b>MOTION(s):</b>	<b>I move to approve the new position description, #9400 Fire and Rescue Chief, Pay Band 22, as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager				
<b>PRESENTER(S):</b>	Jessica Rice, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>Fluvanna County is currently served by three separate corporate volunteer fire and rescue agencies:</p> <ul style="list-style-type: none"> <li>• Fluvanna Rescue <ul style="list-style-type: none"> <li>– Headed by a Volunteer Rescue Chief</li> </ul> </li> <li>• Fluvanna Fire <ul style="list-style-type: none"> <li>– Headed by the County Volunteer Fire Chief, as well as a Volunteer Chief for each of three fire Companies</li> </ul> </li> <li>• Lake Monticello Fire and Rescue <ul style="list-style-type: none"> <li>– Headed by a Volunteer Fire Chief, Volunteer Rescue Chief, and Volunteer Water Rescue Chief</li> </ul> </li> </ul> <p>This action is for the Board to approve the position description for a new paid County staff position of Fire and Rescue Chief, with operational oversight of all companies and squads in collaboration with the existing Volunteer Chiefs.</p> <p>Funding for the position is included in the County Administrator's FY20 budget proposal, but this is a request for PD approval only at this time.</p> <p>If the Board approves the position description <u>AND</u> ultimately decides to move forward with a hiring action, the anticipated hire date would be July 1, 2019.</p>				

	This position description has been vetted with each squad/company. Comments and recommendations from reviewers have been incorporated into this Version 6 draft.				
<b>FISCAL IMPACT:</b>	Funding for the position is included in the County Administrator's FY20 budget proposal.				
<b>POLICY IMPACT:</b>	TBD				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Position Description				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>XX</b>		<b>XX</b>	<b>Squads/Companies</b>



Fluvanna County, Virginia  
Emergency Services Department  
Job Description

Draft Ver 7

**CHIEF OF FIRE AND RESCUE**

<b>Job Class #:</b>	9400
<b>Pay Grade:</b>	22
<b>Category:</b>	Full Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Administrator

**SUMMARY**

The Fluvanna County Fire and Rescue Chief oversees all fire and rescue operations in the county. The incumbent:

- Plans, organizes, and implements fire suppression, prevention, education and emergency medical services (EMS) to prevent or minimize the loss of life and property.
- Works directly with the leadership of the Fluvanna County and Lake Monticello Fire Companies, EMS Squads, contracted EMS providers, and Water Rescue.
- Works closely with the Sheriff, the Director of Emergency Communications, and the County's Emergency Management Coordinator.

This position is subject to the Hazardous Duty retirement benefit, as outlined by the Virginia Retirement System. The Chief works under the general guidance and supervision of the County Administrator.

**ESSENTIAL FUNCTIONS**

- Performs a wide range of administrative, managerial, and supervisory duties to ensure the highest quality, and most efficient and effective emergency/fire operations.
- Ensures coordinated, effective and efficient fire and EMS services for the citizens of the county by coordinating the work of the volunteer fire companies and the volunteer rescue squads in collaboration with the volunteer chiefs.
- Coordinates the activities of the fire companies and rescue squads to achieve an integrated and effective fire, natural disaster, hazardous materials, and EMS system within the County.
- Responds to emergency incidents; provides incident command leadership and management, as needed; ensures safe work practices are followed.
- Serves as the principal county liaison to the Fire and Rescue Association (FRA).
- In collaboration with the FRA, plans and implements Fire and EMS programs, policies, and procedures.
- Reviews performance, effectiveness, and quality of the County's fire and EMS services, including any contracted fire or EMS service.
- Manages and directs contracts with third-party EMS provider; ensures compliance with federal, state and local laws and with contract specifications.
- Identifies, evaluates, and recommends new and innovative technology, equipment, and supplies.
- Coordinates with the FRA on development and presentation of an annual budget proposal to the County Administrator.
- Oversees the expenditure of the fire and rescue appropriations in collaboration with the volunteer chiefs.
- Review and oversight of apparatus preventive maintenance procedures and upkeep and maintenance of fire stations and service testing of apparatus.

- Plans and reviews specifications for new or replacement equipment; oversees fleet replacement guidelines in collaboration with the FRA and the concerned volunteer fire/rescue chief.
- Researches and presents grant opportunities to offset costs and improve County operations.
- In concert with the Fire and Rescue Association, develops and maintains a strong county-wide volunteer recruitment and retention program. Identifies and recommends incentives to help maintain a vibrant roster of fire and rescue volunteers for County agencies.
- Plans and implements fire and EMS training programs in collaboration with the FRA.
- Prepares and submits monthly fire and EMS activity reports to the County Administrator and other reports, as required.
- Provides periodic briefings to the Board of Supervisors, the fire companies, the rescue squads, and community organizations on fire and rescue operations and requirements.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business leaders, and the public on all aspects of the Fire and EMS activities.
- Maintains public awareness; meets with news media for interviews and prepares press releases.
- Works with Building Inspections, Planning/Zoning, and other County departments on local projects and proposal development.
- Coordinates with Company Fire Chiefs on building construction plans proposed in their coverage areas; familiarity and enforcement of the Virginia Statewide Fire Prevention Code with the Certified Fire Official for the County.
- Attends conferences and meetings to keep abreast of current trends in Fire and EMS fields.
- Represents Fluvanna County Fire & EMS in a variety of local, county, state and other meetings in conjunction with the volunteer chiefs.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Fire administration, fire prevention, fire communication, rescue, emergency medical and hazardous materials response principles.
- Knowledge of the use and operation of fire equipment and apparatus.
- Knowledge of federal, state and local laws relating to fire, rescue, and emergency medical services.
- Knowledge of county and department policies and procedures.
- Knowledge and experience in developing comprehensive standard operating procedures.

##### **Skills in:**

- Leading, directing, and managing the activities of volunteers and career staff.
- Management and supervision under both routine and emergency situations.
- Management and administration of programs.
- Decision making and problem solving.
- Reading maps and blueprints.
- Operation of fire and EMS tools, equipment, and apparatus.
- Computer skills and use of typical software applications.

##### **Ability to:**

- Train, supervise and lead personnel.
- Communicate effectively, both orally and in writing.
- Exercise sound judgment in evaluating situations and in making decisions.

- Work in extreme weather and hazardous conditions with a broad working knowledge of hazardous and radiological materials.
- Effectively give and receive verbal and written instructions.
- Establish and maintain effective working relationships with other personnel, supervisors and the public.
- Work effectively with government officials and the public.

#### **EDUCATION, EXPERIENCE, AND TRAINING**

##### **Minimum Qualifications\*\*:**

- Graduation from an accredited college or university with a Bachelor's Degree in Emergency Management, Fire Administration, Fire Protection, or Safety Engineering.
- Ten (10) years of experience in Fire and Emergency Medical Service work.
- Five (5) years of experience as a senior officer of a fire/rescue agency with incident commend experience and expertise.

*\*\*Any acceptable equivalent combination of education and experience may be used to fulfill the requirements above.*

- Virginia OEMS EMT-B or higher certification
- Must possess Virginia Department of Fire Programs certifications:
  - Fire Fighter I and II
  - Fire Instructor II, minimum
  - EVOC 3, minimum
  - NIMS, ICS, 100, 200, 300, 400, 700, 800 certified.
- OR Ability to meet current requirements set forth by the National Fire Protection Association and the Virginia Department of Fire Programs.

##### **Preferred Qualifications:**

- Virginia Department of Fire Programs certifications:
  - Fire Officer II or higher
- EMT-I or EMT-P is encouraged.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, unstable buildings and structures, air and water borne pathogens, infectious diseases, and extreme heat.
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry, or emotional citizens and business owners.

#### **SPECIAL REQUIREMENTS**

- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of illness, scheduled vacation time, and scheduled leaves of absence.
- Must possess, or be able to obtain by time of hire, a valid Virginia State Driver's License without record of suspension or revocation in any state.
- Must live within 30 minutes normal drive time of the Fluvanna County Administration building.

#### **POST OFFER REQUIREMENTS**



<ul style="list-style-type: none"> <li>Criminal background check and driving record review.</li> </ul>			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
N/A	February 25, 2018	March 12, 2018	Pending

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: March 20, 2019

TAB D

<b>AGENDA TITLE:</b>	Personnel Leave Policy Update				
<b>MOTION(s):</b>	<b>I move to approve the updated County Personnel Policy 2.13, <i>Leave and Holidays</i></b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager				
<b>PRESENTER(S):</b>	Jessica Rice, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>The last full review and revision to Personnel Policy section 2.13 was in 2004. Since 2004, 2 subsections have been added policy, and edits were made when the Virginian Retirement System implemented the Hybrid Retirement Plan.</p> <p>The updates summarized below constitute a full content review, as well as alignment with regulatory changes and current practices. This review and revision encompasses sections 2.13.1- 2.13.7.</p> <p><b><u>Policy Update Summary:</u></b></p> <ul style="list-style-type: none"> <li>• Title change from <b>Leaves of Absence</b> to <b>Personnel Leave &amp; Holidays</b></li> <li>• Annual and Sick Leave accrual earnings changed from completion of <b>full calendar month of employment</b> to <b>full pay period of employment</b>.</li> <li>• 15-19 years of service can accumulate and carry over <b>260 hours</b> of annual leave (was 240).</li> <li>• 20 or more years of service can accumulate and carry over <b>280 hours</b> of annual leave (was 240).</li> <li>• Changed vacation leave usage for probationary employees <b>from completion of probation period to 90 days after hire date</b>.</li> <li>• Added: “Employees transferring from Fluvanna County Schools or Fluvanna County Social Services to a County Government position shall retain tenure for the purposes of calculating leave accrual rates and accumulation.”</li> <li>• Medical information pertaining to use of sick leave for illness or injury should be turned into <b>Human Resources</b>. The Policy originally said <b>supervisor</b></li> <li>• Removed sick leave carryover allowance for Hybrid VRS Plan members</li> <li>• Removed prescriptive disciplinary actions for absence without appropriate leave</li> <li>• Leave without pay may be granted for... <b>removed courses of study and replaced it with FMLA</b></li> </ul>				

<b>FISCAL IMPACT:</b>	At the time of employment separation, the County will incur more financial liability for employees with more than 15 years of service, due to the ability to accumulate and bank more annual leave.				
<b>POLICY IMPACT:</b>	Revision to County Personnel Policy 2.13, Leaves of Absence				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Modified Policy draft				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				<b>XX</b>	<b>XX</b>

## 02. PERSONNEL

### 2.13. ~~Leaves of Absence~~ **Leave and Holidays**

BOS Adopted – ~~Jul 1, 2004~~ March 20, 2019

#### 2.13.1. Annual Leave

A. Permanent County employees receive paid annual leave which can be taken for any purpose. Except in cases of illness or emergency, annual leave must be approved in advance. All full-time permanent employees of the County of Fluvanna shall be granted annual leave by the County as follows:

Years	Hours Earned per month	Days Earned per year	Service Accumulation
Less than 5 years	8	12	160 hours
5 but less than 10	10	15	200 hours
10 but less than 15	12	18	240 hours
15 but less than 20	14	21	<del>240-260</del> hours
20 or more	16	24	<del>240-280</del> hours

B. Employees on vacation leave shall be paid their prevailing wage based on the prevailing scheduled work week. Annual leave is earned only upon completion of a full ~~calendar month~~ pay period of employment. If an employee is absent for a period exceeding his or her earned leave balances, he or she will not earn annual leave for that period. Also, an employee will not earn annual leave during that portion of an absence with pay that exceeds 60 consecutive calendar days.

C. Probationary employees will not normally be permitted to take vacation leave ~~until satisfactory completion of their probationary period~~ within 90 days of hire date. Exceptions may be approved by the Department Head on a need basis.

D. Upon separation or retirement, a full-time employee shall be paid for all accrued annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

E. In the event of death of the employee, the employee's estate will be paid for accumulated annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

F. Annual leave accrued above the maximum Service Accumulation ~~rate~~ above, is lost by the employee at the beginning of each new fiscal year.

G. Permanent part-time employees who work at least 20 hours per week, but less than 30, shall be entitled to annual leave equal to 50% of that earned by a full-time employee of equal tenure. ~~Permanent part-time employees who work at least 30 hours per week, but less than a full-~~

~~time schedule, shall be entitled to annual leave equal to 75% of that earned by a full-time employee of equal tenure.~~

H. Annual leave balances for employees who move from one Fluvanna County department to another, or the constitutional offices, will have those leave balances transferred in their entirety. If the transferred employee is terminated from their position within six (6) months of the hire date in the new position, then the employee's previous department is obligated to incur their prorated share of the leave balance payout assuming all leave balances initially transferred are reduced first by any leave the employee may have taken in the new department.

- I. Employees transferring from the Fluvanna County School System or Fluvanna County Social Services shall retain their employment tenure for the purposes of calculating leave accrual rates and allowable service accumulation carryover.

### **2.13.2. Sick Leave**

A. Permanent employees may use sick leave for absences related to conditions that prevent them from performing their duties. These conditions include illness, injury, death in the immediate family, health problems, pregnancy, and childbirth. In cases of illness an employee shall notify his department head ~~by telephone or messenger promptly~~. Employees may also use sick leave for medical appointments that cannot be scheduled outside of work hours.

B. When these circumstances are known in advance, such as in cases of scheduled surgery or childbirth, employees should give their supervisors advance notice. ~~A physician's certificate may be required by a department head or supervisor at any time as evidence of illness or scheduled medical appointment before compensation for such absence is allowed, but in any case a certificate certifying the reason for sick leave request shall be signed by the employee.~~

C. When it becomes evident that an employee shall be unable to be at work for an extended period of time (three (3) consecutive working days), the employee must ~~furnish the department head or supervisor~~ Human Resources with a written statement from his/her physician. This statement shall include the:

1. Nature of the employee's condition;
2. Expected date on which the employee will be able to return and perform normal work duties (in cases where applicable); and
3. Approximate anticipated date of medical release by the physician.

D. The above medical statement shall also apply when an employee is unable to be at work for an illness in their immediate family ~~as defined in B.4.(q) of this policy~~. An immediate family member ~~shall be as defined in section 2-13-10. As spouse, parent, step-parent, child, step-child, grandchild, sibling, step-sibling, and any relative living in the employee's home.~~



E. For Plan 1 and Plan 2 VRS members, sSick leave with pay shall be earned at the rate of 8 hours per full month worked for all full- time permanent employees. Sick leave shall be extended to all permanent part-time employees who work at least 20 hours per week, at a rate of 4 hours per month. Sick leave, if not exhausted in the year in which it accrues, may be carried over from year to year without limit. Employees shall retain all benefits and seniority while on approved sick leave.

F. If an employee is absent for a period exceeding his or her earned leave balances, he or she will not earn sick leave for that pay period. Also, he or she will not earn sick leave during that portion of an absence with pay that exceeds 60 consecutive calendar days.

G. An employee's abuse of this policy's sick leave usage may result in the employee's immediate dismissal from the County, or such other disciplinary action which may be appropriate.

H. Employees on approved sick leave shall be paid their prevailing wage based on their usual prevailing scheduled work week not to exceed 40 hours per week.

I. If an employee has five or more years of continuous service when County employment ends, he or she will be paid for twenty-five (25%) percent of the unused sick leave, not to exceed \$2,500.

J. Sick time leave balances for employees who move from one Fluvanna County department to another, or the constitutional offices, will have those leave balances transferred in their entirety. If the transferred employee is terminated from their position within six (6) months of the hire date in the new position, then the employee's previous department is obligated to incur their prorated share of the leave balance payout assuming all leave balances initially transferred are reduced first by any leave the employee may have taken in the new department.

K. New Hybrid VRS Eligible Employees' Sick Leave.

(Eff. 1-1-14) (BOS Approved October 16, 2013)

1. Employees enrolled in the VRS Hybrid plan will receive County-paid short- and long-term disability insurance; therefore, the sick leave plan for this employee group will be a lump sum at the start of each fiscal year. with not accrual or carry over or paid out when leave employment. This plan will not accrue sick leave during the year. Employees on the plan are not eligible to carry over unused sick leave to a new fiscal year. The leave of service The amount of sick leave allotted -will be determined as how by the number of many years of service as a VRS Hybrid eligible employee, as of July 1 of that fiscal year. The amount of annual sick leave received-allotted is as follows:

<b>Permanent Full Time</b>	<b>Hours Earned per Year</b>
Less than 5 years	96
5 through 9 years	104
10 or more years	120

Permanent Part Time	Hours Earned per Year
Less than 5 years	48
5 through 9 years	52
10 or more years	60

~~2. Permanent Part time employees working at least 30 hours per week, but less than 40 shall receive 75% of the Full time allotted lump sum.~~

### **2.13.3. Court Leave**

~~(BOS adopted November 16, 2016)~~

*Employees of the Sheriff's Office will operate under the Sheriff's policy regarding Court Leave in lieu of this section.*

A. An employee's absence from work for jury duty or for attending court in a non-official capacity as a witness shall be defined as "court leave". ~~Only leave-eligible employees are eligible for court leave.~~

B. Court leave shall be granted by the County Administrator or Constitutional Officers for their respective employees. Before ~~this court~~ leave is granted, the employee must submit a copy of the official summons for jury duty or witness service to the County Administrator or Constitutional Officer prior to the beginning date of such service. Any employee appearing in court either as a defendant or plaintiff in a case shall not be eligible for this leave.

C. A regular leave-eligible employee shall be ~~given granted~~ time off without charge to other leave ~~balances~~ or a decrease ~~of in~~ pay while performing jury duty, ~~or~~ when subpoenaed as a witness on ~~County business~~ behalf of the County, or in a proceeding in which the employee is not a party. The period of ~~such granted~~ leave shall be only as necessary for the ~~performance of the activity~~ court appearance, plus the necessary travel time.

**2.13.4. Military Leave.** The following policy is intended to conform to state and federal law with respect to military leave for County employees. In the event that there is any dispute, ambiguity or misunderstanding as to the County's policy with respect to military leave, this policy shall be so construed as to conform to the federal Uniformed Services Employment and Reemployment Rights Act (URESSA) and other applicable federal or state laws.

A. Reserve Duty. Upon presentation of a copy of final orders or other equivalent notice, a regular employee who is a member of an officially-recognized reserve or National Guard unit is eligible to 15 work days of military leave for training purposes or active duty per federal fiscal year (October 1 – September 30). During this 15-day period, the employee shall be considered on military leave with pay and shall accordingly be paid his or her full gross salary for regularly scheduled work hours during this period. ~~Military leave will be credited to a full-time employee on the basis of an 8-hour workday.~~ A full-time employee working a 40 hour work week will ~~accrue be allotted~~ 120 hours (15 days x 8 hours) of military leave in a fiscal year. Military leave will be prorated for part-time employees and for employees on uncommon tours of duty based upon the "workday formula" as defined under Section 44-93 of the Code of Virginia. Based on

formulas in the Code of Virginia as well as the US Office of Personnel Management, Sheriff's Deputies working an 84 hour bi-weekly schedule will ~~accrue~~ be allotted 126 hours ( $84/80=1.05 \times 120=126$  or  $1/260 \times 2184=8.4 \times 15=126$ ) of military leave per federal fiscal year.

B. Active Duty. Employees who voluntarily enlist in the Uniformed Services of the United States, or a reservist called to active duty, shall be placed on leave without pay for up to five (5) years while serving in the uniformed services. The leave without pay shall commence after the 15-day military leave with pay has been utilized.

C. Procedures for Military Leave. An employee who is leaving to perform military service shall provide advanced written notice to his or her supervisor, which includes the ~~best approximation of the~~ expected dates of the leave. When available, employees shall provide a copy of their military orders. As with all leave requests, the employee should give as much advance notice as possible.

#### D. Benefits

1. During military leave with pay, the employee will continue to accrue ~~seniority~~ VRS service time, annual leave, and sick leave. Employees who are on military leave without pay will continue to accrue ~~seniority~~ VRS service time, but not annual leave or sick leave.

2. Employees reemployed following military leave will receive ~~seniority and other~~ benefits determined by ~~seniority~~ seniority service time that the employee had at the beginning of military leave, plus any additional ~~seniority and~~ benefits the employee would have attained had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job.

3. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee and covered dependents may elect to continue his/her health coverage for up to 24 months at the cost of 102% of the overall (both employer and employee) premium rate. This continuation of coverage ~~will run concurrently with~~ serves as applicable health insurance coverage under COBRA.

E. Reemployment. Any employee whose absence from employment with the County is necessitated by reason of military service in the uniformed services shall be entitled to all reemployment rights and benefits as set forth in the federal Uniformed Services Employment and Reemployment Rights Act (URESSA) and other applicable federal or state laws.

F. Notice. Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

1. An employee who served for less than 31 days, must report for reemployment at the beginning of the first full regularly scheduled ~~working period on the first calendar~~ work day following completion of service and eight hours after returning to the employee's residence.

2. An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

3. An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

4. An employee who has been hospitalized or is recovering from an injury of illness incurred or aggravated while serving must submit an application for reemployment with Human Resources no later than two years following completion of service.

#### G. Terms

1. An employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

a. If less than 91 days of military service, employee will return to-in a position in which the employee had been employed prior to military service or a position that the employee would have attained if employment had not been interrupted by military service.

b. If more than 90 days and less than 5 years of military service, then an employee will return to-in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay.

2. A probationary employee called to military service is eligible for reemployment. When a probationary employee is reemployed, he or she will return to the same status as existed prior to the military service.

H. Exceptions to Reemployment. In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable.

2. The employee's employment prior to the military service was merely for a brief, non- recurrent period of time and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

#### 2.13.5. Absence Without Leave.

~~A.~~ Absence without leave shall be defined as an absence from the job during a scheduled work period without ~~approval of the employee's supervisor or department head~~ enough appropriate leave to cover the absence. Also, ~~the~~ failure to report to work at the expiration of an authorized leave or to request an extension of time, shall be considered an absence without leave. An unauthorized absence from duty during required hours of attendance shall be treated as an absence without pay. Where there are not adequate reasons for the failure to secure authorization prior to the absence the employee shall be subject to disciplinary action ~~as may be determined by the department head subject to the provisions governing discipline set forth herein~~ up to and including termination of employment.

~~B. The following disciplinary procedure shall serve as a guide:~~

~~1. The first occurrence (2 work days or less) of absence without leave shall result in at least a reprimand with a copy to the official personnel file.~~

~~2. The second occurrence (2 work days or less) of absence without leave within a~~

~~3. 12-month period shall result in at least suspension without pay.~~

~~4. The third occurrence (2 work days or less) of absence without leave within a 12-month period shall result in the immediate dismissal of the employee.~~

~~5. Any employee absent without leave for three consecutive work days shall be subject to immediate dismissal.~~

## **2.13.6. Leave Without Pay**

### **A. Policy**

1. Leave of absence without pay may be granted for:

a. Educational leave in excess of such leave allowable with pay;

b. ~~Courses of study~~ Family Medical Leave Act (FMLA);

c. Military leave in excess of such leave allowable with pay;

d. Use of annual and sick leave which exceeds the amount of leave earned requires specific advance approval of the County Administrator, or the Constitutional Officer for their respective employees.

2. Leave of absence without pay shall not be allowed until all balances of applicable leave with pay have been used. Except for FMLA, a ~~Leave of absence without pay~~ shall not be granted for more than one calendar month without approval of the County Administrator or Constitutional Officers for their respective employees.



3. Any employee returning from leave of absence without pay, during or at the end of the period for which the leave was granted, shall be entitled to reinstatement. If he/she fails to return at the end of the period for which the leave was granted, he/she shall be treated as having resigned.

B. Leave Accrual. During the period for which the leave was granted, employees will not accrue annual or sick leave hours.

C. Benefits

1. The County will continue to pay the life insurance premiums.

2. Retirement Contributions –

~~a. Retirement contributions (including the component to fund the health credit) will be made for any period in which the employee has received qualifying compensation.~~

b. Retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee (i.e., if the employee was on leave without pay for the entire pay period).

D. Health Insurance Premiums. For an employee granted leave without pay status under the Family Medical Leave Act (FMLA), the County will continue to pay the employer portion of the premium. For an employee granted leave without pay status who does not qualify for FMLA, the employee will have to pay both the employer and employee portions of the premium in order to maintain coverage.

2.13.7. Educational Leave. Employees may be allowed to take leave to further their education through courses related to their work. This leave may be with full, partial, or no pay, and must be authorized by the County Administrator, or Constitutional Officers for their respective employees, who decides what type of leave employees may take. ~~Financial assistance for such courses may be available from the employees department, based on the department's needs and ability to finance educational courses.~~

2.13.8. Closures Due To Weather or Other Emergencies

A. Purpose. To prescribe uniform procedures for the closure of County offices and the treatment of employee work and absences from work during periods of inclement weather and other emergency closures.

B. Policy. Fluvanna County will make every reasonable effort to open its facilities to the public as scheduled, consistent with safe access for staff and the public. Whenever it is determined that the health and safety of citizens or employees would be placed at risk or that conditions or events prevent performance of regular operations, services, or responsibilities assigned, closure of County offices or specific departments may be deemed necessary.

1. The County Administrator is responsible for determining whether a delayed opening, early closure, or full day closing of the County offices is necessary due to inclement weather or other emergency.

2. The chief judge or presiding judge of the respective court may authorize the clerk of the court to close the clerk's office and court. The clerk of the respective court will notify the County Administrator or designee of such closure.

### C. Employee Safety

1. Employees should use their own judgment when they believe roads or other conditions may be unsafe for travel to/from work, and employees may take appropriate annual leave when necessary during inclement weather or emergency situations. Employees are encouraged to maintain adequate leave balances for such situations.

3. During times of emergency or inclement weather it is the responsibility of the employee to confirm when and where County facilities will be closed. Employees are advised to listen to local radio/TV announcements for closures/reopening notices. If such conditions develop during the night and warrant delayed opening or official closing, employees will be notified through their department via the Emergency Contact and Recall List. If there is any doubt, employees should contact their supervisor.

### D. Definitions

1. Essential Employees. Essential employees are those who may be required to work during emergency conditions as designated by their department head.

2. Public Safety Personnel. Deputy Sheriff's and Emergency Communications Officers are deemed Public Safety Personnel.

### 3. Closure Pay

a. A supplemental pay category for leave-eligible employees paid at an employee's annualized normal hourly rate during an officially approved closure.

b. Closure pay can only be earned during an employee's regularly scheduled work hours.

### E. Designated Essential Employees During Approved Closures

1. Essential employees who physically work some or all of their regularly scheduled hours during an approved closure will receive their normal compensation for those regular hours worked **plus** closure pay for those same hours (i.e., "double time pay").

2. Overtime policy also applies to essential personnel who physically work more than 40 hours during that work week (Sun to Sat).

3. Overtime is only calculated on the regular and unscheduled hours worked, not the closure pay compensation amounts.

#### F. Public Safety Personnel During Approved Closures

1. Will physically work their regularly scheduled hours regardless of County office closures and may also be required to work over regularly scheduled hours to meet operational needs.

2. Public Safety personnel who physically work their regularly scheduled hours during an approved County closure will receive their normal compensation for those regular hours worked **plus** closure pay for those same hours (i.e., “double time pay”).

3. Overtime policy also applies to a Deputy Sheriff who physically works over 86 hours in their work cycle and to an Emergency Communications Officer who physically works over 40 hours during their work week (Sun to Sat).

4. Overtime is only calculated on the regular and unscheduled hours worked, not the closure pay compensation amounts.

#### G. Non-Essential Employees During Approved Closures

1. Employees will not be required to make up regularly scheduled time missed during an approved closure. Such time will be charged to the closure pay code.

2. Regularly scheduled hours missed outside of the approved closure hours will be charged to accrued annual leave or accrued compensatory time.

3. Leave-eligible employees who are not regularly scheduled to work during an approved closure will not receive closure pay.

4. Employees on official travel out of the local area and not subject to the weather or emergency event will not receive closure pay.

5. Employees on pre-approved leave will not receive closure pay.

6. Non-essential employees who work some or all of their regularly scheduled hours during an approved closure will not receive closure pay.

### **2.13.9. Leave Sharing**

A. Requirements. Leave may be donated from one employee to another under the following conditions:

and,

1. Employee receiving the leave uses it for authorized sick leave purposes only;

2. Employee receiving the leave has exhausted all other leave balances (including annual, sick, and compensatory leave); and,

3. Employee donating the leave understands that there is no obligation or pressure to donate leave.

B. Requesting and Donating Leave. If an employee(s) have freely agreed to donate leave to another employee needing sick leave and meeting the conditions outlined in this policy, notification must be made to the Finance Director in writing. The following items must appear in that notice:

1. All parties must acknowledge that they meet all of the conditions as set forth in this policy.

2. Each donor shall indicate the type of leave he/she is donating and how many hours are being donated.

3. This letter shall be signed by both the requestor and the donor(s).

C. Should a requestor receive leave from more than one donor and not use all of the leave, the amount of donated leave remaining shall be divided equally among the donors and returned to them as the same type of leave that they donated.

#### **2.13.10. Bereavement Leave**

**BOS adopted – January 21, 2015**

A. Policy. Bereavement leave is designed to provide employees with paid time away from work to grieve and to handle matters related to a death in their immediate family. All Regular full time staff are eligible for paid leave upon the death of an immediate family member. Regular part time staff will be compensated for regularly scheduled work hours only on the approved Bereavement Leave days.

#### **B. Immediate Family Defined**

- Spouse
- Child (natural/step/adopted/foster)
- Parent (natural/step/adoptive)
- Sibling (natural/step/adopted)
- Immediate in-laws (father, mother, sister, brother, son, daughter)
- Grandparents (immediate or spousal)
- Legal Guardian
- Person living in the same household as the employee.

C. Other relationships may also be approved on a case-by-case basis by the County Administrator or Constitutional Officer without setting precedent.

D. Length of Leave. Bereavement Leave is granted for up to three days. If additional time is necessary, the employee may elect to use other available leave with the approval of his/her supervisor.

E. Notification

1. Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the Supervisor is notified.

2. If the employee requires more than 3 days leave in the event of a death in the immediate family, vacation, personal, comp, sick, or leave without pay may be requested for the additional days.

3. An employee may request leave for the death of a non-immediate family member or a friend. In this case, vacation, personal, comp or leave without pay may be requested.



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

**TAB E**

<b>MEETING DATE:</b>	Mar 20, 2019				
<b>AGENDA TITLE:</b>	TJPDC Spring Regional Housing Summit				
<b>MOTION(s):</b>	I move the Board of Supervisors approve \$ <span style="background-color: yellow;">          </span> in support of the Thomas Jefferson Planning District Commission's Regional Housing Summit to be held in April 2019.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Eric Pollitt, Management Analyst				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>					
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>					
<b>FISCAL IMPACT:</b>	TBD				
<b>POLICY IMPACT:</b>					
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Information letter from TJPDC; Sponsorship Form				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





February 19, 2019

Steven M. Nichols, County Administrator  
 Fluvanna County, Virginia  
 P. O. Box 540  
 Palmyra, VA 22963

Re: Sponsorship Request

Dear Mr. Nichols, *Steve*

As you follow the needs of our community, housing has been a prominent topic. In 2018, a Housing Needs Assessment identified that the City of Charlottesville's affordable housing needs totaled 3,318 units, to include: the number of cost-burdened renters spending more than 30 percent of their income on housing, replacement of existing assisted housing units in poor condition, and housing needs to accommodate homeless individuals with families. Preliminary reports indicate that the affordable housing needs for the region are upwards of 11,820 units. This number is expected to be closer to 14,500 by the year 2040. The need for housing is a universal issue.

To begin to address housing needs through a regional lens, the Thomas Jefferson Planning District Commissioners approved at their September meeting an Operational Framework to create a Regional Housing Partnership (RHP). The RHP is an advisory board that generates research on housing-related issues and makes recommendations to localities. The RHP consists of 20 voting members from the public, private, nonprofit, and citizen sectors. They will address, through advisement, the housing needs of the Thomas Jefferson Planning District's region, with a focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents. Support for the creation of a Regional Housing partnership has been extremely favorable.

On April 19, 2019, the RHP is planning to host a Spring Regional Housing Summit at the Omni Hotel in Charlottesville, VA. The goals of the summit are to 1) better inform all stakeholders of the regional impacts of housing, and 2) help direct the RHP to develop a Regional Housing Strategy to improve all housing needs, including: homeless, affordable and market rate. The summit will host 150-200 attendees from throughout the region. **We are seeking sponsors to help us raise \$20,000 to host the summit.** Below are the details concerning this year's sponsorship levels:

\$5,000

- Sponsorship of one meal
- Eight full summit registrations including all meals
- Logo on all summit materials



\$2,500

- Sponsorship of breakout session
- Two full summit registrations including all meals
- Logo on all summit materials

\$1,000

- Sponsorship of breaks
- One full summit registration including all meals
- Logo on all summit materials

If your organization would like to participate in the Spring Regional Housing Summit as a sponsor, please complete the enclosed form. If you have any questions, please contact me or Christine Jacobs, the Thomas Jefferson Planning District Commission's Housing Coordinator, at (434) 979-7310. We appreciate any consideration and assistance your organization may choose to offer.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chip", with a stylized flourish at the end.

Chip Boyles  
Executive Director

Enclosure: Sponsorship Form

## Regional Housing Summit Sponsorship Form

If you are interested in being a sponsor for the Regional Housing Summit, please complete the following:

**Company or Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

City

State

Zip Code

**Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Sponsorship Amount:**

☐ \$5,000

- Sponsorship of one meal
- Eight full summit registrations including all meals
- Logo on all summit materials

☐ \$2,500

- Sponsorship of breakout session
- Two full summit registrations including all meals
- Logo on all summit materials

☐ \$1,000

- Sponsorship of breaks
- One full summit registration including all meals
- Logo on all summit materials

Please make checks payable to **Thomas Jefferson Planning District Commission.**

Once your paperwork is submitted, you will receive an email from Christine Jacobs, the Thomas Jefferson Planning District Housing Coordinator. This email will have instructions on how to submit your company logo for display on all summit materials and registration information. This form can be mailed to:

Thomas Jefferson Planning District Commission  
C/O Christine Jacobs  
PO Box 1505  
Charlottesville, VA 22902-1505

**Thank you. We sincerely appreciate your support.**





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

**TAB F**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	VDOT Quarterly Report				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>XX</b>		
<b>STAFF CONTACT(S):</b>	Jason Stewart, Community Development Director				
<b>PRESENTER(S):</b>	Alan Saunders, VDOT Residency Administrator				
<b>RECOMMENDATION:</b>	Information Only				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Quarterly VDOT update.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



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

**TAB G**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	Moody's Rating Agency - Fluvanna 2018 Annual Report				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	Informational only				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





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

**TAB H**

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	Island Hill Subdivision Briefing				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Brad Robinson, Senior Planner				
<b>PRESENTER(S):</b>	Brad Robinson, Senior Planner				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	Information update regarding the new by right subdivision.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



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

**TAB I**

<b>MEETING DATE:</b>	Mar 20, 2019				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors February 27, 2019 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, February 27, 2019, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for February 27, 2019				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
February 27, 2019  
Budget Work Session 7:00pm**

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

**ABSENT:** Patricia Eager, Palmyra District

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Eric Dahl, Deputy County Administrator/Finance Director  
Kelly Belanger Harris, Clerk for the Board of Supervisors

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 7:04pm Chair Sheridan called to order the Regular Meeting of February 27, 2019.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**BUDGET REVIEW – AGENCY PRESENTATIONS**

*Registrar* – Joyce Pace, Registrar

- Increases in FY20 request related to number of anticipated elections

*Fire and Rescue Association* – John Lye, President, FRA, & Debbie Smith, Emergency Management Coordinator

- Fire and Rescue Chief Position Description
- Operational needs, CIP needs

*Fluvanna SPCA* – Gerri Russell, President

- Operational costs overview
- Ongoing building maintenance/repair

*Social Services* – Kim Mabe, Director

- Increasing costs of foster care program
- Continuing and increasing need for foster families
- Staff requests: 1 full-time family services worker; 1 part-time fraud investigator
- Social Services Attorney pay increase

*Library* – Cyndi Hoffman, Director

- Increased patronage
- Increased number of participants in children's programs
- State aid – five-year goal achieved; State proving more aid based on County increasing per capita support
- 2017 – Fluvanna is \$13.89 per capita; State minimum Requirement is \$11.28 per capita, 79th out our 92 libraries

*Cooperative Extension* – Kim Mayo, Extension Agent

- Increase in contract services as set forth by Virginia Tech
- Commercial Kitchen anticipated to be open for renting by July 1

**ACTION MATTERS**

*Advertisement of the Proposed FY20 Real Property Tax Rate Increase*—Steven M. Nichols, County Administrator. Mr. Nichols reminded the Board that the advertised rate is the highest rate that may be considered but may not be the rate the Board adopts.

Following a general review of departmental budget requests,

**MOTION**

Mr. O'Brien moved the Board of Supervisors authorize staff to advertise the FY20 proposed real property tax rate for public hearing on April 10, 2019; the advertised proposed real property tax rate is \$0.949 per \$100, effective for calendar year 2019. On a second from Mrs. Booker, the motion passed 3-1. AYE: Sheridan, O'Brien, & Booker. NAY: Weaver. ABSENT: Eager.



**CLOSED MEETING**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 8:59pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1 & A.4 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel & Privacy of Individuals. Mrs. Booker seconded. The motion carried, with a vote of 4-0. AYE: Sheridan, O'Brien, Booker, and Weaver. NAY: None. ABSENT: Eager.

**MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 9:33pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mr. Weaver seconded. The motion carried, with a roll call vote, of 4-0. AYES: Sheridan, O'Brien, Booker, & Weaver. NAYS: None. ABSENT: Eager.

**ADJOURN**

**MOTION:**

At 9:34pm Mrs. Booker moved to adjourn the budget work session meeting of Wednesday, February 27, 2019. Mr. Weaver seconded and the motion carried with a vote of 4-0. AYES: Sheridan, O'Brien, Booker, & Weaver. NAYS: None. ABSENT: Eager.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair

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

**TAB J**

<b>MEETING DATE:</b>	Mar 20, 2019				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors March 6, 2019 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, March 6, 2019, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for March 6, 2019				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
March 6, 2019  
Regular Meeting 4:00pm – Circuit Courtroom  
Work Session, 7:00pm – Morris Room

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra 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 4:03pm Chair Sheridan called to order the Regular Meeting of March 6, 2019.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**SPECIAL PRESENTATION**

*Retirement Recognition – Peter Welch*—Steven M. Nichols, County Administrator, along with the Board of Supervisors, presented Mr. Welch with a plaque commemorating his service to the County. Mr. Welch presented to the Board, and to be displayed at the Historical Society, a bowl made from a 190 year old beam that had been a structural support in the Historic Courthouse until damaged. Mr. Welch hand-turned the bowl and offered hand-turned pens made from the same wood, to each Supervisor.

**3 - ADOPTION OF AGENDA**

MOTION

Mr. Weaver moved to accept the Agenda, for the March 6, 2019 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, O’Brien, Booker, Eager, and Weaver. NAYS: None. ABSENT: None.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
  - Mrs. Booker recognized by the Fluvanna NAACP - Received the Community Engagement Award on February 5<sup>th</sup>, 2019
- Business Spotlight – Jefferson Pharmacy, 10 year Anniversary Celebration, Saturday, March 9th, 11 am – 3 pm.
- Announcements and Updates
  - Fluvanna County is sponsoring “Landlord/Tenant Rights and Responsibilities Workshop”
  - State completed audit of cash receipts and disbursements of the Clerk of the Circuit Court’s Office - No findings
  - Burn Building Property Clearing - Dozer operations - a forestry training exercise for both the operators and equipment.
  - New P&R Staff Member - Alyson Pieno (returning to Fluvanna County staff) - Athletics and Special Events Coordinator, Starts on Monday March 18<sup>th</sup>
- ZXR Pre-Construction Meetings
  - Completed on Feb 27<sup>th</sup> - Pipelines – A.G. Dillard
  - Water Storage Tank – CB&I / McDermott
  - Wastewater Pump Station and Water Booster Pump Station – Sargent
  - County will provide formal Notice to Proceed on March 8th
  - Over the next 30-90 days, contractors will mobilize to acquire materials and begin work
  - May be opportunities for both skilled and unskilled jobs at the work sites
- ZXR Project Notes and Schedule

ISSUE	WATER AND SEWER PIPELINES	WATER BOOSTER PUMP STATION AND WASTEWATER PUMP STATION	ELEVATED WATER STORAGE TANK
Working Hours Extended	7:00 AM to 5:30 PM, Monday – Friday		
Saturday Work	With advance approval		
Sunday Work	N/A		Painting with advance approval
Notice to Proceed	March 8, 2019 (but for due dates calculate as if 3/11)		
Phase 1 Substantial Completion	March 5, 2020		
Phase 2 Substantial Completion	September 1, 2020		N/A
Final Completion	October 31, 2020		May 4, 2020
Progress Meetings	First Tuesday Monthly		

➤ Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Mar 13	7:00 PM	Budget Work Session	Morris Room
Wed	Mar 20	4:00 PM 7:00 PM	Budget Work Session Regular Meeting–Set FY20 Budget/CY19 Tax Rates	Morris Room Courtroom
Wed	Apr 3	4:00 PM 7:00 PM	Regular Meeting Budget Work Session	Courtroom Morris Room
Wed	Apr 10	7:00 PM	Special Meeting – Public Hearings for FY20 Budget/CY19 Tax Rates	Courtroom
Wed	Apr 17	7:00 PM	Regular Meeting – Adopt FY20 Budget and CY19 Tax Rates	Courtroom

**5 - PUBLIC COMMENTS #1**

At 4:14pm Chair Sheridan opened the first round of Public Comments.

- Hal Morgan, 2 Shortwood Circle, advocated for an FLDP project to build a roof over the stage at Pleasant Grove.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:17pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*County Administrator Employment Agreement* – Fred Payne, County Attorney presented an agreement to employ Eric Dahl in the position of County Administrator. Mr. Nichols presented Mr. Dahl to the Board and those attendance.

With no discussion,

MOTION

Mrs. Eager moved to approve and authorize this agreement attached hereto executed by Resolution of the Board of Supervisors to hire Eric M. Dahl as County Administrator, effective July 6, 2019. On a second by Mrs. Booker the motion passed unanimously. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

*New Position Description – Principal Planner* – Jessica Rice, Human Resources Manager requested approval of a new position in the Community Development Department. Currently, the Planning Department has staff positions available for 2 Planners and the all-encompassing Director of Community Development. Staff in the Planner and Senior Planner positions do not currently have mobility opportunities within the organization. These positions are currently classified at Pay Bands 14 & 16, respectively. The change would entail adding a third position option in Planning, at Pay Band 18, thus, providing internal promotion opportunities similar to those in other County Departments. The higher level Principal Planner, would be tasked with more responsibility including training and mentoring other staff and covering during Director absences. Only 2 of the 3 Planner positions would be filled at any one time. Neither additional staffing nor funding is requested for this change.

MOTION

Mrs. Booker moved to approve the new position description, #2352 Principal Planner position in Pay Band 18, as presented. On a second by Mr. Weaver, the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

**7A – BOARDS AND COMMISSIONS**

None.

**8 – PRESENTATIONS**

*Business Retention and Expansion Plan*—Bryan Rothamel, Economic Development Coordinator proposed a plan for retaining and expanding local businesses.

Highlights of the presentation:

- Opportunities and Struggles
- Business Needs and Business Loves
- Increasing Exposure to Opportunities in Fluvanna
- Meet with Business Owners
- Meet with key Zion Crossroads partners
- Create in person events, opportunities
- “Fluvanna: Where more is less.” “Fluvanna: Pleasantly You”

Following the BRE presentation, Mr. Rothamel provided a ZXR Water Project Public Information Update, announcing upcoming town hall meetings, and planned electronic and print media.

**9 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for March 6, 2019:

*Minutes of February 20, 2019*—Kelly Belanger Harris, Clerk to the Board



*Position Description Update – Exec Asst-Clerk to the Board – Jessica Rice, HR Manager*  
*Position Description Update – Assistant County Administrator – Jessica Rice, HR Manager*  
*Position Description Update – Director of Finance – Jessica Rice, HR Manager*  
*FY19 BOS Contingency Budget Transfer – Caroline County—Eric Pollitt, Management Analyst*  
*FY19 Budget Supplemental Appropriation - Ward vs. Fluvanna County—Eric Pollitt, Management Analyst*  
*School Resource Officer/School Security Officer Grant—Captain Von Hill, Sheriff's Office*  
*Proclaiming March Colorectal Cancer Awareness Month—Kelly Belanger Harris, Clerk to the Board*

#### MOTION

Mr. Weaver moved to approved the consent agenda, for the March 6, 2019 Board of Supervisors meeting. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, O'Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

#### 10 - UNFINISHED BUSINESS

None.

#### 11 - NEW BUSINESS

None.

#### 12 - PUBLIC COMMENTS #2

At 4:54pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 4:54pm.

#### RECESS FOR DINNER AND CLOSED SESSION

#### 13 - CLOSED MEETING

##### MOTION TO ENTER INTO A CLOSED MEETING

At 4:54pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds and Litigation. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, O'Brien, Booker, Eager, and Weaver. NAY: None. ABSENT: None.

##### MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 6:58pm, 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, O'Brien, Booker, Eager, & Weaver. NAYS: None. ABSENT: None.

#### RECONVENE

*Mr. Sheridan left following the Closed Session.*

#### BUDGET WORK SESSION

*County Department FY20 Budget Proposals – Eric Dahl, DCA / Finance Director*

- Parks and Recreation FY20 Budget Request– Aaron Spitzer, Director of Parks and Recreation
  - Request highlights:
    - ServSafe Certified Staff (1 PT 16 hrs/week @ \$15/hr) - \$13,732. Virginia Department of Health requires a ServSafe certified employee be on site during rental of the commercial kitchen. Anticipated rental rate of \$35 per hour for the kitchen will be presented to the BOS at a later date for approval. Average rate for a Virginia Commercial Kitchen rental unit is \$33/hr.
    - Park Maintenance Staff (1 PT 20 hrs/week for 35 weeks @ \$15/hr) - \$11,553. Position would provide trail maintenance/park maintenance at Pleasant Grove Park (March - October) and would also support Public Works' seasonal maintenance at the park using/sharing Public Works' equipment.
  - Other Operations
    - Advertising
      - Pleasant Grove Park 25th Anniversary - \$500. R
      - Office Supplies - Requested additional \$500.
      - Uniform/Wearing Apparel - Requested additional \$500 for adequate apparel for working inside/outside in various seasons, temperatures, and hours.

- Recreational Supplies - Senior Centers- \$2,400. Requesting \$50 more per month per center because of increased participation. Current budget = \$2.40/senior/week. Request = \$3.20/senior/week.
- Pleasant Grove Park 25th Anniversary Celebration- \$5,500.
- Furniture and Fixtures - Requested additional \$1,000 to replace furniture at the Community Center.
- Recreational Supplies
  - Soccer Field Fence at Pleasant Grove Park - \$49,000
  - Water Tank for Irrigation System at Pleasant Grove Park Soccer Fields - \$5,000.
  - 48" x 28" Chainlink Cantilever Gate at Pleasant Grove Park & the Dog Park - \$8,000 to close parks at dusk and open at dawn - \$4,000 each.
- Litter Control Program
  - Hazardous Waste Collection during Earth Day (Line 6) - \$25,000. L
- CIP Budget Requests
  - Pleasant Grove Park Playground Expansion - \$50,000 for ADA Accessible playground equipment
  - Pleasant Grove Park Spray Ground - \$150,000 to build up to a 2,000 square foot spray area.
  -

*Budget Discussion* – Eric Dahl, DCA / Finance Director

*Highlights:*

- Comparison of revenue sources in other localities
- HR – request for intern
- Fire and Rescue – comprehensive audit of equipment and needs assessment

Following the discussion, the Board chose to move the Budget Work Session on March 13, 2019 to 6:00pm.

**MOTION TO EXTEND**

MOTION

Mrs. Booker moved to extend the meeting to 10:00pm. On a second by Mrs. Eager, the motion passed 4-0. AYE: O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: Sheridan.

**14 - ADJOURN**

MOTION:

At 8:33pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, March 6, 2019. Mrs. Eager seconded and the motion carried with a vote of 4-0. AYES: O’Brien, Booker, Eager, & Weaver. NAYS: None. ABSENT: Sheridan.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair

**COUNTY OF FLUVANNA  
EMPLOYMENT AGREEMENT  
COUNTY ADMINISTRATOR**

**THIS AGREEMENT** made and entered into this 1st day of March, 2019, by and between the Board of Supervisors of Fluvanna County, Virginia, (“Employer”), party of the first part, and ERIC M. DAHL (“Employee”), party of the second part:

**WITNESSETH:**

**WHEREAS**, Employer desires to employ ERIC M. DAHL as County Administrator of Fluvanna County, Virginia under the terms and conditions provided for in Title 15.2 of the Code of Virginia, 1950, as amended, and this Agreement; and

**WHEREAS**, the Employer wishes to provide certain benefits and certain conditions of employment in order to:

- A. Secure and retain the services of Employee and to provide inducement for him to remain in such employment;
- B. Make possible full work productivity by assuring Employee’s morale and peace of mind with respect to future security; and
- C. Provide a just means for terminating Employee’s services at such time as he may be unable to fully discharge his duties or when Employer may otherwise desire to terminate his employ; and
- D. Provide for a just notification and/or compensation to the Employer if the Employee voluntarily resigns for other employment elsewhere.

**WHEREAS**, Employee desires to be the County Administrator of Fluvanna County and accepts all duties and responsibilities of such position as provided by law and pursuant to the terms of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**SECTION 1: DUTIES**

Employer hereby agrees to employ ERIC M. DAHL as County Administrator of Fluvanna County, Virginia, to perform the functions and duties specified in Title 15.2 of the Code of Virginia, 1950, as amended, and to perform other legally permissible and proper duties and functions as the Employer shall from time to time assign.

Employee agrees to serve as County Administrator of Fluvanna County, Virginia and to perform the functions and duties specified in Title 15.2 of the Code of Virginia, 1950, as amended, and to perform other legally permissible and proper duties and functions as the Employer shall from time to time assign. The Employee shall be the Chief Administrative Officer of the County

of Fluvanna and responsible to the Employer for the proper administration of the affairs of the County. The Employee shall be in charge of all employees of the Employer. The Employee shall conduct himself in compliance with all provisions of state and federal law and all ethical considerations, including the International City/County Management Association Code of Ethics.

## **SECTION 2: TERM**

Unless terminated earlier as provided herein, the term of this Agreement shall be for a period of three years commencing July 6, 2019, (the "Effective Date") and shall be automatically renewed thereafter in accordance with the provisions for reappointment contained in Title 15.2 of the Code of Virginia, 1950, as amended, on the same terms and conditions for successive three-year terms; provided that there shall be no automatic renewal of the terms hereof if the Employer shall notify the Employee of its intent not to renew the same by writing delivered to the Employee not less than 6 months prior to the expiration of the original or any successor term. Nothing contained herein shall prohibit the Employer from terminating the Employee at any time, with or without cause subject only to section 16 of this agreement. The Employee serves at the pleasure of the Employer. It is expressly understood and agreed that nothing in this section shall be deemed to affect the rights of the Employer or the Employee to terminate this Agreement in accordance with the provisions of Section 16 of this Agreement.

## **SECTION 3: COMPENSATION**

For his services as County Administrator, Employer agrees to pay the Employee effective July 6, 2019, an annual base salary, exclusive of benefits, of \$110,000 payable in installments as paid to other County employees, each such periodic payment to be as nearly equal as possible. The salary shall be subject to payroll deduction required by law or requested by Employee and determined to be available and proper.

In addition, Employer agrees to increase said base salary and/or other benefits of Employee in such amounts and to such extent as the Employer may determine desirable or appropriate based upon the performance evaluation process described in Section 4 of this Agreement, provided however, that when said consideration and salary adjustment is given, it shall not be less than any cost of living annual increase(s) determined for other employees of the County.

## **SECTION 4: PERFORMANCE EVALUATION**

The Board of Supervisors shall review and evaluate the performance of the Employee in July in each succeeding year (the "Anniversary Date"). Said review and evaluation shall be in accordance with specific criteria developed jointly by the Employer and Employee. Said criteria may be added to or deleted from as the Board of Supervisors may from time to time determine, in consultation with the Employee. Furthermore, the Chairman of the Board of Supervisors shall provide the Employee with a written summary statement of the findings of the Board of Supervisors and an adequate opportunity for the Employee to discuss his evaluation with the Board of Supervisors shall be provided.

Annually, the Board of Supervisors and the Employee shall define such goals and objectives as they deem necessary for the proper operation of the County and in the attainment of the Board's policy objectives and shall further establish a relative priority amongst these goals and

objectives, said goals and objectives to be reduced to writing. As a part of the evaluation of the Employee, the Board of Supervisors shall consider the Employee's performance in working toward the attainment of these goals, objectives and priorities. These goals and objectives shall be generally attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

The performance evaluation as aforementioned will be used by the Employer in its discretion to determine whether or not the Employee is eligible for the annual base salary increases as provided in Section 3. The Employer may, by action taken at any meeting prior to the Anniversary Date, in its sole discretion, withhold or delay the base salary increases, wholly or in part, as it may determine to be appropriate based on Employee's performance evaluation.

#### **SECTION 5: BENEFITS**

Except as otherwise provided in this Agreement, Employee shall be entitled to the same fringe and other benefits provided other full time Employees of the Employer.

#### **SECTION 6: ANNUAL LEAVE & SICK LEAVE**

The Employee shall be entitled to leave in accordance with the provisions of the County's personnel policy for employees of the Employer with 15 years of tenure, with the employer or the Virginia Retirement System (VRS) as the same shall be amended from time to time; provided that Employee's right to take leave shall be done in a manner consistent with the exercise of his duties and shall be subject to the approval of the Employer, which approval shall not be unreasonably withheld. The Employer shall grant an annual leave Service Accumulation of 260 hours for the Employee.

#### **SECTION 7: INSURANCE, RETIREMENT**

Employee shall be a participant in the Virginia Retirement System in accordance with State law.

Employer shall provide Employee with and pay the amount determined for other employees of the County for individual health, dental, and vision insurance if provided to other County employees. The Employee may purchase additional family coverage at his expense.

#### **SECTION 8: HOURS OF WORK**

The Employee, as County Administrator, is an exempt employee, who is expected to engage in those hours of work, which are necessary to fulfill the obligation of his position of employment. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the Employer. To that end, the Employee will be allowed to take time off, as he shall deem appropriate, during said normal office hours; provided that Employee's right to take leave shall be done in a manner consistent with the exercise of his duties and shall be subject to the approval of the Employer, which approval shall not be unreasonably withheld.



## **SECTION 9: AUTOMOBILE & COMMUNICATION ALLOWANCE**

The Employee shall use his personal vehicle for County business during and while off scheduled working hours. The Employer shall provide \$400 in monthly payment to compensate for mileage and other expenses such as insurance and related vehicle expenses. The County will provide a cellular telephone for Employee's use for official business. Additionally, the Employee may provide his own communication equipment such as home computer and home phone systems to be used to conduct and be of service for County business. The Employer shall provide a \$50 monthly allowance for this expense. These amounts will be paid in the regular County installment.

## **SECTION 10: RESIDENCE**

Employee agrees that he shall maintain his residence in the County of Fluvanna, Virginia, throughout his employment tenure with Employer.

## **SECTION 11: DUES AND SUBSCRIPTION**

Employer agrees to budget and pay for the professional dues and subscriptions of Employee necessary for his full participation in the Virginia Local Government Management Association and other related professional associations; provided that all such memberships, as well as the expenses provided for in Sections 12 and 13 hereinafter, shall be subject to the reasonable approval of the Employer.

## **SECTION 12: PROFESSIONAL DEVELOPMENT**

**Professional Association Memberships:** Employer shall pay with the approved budget costs associated with the professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.

**Conference Expenses:** Expenses incurred by Employee during his attendance at conferences, legislative hearings, or similar events or meetings shall be paid by the Employer in accordance with County policy and within the approved budget.

**Additional Professional Education:** Employer shall pay tuition and other related expenses for additional education which Employer shall deem reasonably necessary for Employee's employment, within the amount budgeted therefor and as approved annually in advance by the board of supervisors. All such expenses shall be repaid by Employee upon the termination of his employment under this agreement or any extension hereof, together with interest at the legal rate; provided, however, that if Employee successfully completes such education, his obligation for repayment shall be reduced by 25% for each year he shall continue in the County's employ after the completion of such education.

## **SECTION 13: BUSINESS EXPENSES**

Actual and necessary expenses incurred by Employee in the discharge of official duties or in the performance of functions authorized by the Employer shall be reimbursed upon submission

of receipts and reports of expenditures. Civic club dues for organizations serving Fluvanna County shall be considered as eligible Business Expenses.

#### **SECTION 14: BONDING**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

#### **SECTION 15: OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

Employer, in consultation with Employee, shall fix any other terms and conditions of employment relating to the performance of Employee as it may determine reasonable from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, or any applicable law.

#### **SECTION 16: TERMINATION**

- A. Employee's employment may be terminated, either with or without cause, by a vote of a majority of the Board of Supervisors at a regular or special meeting
- B. In the event the Employee voluntarily resigns his position with the Employer, the Employee shall give the Employer sixty (60) days notice in advance, unless the parties otherwise agree.
- C. In the event the Employee is terminated without cause, the employee shall be entitled to severance pay equal to three (3) month's salary, not including allowances for the term of this contract. Severance shall include accrued annual and sick leave, up to the maximum provided by the general employee policies of the County as the same may be amended from time to time.
- D. Employee's employment may be terminated for cause for any substantial and material breach of the terms of this agreement, including, but not limited to, use of intoxicants while on duty; serious neglect of duty, insubordination, incompetence or inefficiency in the performance of required job duties; use of offensive, abusive, threatening, coercive, indecent or discourteous language toward supervisors, other employees, or members of the public; intentional falsification of personnel records, time records, or any other County records or reports; substantial and intentional violation of any County policies including, but not limited to, sexual harassment; conviction of a felony, a crime involving moral turpitude or other crime adversely reflecting on Employee's fitness for his employment; and dishonesty in any form, including falsification of one's employment application or history. The Employer shall provide the Employee written notice of termination, including the reasons therefor, and shall provide Employee a reasonable opportunity to be heard with respect to such termination.

#### **SECTION 17: DISABILITY**

If the Employee is permanently disabled or is otherwise unable to perform his duties

because of sickness, accident, injury, mental incapacity or health for a period of more than four (4) weeks beyond any accrued sick leave, Employer shall have the option to terminate the Employee, and notwithstanding the Employee’s inability to perform, the Employee will receive severance pay in accordance with Section 16C of this agreement.

**SECTION 18: INDEMNIFICATION**

Employer, or its insurance carrier, shall defend and provide legal representation for Employee for any and all claims, proceedings or lawsuits, whether groundless or otherwise, related to or arising out of Employee’s employment with Employer in accordance with Virginia Code Sections 15.2-1521 and -1522.

**SECTION 19: GENERAL PROVISIONS**

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs of Employee. This Agreement is not assignable by the Employee.
- C. This Agreement shall become effective commencing on the Effective Date.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- E. This Agreement shall be construed and governed in accordance with the laws of the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the Board of Supervisors of Fluvanna County, Virginia has caused this Agreement to be signed and executed on its behalf by its Chairman and duly attested by the Board’s Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written, having approved the same and authorizing this agreement and execution by resolution of the Board of Supervisors, duly adopted.


BOARD OF SUPERVISORS  
COUNTY OF FLUVANNA


BY:   
John M. Sheridan, Chairman

  
ERIC M. DAHL

Attest:

Approved as to Form:

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

  
Frederick W. Payne  
County Attorney

## MEMORANDUM

TAB K

**Date:** March 20, 2019  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** Accounts Payable Report for February 2019

---

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$595,528.19
Capital Improvements	\$567,802.83
Debt Service	\$0.00
Sewer	\$28,703.67
Fork Union Sanitary District	\$8,561.57
Zion Crossroads Water & Sewer	\$107,402.84
<b>TOTAL AP EXPENDITURES</b>	<b>\$1,307,999.10</b>
Payroll	\$852,628.76
<b>TOTAL</b>	<b>\$2,160,627.86</b>


### **MOTION**

I move the Accounts Payable and Payroll be ratified for **February 2019** in the amount of **\$2,160,627.86**.

Encl:  
AP Report






	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 2/1/2019 To Date: 2/28/2019</b>					
2								
3								
5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>
6	<b>Fund # - 100 GENERAL FUND</b>							
7	<b>REAL ESTATE TAXES</b>							
8	ANDREW & JESSICA BOYLE	R E 2018 - 1ST	RE 2018 4-41-3		67505	1/29/2019	2/1/2019	1,126.80
9	INNSBROOK LAW GROUP	R E 2009 - 1ST	RE 2009 5-A-L71		67601	1/31/2019	2/1/2019	704.03
10	INNSBROOK LAW GROUP	R E 2018 - 1ST	RE 2018 52-A-6		67506	1/29/2019	2/1/2019	1,300.93
11	WINSETT, HERBERT G. & JOAN G.	R E 2013 - 1ST	RE 2013 10-A-56A		67532	1/31/2019	2/1/2019	137.93
12	WINSETT, HERBERT G. & JOAN G.	R E 2013 - 2ND	RE 2013 10-A-56A		67532	1/31/2019	2/1/2019	137.94
13	WINSETT, HERBERT G. & JOAN G.	R E 2014 - 1ST	RE 2014 10-A-56A		67533	1/31/2019	2/1/2019	152.68
14	WINSETT, HERBERT G. & JOAN G.	R E 2014 - 2ND	RE 2014 10-A-56A		67533	1/31/2019	2/1/2019	152.68
15	WINSETT, HERBERT G. & JOAN G.	R E 2015 - 1ST	RE 2015 10-A-56A		67534	1/31/2019	2/1/2019	155.98
16	WINSETT, HERBERT G. & JOAN G.	R E 2015 - 2ND	RE 2015 10-A-56A		67534	1/31/2019	2/1/2019	155.97
17	WINSETT, HERBERT G. & JOAN G.	R E 2016 - 1ST	RE 2016 10-A-56A		67535	1/31/2019	2/1/2019	159.10
18	WINSETT, HERBERT G. & JOAN G.	R E 2016 - 2ND	RE 2016 10-A-56A		67535	1/31/2019	2/1/2019	159.10
19	WINSETT, HERBERT G. & JOAN G.	R E 2017 - 1ST	RE 2017 10-A-56A		67536	1/31/2019	2/1/2019	157.36
20	WINSETT, HERBERT G. & JOAN G.	R E 2017 - 2ND	RE 2017 10-A-56A		67536	1/31/2019	2/1/2019	157.37
21	WINSETT, HERBERT G. & JOAN G.	R E 2018 - 1ST	RE 2018 10-A-56A		67537	1/31/2019	2/1/2019	162.92
22	WINSETT, HERBERT G. & JOAN G.	R E 2018 - 2ND	RE 2018 10-A-56A		67537	1/31/2019	2/1/2019	162.91
23							<b>Total:</b>	<b>\$4,983.70</b>
24								
25	<b>PERSONAL PROPERTY TAXES</b>							
26	JUDGE, JOANN PATRICIA	P P 2017 - 1ST	PP 2017 1452		67538	1/31/2019	2/1/2019	50.58
27	JUDGE, JOANN PATRICIA	P P 2017 - 2ND	PP 2017 1452		67538	1/31/2019	2/1/2019	50.57
28	MCLAUGHLIN, JAMES E	P P 2018 - 1ST	PP 2018 4554		67541	1/31/2019	2/1/2019	2.18
29	MCLAUGHLIN, JAMES E	P P 2018 - 2ND	PP 2018 4554		67541	1/31/2019	2/1/2019	2.17
30	PARKS JR, DANIEL STEVEN	P P 2018 - 1ST	PP 2018 7465		67543	1/31/2019	2/1/2019	7.56
31	SAV ON CARPET CLEANERS	P P 2017 - 1ST	PP 2017 4914		67539	1/31/2019	2/1/2019	4.35
32	SAV ON CARPET CLEANERS	P P 2017 - 2ND	PP 2017 4914		67539	1/31/2019	2/1/2019	4.35
33	SEIBERT, JAMES MATIAS	P P 2017 - 1ST	PP 2017 7772		67540	1/31/2019	2/1/2019	26.09
34	SEIBERT, JAMES MATIAS	P P 2017 - 2ND	PP 2017 7772		67540	1/31/2019	2/1/2019	21.62
35	THURSTON, JOSHUA WILLIAM	P P 2018 - 1ST	PP 2018 224151		67545	1/31/2019	2/1/2019	203.63
36	THURSTON, JOSHUA WILLIAM	P P 2018 - 2ND	PP 2018 224151		67545	1/31/2019	2/1/2019	203.62
37							<b>Total:</b>	<b>\$576.72</b>
38								
39	<b>PROPERTY TAX PENALTIES &amp; INT</b>							
40	WINSETT, HERBERT G. & JOAN G.	INTEREST-ALL PROPERTY	RE 2013 10-A-56A		67532	1/31/2019	2/1/2019	64.37
41	WINSETT, HERBERT G. & JOAN G.	INTEREST-ALL PROPERTY	RE 2014 10-A-56A		67533	1/31/2019	2/1/2019	55.98
42	WINSETT, HERBERT G. & JOAN G.	INTEREST-ALL PROPERTY	RE 2015 10-A-56A		67534	1/31/2019	2/1/2019	41.59
43	WINSETT, HERBERT G. & JOAN G.	INTEREST-ALL PROPERTY	RE 2016 10-A-56A		67535	1/31/2019	2/1/2019	26.52
44	WINSETT, HERBERT G. & JOAN G.	INTEREST-ALL PROPERTY	RE 2017 10-A-56A		67536	1/31/2019	2/1/2019	10.49

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1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 2/1/2019 To Date: 2/28/2019</b>					
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5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>
45							<b>Total:</b>	<b>\$198.95</b>
46								
47	<b>OTHER LOCAL TAXES</b>							
48	JUDGE, JOANN PATRICIA	ADMIN FEE VEHICLE	PP 2017 1452		67538	1/31/2019	2/1/2019	33.00
49	ORSOLINI, GIUSEPPE DAVID	ADMIN FEE VEHICLE	PP 2018 215919		67542	1/31/2019	2/1/2019	15.00
50	ROSARIO, DIANE CRISTINA	ADMIN FEE VEHICLE	PP 2018 10921		67544	1/31/2019	2/1/2019	33.00
51	SEIBERT, JAMES MATIAS	ADMIN FEE VEHICLE	PP 2017 7772		67540	1/31/2019	2/1/2019	33.00
52	THURSTON, JOSHUA WILLIAM	ADMIN FEE VEHICLE	PP 2018 224151		67545	1/31/2019	2/1/2019	33.00
53							<b>Total:</b>	<b>\$147.00</b>
54								
55	<b>BOARD OF SUPERVISORS</b>							
56	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD		013119	1/31/2019	2/15/2019	142.61
57	BANK OF AMERICA	OTHER OPERATING	P-CARD		013119	1/31/2019	2/15/2019	23.53
58	BRAD ROBINSON	OTHER OPERATING	FOOD FOR LANDLORDS/TENANTS		1042000314	2/8/2019	2/15/2019	29.03
59	DONALD WEAVER	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT		021319	2/13/2019	2/15/2019	164.17
60	FLUVANNA REVIEW	ADVERTISING	BROADBAND EXPANSION AD		2018F47-7	11/28/2018	2/1/2019	103.00
61	FLUVANNA REVIEW	ADVERTISING	LANDLORDS & TENANTS AD		2019F5-12	1/31/2019	2/8/2019	133.00
62	JOHN M. SHERIDAN	MILEAGE ALLOWANCES	VACO COUNTY GOVERNMENT DAY		020119	2/1/2019	2/8/2019	20.00
63	JOHN M. SHERIDAN	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT		013119	1/31/2019	2/8/2019	260.74
64	MARTIN WREN, P.C.	PROFESSIONAL SERVICES	WARD VS FLUVANNA BOS SETTLEMENT		020719	2/7/2019	2/7/2019	130,000.00
65	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	142.52
66							<b>Total:</b>	<b>\$131,018.60</b>
67								
68	<b>COUNTY ADMINISTRATOR</b>							
69	BANK OF AMERICA	CONVENTION AND	P-CARD		013119	1/31/2019	2/15/2019	175.00
70	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19389805	11/12/2018	2/15/2019	223.00
71	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19720940	2/10/2019	2/22/2019	223.00
72	FLUVANNA REVIEW	ADVERTISING	LANDLORDS & TENANTS WORKSHOP AD		2019F6-16	2/7/2019	2/15/2019	133.00
73	GABRIEL A ANDERSON	PROFESSIONAL SERVICES	SOCIAL MEDIA MANAGEMENT &		202 011619	1/16/2019	2/15/2019	250.00
74	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES		8053106025	2/2/2019	2/22/2019	133.82
75	THE SUPPLY ROOM	OFFICE SUPPLIES	GOLD FOIL FOLDERS		3550459-0	2/6/2019	2/15/2019	123.00
76	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES		T421254	1/31/2019	2/8/2019	8.10
77	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	50.25
78							<b>Total:</b>	<b>\$1,319.17</b>
79								
80	<b>COUNTY ATTORNEY</b>							
81	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES		139940	2/5/2019	2/15/2019	10,000.00
82	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES		139940	2/5/2019	2/15/2019	6,584.00
83	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES		139940	2/5/2019	2/15/2019	1,856.25




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123	BANK OF AMERICA	ADP SERVICES	P-CARD		013119	1/31/2019	2/15/2019	15.94
124	BANK OF AMERICA	ADP SERVICES	P-CARD		013119	1/31/2019	2/15/2019	25.00
125	BANK OF AMERICA	ADP SERVICES	P-CARD		013119	1/31/2019	2/15/2019	149.98
126	BANK OF AMERICA	ADP SERVICES	P-CARD		013119	1/31/2019	2/15/2019	479.00
127	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	15.09
128	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	15.98
129	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	25.20
130	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	25.99
131	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	34.70
132	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	44.16
133	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	77.52
134	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	79.16
135	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	83.80
136	BANK OF AMERICA	ADP SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	120.74
137	BANK OF AMERICA	CONVENTION AND	P-CARD		013119	1/31/2019	2/15/2019	175.00
138	BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD		013119	1/31/2019	2/15/2019	99.00
139	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19389805	11/12/2018	2/15/2019	57.00
140	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19720940	2/10/2019	2/22/2019	57.00
141	CDW GOVERNMENT, INC.	ADP SERVICES	TECHNICAL SUPPORT		RBB3079	2/8/2019	2/15/2019	934.60
142	CGS	ADP SERVICES	UNLIMITED MAILBOX MAINTENANCE		N000162389	1/28/2019	2/8/2019	314.67
143	MICROSOFT AZURE	ADP SERVICES	USAGE CHARGES 12/15/18 - 1/14/19		E08007HHUV	1/16/2019	2/15/2019	113.27
144	MICROSOFT AZURE	ADP SERVICES	MONTHLY USAGE CHARGES		E08007OXNQ	2/16/2019	2/22/2019	234.54
145	PROGENT CORPORATION	PROFESSIONAL SERVICES	FIREWALL CONFIGURATION REVIEW		134315	1/31/2019	2/8/2019	133.00
146	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES		T421254	1/31/2019	2/8/2019	2,139.25
147	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	135.68
148							<b>Total:</b>	<b>\$5,585.27</b>
149								
150	<b>FINANCE</b>							
151	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD		013119	1/31/2019	2/15/2019	50.00
152	BANK OF AMERICA	POSTAL SERVICES	P-CARD		013119	1/31/2019	2/15/2019	18.76
153	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19389805	11/12/2018	2/15/2019	223.00
154	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19720940	2/10/2019	2/22/2019	223.00
155	ERIC DAHL	MILEAGE ALLOWANCES	CVRJ BUDGET MTG. MILEAGE		012319	1/23/2019	2/15/2019	32.48
156	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	FEES		0994-8667 011519	1/16/2019	2/1/2019	33.56
157	SKILLPATH SEMINARS	CONVENTION AND	EXCEL WORKSHOP - TORI MELTON		111999416	2/8/2019	2/15/2019	111.75
158	SKILLPATH SEMINARS	CONVENTION AND	EXCEL WORKSHOP - LIZ MCIVER		11999414	2/8/2019	2/15/2019	111.75
159	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES		8053106025	2/2/2019	2/22/2019	413.17
160	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES		T421254	1/31/2019	2/8/2019	4.75
161	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	50.25

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5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
162						Total:	\$1,272.47	
163								
164	REGISTRAR/ELECTORAL BOARD							
165	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COPIER MONTHLY CHARGES	084815	1/30/2019	2/8/2019	155.00	
166	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	507.96	
167	BANK OF AMERICA	POSTAL SERVICES	P-CARD	013119	1/31/2019	2/15/2019	900.00	
168	ELECTION SERVICES ONLINE	OFFICE SUPPLIES	NEW TM'S	1799	2/5/2019	2/22/2019	176.26	
169	JOYCE PACE	MILEAGE ALLOWANCES	MILEAGE & MEAL REIMBURSEMENT	021119	2/11/2019	2/15/2019	28.48	
170	JOYCE PACE	SUBSISTENCE & LODGING	MILEAGE & MEAL REIMBURSEMENT	021119	2/11/2019	2/15/2019	23.00	
171	THE SUPPLY ROOM	OFFICE SUPPLIES	GOLD FOIL FOLDERS	3550459-0	2/6/2019	2/15/2019	82.00	
172	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	1.09	
173	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	50.25	
174	VRAV	CONVENTION AND	2019 VRAV MEMBERSHIP DUES	065 020519	2/5/2019	2/8/2019	180.00	
175						Total:	\$2,104.04	
176								
177	HUMAN RESOURCES							
178	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	100.00	
179	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	013119	1/31/2019	2/15/2019	150.00	
180	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	54.35	
181	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	54.35	
182	FLUVANNA REVIEW	RECRUITMENT	GROUPS MAINTENANCE WORKER AD	2019F5-16	1/31/2019	2/15/2019	63.00	
183	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	MANAGEMENT FEES	32 FLUVANNA	2/1/2019	2/15/2019	1,348.00	
184	THE SUPPLY ROOM	OFFICE SUPPLIES	GOLD FOIL FOLDERS	3550459-0	2/6/2019	2/15/2019	123.00	
185						Total:	\$1,892.70	
186								
187	GENERAL DISTRICT COURT							
188	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	134.00	
189	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	134.00	
190	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES - DISTRICT COURT	309871364 011619	1/16/2019	2/1/2019	234.49	
191	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	9.45	
192	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	KONICA MINOLTA BIZHUB MONTHLY	24141728	1/28/2019	2/8/2019	161.51	
193						Total:	\$673.45	
194								
195	COURT SERVICE UNIT							
196	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE FOR JANUARY	012019	2/21/2019	2/22/2019	63.80	
197	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	8.31	
198						Total:	\$72.11	
199								
200	CLERK OF THE CIRCUIT COURT							

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201	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES PER	51993	2/15/2019	2/22/2019	2,541.67	
202	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	107.94	
203	TREASURER OF VIRGINIA	EDP EQUIPMENT	PERSONAL COMPUTERS INSTALLED BY	19-FLUPC-0428	1/22/2019	2/1/2019	1,750.00	
204	TREASURER OF VIRGINIA	EDP EQUIPMENT	LAPTOP AS SOLD BY OFFICE OF THE	19-FLUPCs-0681	1/23/2019	2/15/2019	1,865.70	
205	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	ANNUAL RMS SYSTEM MAINTENANCE :	19-065C-RMS-2C	2/14/2019	2/22/2019	1,000.00	
206	U.S. POSTAL SERVICE	POSTAL SERVICES	POSTAGE	021119	2/11/2019	2/15/2019	1,000.00	
207	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	12.80	
208	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	KONICA C284e COPIER MONTHLY	24244433	2/11/2019	2/22/2019	205.98	
209						<b>Total:</b>	<b>\$8,484.09</b>	
210								
211	<b>CIRCUIT COURT JUDGE</b>							
212	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	2.39	
213						<b>Total:</b>	<b>\$2.39</b>	
214								
215	<b>COMMONWEALTH ATTY</b>							
216	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	013119	1/31/2019	2/15/2019	20.00	
217	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	LEXIS NEXIS (JANUARY 2019)	3091865034	2/4/2019	2/8/2019	136.00	
218	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	83.32	
219	STAPLES CONTRACT & COMMERCIAL,	OTHER OPERATING	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	137.38	
220	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	10.46	
221	VALLEY BUSINESS FORMS	OFFICE SUPPLIES	PAMPHLETS	20727	2/13/2019	2/22/2019	131.00	
222	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	50.25	
223						<b>Total:</b>	<b>\$568.41</b>	
224								
225	<b>SHERIFF</b>							
226	AARON HURD	SUBSISTENCE & LODGING	NDCAC OPEN SOURCE TRAINING	012819	1/28/2019	2/15/2019	308.89	
227	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BATTERY	7306903130756	1/13/2019	2/8/2019	138.01	
228	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER - CLASSIC	7306904360353	2/12/2019	2/22/2019	5.51	
229	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER - CLASSIC	7306900356502	1/3/2019	2/22/2019	5.97	
230	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER - CLASSIC	7306903860215	2/7/2019	2/22/2019	5.97	
231	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER - CLASSIC	7306904460373	2/13/2019	2/22/2019	5.97	
232	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER - CLASSIC	7306904460396	2/13/2019	2/22/2019	5.97	
233	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	PUROLTOR OIL FILTER	7306835568771	12/21/2018	2/22/2019	6.43	
234	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTERS	7306903760111	2/6/2019	2/22/2019	11.02	
235	AT&T 286-3642	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	7305055828001 020619	2/6/2019	2/22/2019	129.20	
236	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	341.00	
237	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	013119	1/31/2019	2/15/2019	50.00	
238	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	013119	1/31/2019	2/15/2019	358.95	
239	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	013119	1/31/2019	2/15/2019	71.96	



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240	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	013119	1/31/2019	2/15/2019	99.92	
241	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	013119	1/31/2019	2/15/2019	18.99	
242	BANK OF AMERICA	VEHICLE FUEL	P-CARD	013119	1/31/2019	2/15/2019	21.00	
243	BANK OF AMERICA	VEHICLE FUEL	P-CARD	013119	1/31/2019	2/15/2019	31.20	
244	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	013119	1/31/2019	2/15/2019	5.97	
245	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	013119	1/31/2019	2/15/2019	110.54	
246	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	013119	1/31/2019	2/15/2019	694.50	
247	BRANDON BRYANT	SUBSISTENCE & LODGING	SCENE INVESTIGATION TRAINING - MEAL	021219	2/12/2019	2/22/2019	152.50	
248	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE PRESSURE SENSOR	020519	2/5/2019	2/15/2019	65.00	
249	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	4 MOUNT/BALANCE TIRES & DISPOSAL	020419	2/4/2019	2/15/2019	96.00	
250	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	4 MOUNT/BALANCE TIRES	020719	2/7/2019	2/15/2019	96.00	
251	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	80.95	
252	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	80.95	
253	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES - SHERIFF'S OFFICE	309797542 011619	1/16/2019	2/1/2019	349.88	
254	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF - MONTHLY CHARGES	310191749 011619	1/16/2019	2/1/2019	883.42	
255	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF - MONTHLY CHARGES	309903768 020719	2/7/2019	2/22/2019	155.04	
256	CHARLES HOFFMAN	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT - BASIC LAW	010719	1/18/2019	2/1/2019	220.00	
257	CHARLES HOFFMAN	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT - BASIC LAW	011419	1/18/2019	2/1/2019	220.00	
258	CHARLES HOFFMAN	SUBSISTENCE & LODGING	BASIC TRAINING - MEAL	012119	1/21/2019	2/22/2019	220.00	
259	CHARLES HOFFMAN	SUBSISTENCE & LODGING	BASIC TRAINING - MEAL	012719	1/27/2019	2/22/2019	220.00	
260	CHARLES HOFFMAN	SUBSISTENCE & LODGING	BASIC TRAINING - MEAL	020319	2/3/2019	2/22/2019	220.00	
261	CHARLES HOFFMAN	SUBSISTENCE & LODGING	BASIC TRAINING - MEAL	021019	2/10/2019	2/22/2019	220.00	
262	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	TUNING FORKS	118532	2/5/2019	2/15/2019	216.00	
263	CURTIS BRANDON	SUBSISTENCE & LODGING	MEALS ADVANCE FOR BASIC SRO CERT	022419	2/21/2019	2/22/2019	302.50	
264	E.W. THOMAS	FOOD SUPPLIES	CHARGES 11/1/18 - 1/12/19 (SHERIFF'S	1021 021819	2/19/2019	2/22/2019	19.75	
265	E.W. THOMAS	SUBSISTENCE & LODGING	CHARGES 11/1/18 - 1/12/19 (SHERIFF'S	1021 021819	2/19/2019	2/22/2019	24.21	
266	GALLS, LLC.	POLICE SUPPLIES	FLASHLIGHTS & PLUGS	011751649	1/17/2019	2/8/2019	361.99	
267	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES	020119	2/1/2019	2/8/2019	5,856.07	
268	KENNETH LOGAN FIELDING	CONVENTION AND	TRAINING AT CSCJTA MEAL	010719	1/7/2019	2/15/2019	220.00	
269	KENNETH LOGAN FIELDING	CONVENTION AND	TRAINING AT CSCJTA MEAL	011419	1/14/2019	2/15/2019	220.00	
270	KENNETH LOGAN FIELDING	SUBSISTENCE & LODGING	BASIC TRAINING - MEALS	012219	1/22/2019	2/22/2019	220.00	
271	KENNETH LOGAN FIELDING	SUBSISTENCE & LODGING	BASIC TRAINING - MEALS	012819	1/28/2019	2/22/2019	220.00	
272	KENNETH LOGAN FIELDING	SUBSISTENCE & LODGING	BASIC TRAINING - MEALS	020419	2/4/2019	2/22/2019	220.00	
273	KENNETH LOGAN FIELDING	SUBSISTENCE & LODGING	BASIC TRAINING - MEALS	021119	2/11/2019	2/22/2019	220.00	
274	KEVIN TAYLOR	SUBSISTENCE & LODGING	MEALS ADVANCE FOR BASIC SRO	022519	2/12/2019	2/22/2019	302.50	
275	LESLIE KOCZAN	SUBSISTENCE & LODGING	MEALS ADVANCE FOR CHILDFIRST	031019	1/31/2019	2/22/2019	335.50	
276	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	2017 DODGE OIL CHANGE	6016881/1	1/18/2019	2/1/2019	61.16	
277	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	2015 FORD A/C UNIT REPAIR	6014567/1	11/14/2018	2/1/2019	230.42	
278	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	2013 FORD DOOR WINDOW REPAIR	6014701/1	11/16/2018	2/1/2019	273.08	

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279	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	2014 FORD ALIGNMENT, OIL	6014535/1	11/13/2018	2/1/2019	545.70	
280	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	2014 DODGE MULTIPLE REPIARS & OIL	6014394/1	11/9/2018	2/1/2019	977.79	
281	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 1/16/19 - 1/31/19	SQLCD-484303	2/4/2019	2/8/2019	39.80	
282	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 2/1/19 - 2/15/19	SQLCD-488912	2/18/2019	2/22/2019	83.42	
283	PROJECT LIFESAVER INC	POLICE SUPPLIES	60 DAY TRANSMITTERS	19-15572-77	2/4/2019	2/8/2019	1,639.98	
284	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING - STEVE STROSNIDER	R-C-17116 012219	1/22/2019	2/1/2019	90.00	
285	QUILL	OFFICE SUPPLIES	COFFEE, PAPER, BATTERIES, CALENDAR	4262791	1/15/2019	2/1/2019	156.45	
286	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL FILTER	10019321	1/15/2019	2/1/2019	14.00	
287	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019323	1/29/2019	2/8/2019	14.00	
288	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	BRAKES	10019322	1/25/2019	2/8/2019	40.00	
289	SIMON WARD	SUBSISTENCE & LODGING	TDO TO LEBANNON, VA - MEAL	011319	1/13/2019	2/1/2019	14.00	
290	SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES	313771602-009	1/26/2019	2/8/2019	2,125.96	
291	UMANSKY COC LLC	VEHICLES REP & MAINT	PEG 3 TUBE-HEATER	14839	11/27/2018	2/15/2019	108.75	
292	UPS	POSTAL SERVICES	PACKAGE SHIPPING CHARGES	0000Y9X292069	2/9/2019	2/22/2019	22.40	
293	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	229.14	
294	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	KONICA C308 COPIER MONTHLY	565376	2/6/2019	2/15/2019	23.18	
295	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	KONICA C258 COPIER OVERAGE	565375	2/6/2019	2/15/2019	26.14	
296	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06140099	1/25/2019	2/1/2019	19.86	
297	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9821846309	1/8/2019	2/1/2019	710.89	
298	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9823791144	2/8/2019	2/22/2019	710.89	
299	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	4 FIREHAWK PURSUIT TIRES	3003796	1/24/2019	2/1/2019	471.76	
300	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	4 FIREHAWK GT PURSUIT TIRES	3003795	1/24/2019	2/1/2019	523.36	
301	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	4 FIREHAWK GT PURSUIT TIRES	3004424	2/8/2019	2/15/2019	523.36	
302	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	4 FIREHAWK GT PURSUIT TIRES	3004470	2/8/2019	2/15/2019	523.36	
303	WELLS FARGO VENDOR FIN SERV	MAINTENANCE CONTRACTS	KONICA COPIER MODELS C308 & C258	69317037	2/6/2019	2/22/2019	289.90	
304						<b>Total:</b>	<b>\$24,933.98</b>	
305								
306	<b>E911</b>							
307	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	FORD REMOTE HEAD/PROGRAM	80320	2/13/2019	2/22/2019	110.00	
308	AT&T MOBILITY	TELECOMMUNICATIONS	WIRELESS MONTHLY CHARGES	287284406274X012620	1/26/2019	2/8/2019	2.00	
309	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	013119	1/31/2019	2/15/2019	48.66	
310	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	013119	1/31/2019	2/15/2019	25.00	
311	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	013119	1/31/2019	2/15/2019	30.00	
312	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	013119	1/31/2019	2/15/2019	201.55	
313	BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD	013119	1/31/2019	2/15/2019	133.99	
314	BRIAN DEANE	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT - CSCJTA	020119	2/5/2019	2/8/2019	27.00	
315	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	80.95	
316	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	80.95	
317	CENTURYLINK	TELECOMMUNICATIONS	E911 MONTHLY CHARGES	310214091 011919	1/19/2019	2/8/2019	144.21	

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318	CLEAR COMMUNICATIONS AND	PROFESSIONAL SERVICES	RADIO BATTERIES	118495	2/1/2019	2/22/2019	1,809.00	
319	COMCAST CORPORATION	TELECOMMUNICATIONS	BUSINESS CABLE MONTHLY CHARGES	0046933 022619	2/3/2019	2/22/2019	97.51	
320	ETHEN WEAVER	SUBSISTENCE & LODGING	BASIC DISPATCH ACADEMY - MEAL	020419	2/4/2019	2/22/2019	192.50	
321	ETHEN WEAVER	SUBSISTENCE & LODGING	BASIC DISPATCH ACADEMY - MEALS	012819	1/28/2019	2/22/2019	247.50	
322	MICHAEL GRANDSTAFF	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT - CSCJTA	020119	2/5/2019	2/8/2019	27.00	
323	NELSON CAMPBELL	SUBSISTENCE & LODGING	BASIC DISPATCH ACADEMY - MEALS	020419	2/4/2019	2/22/2019	108.00	
324	NELSON CAMPBELL	SUBSISTENCE & LODGING	BASIC DISPATCH ACADEMY - MEALS	012819	1/28/2019	2/22/2019	135.00	
325	NWG SOLUTIONS, LLC.	IT SERVICES	MANAGED SERVICES	46422	1/31/2019	2/8/2019	1,275.00	
326	NWG SOLUTIONS, LLC.	IT SERVICES	BLOCK TIME RENEWAL - ON SITE SVC	46565	2/13/2019	2/22/2019	2,500.00	
327	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO MONTHLY SERVICE	46425	1/31/2019	2/8/2019	1,103.70	
328	SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES	313771602-009	1/26/2019	2/8/2019	423.59	
329	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	60.06	
330	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	229.14	
331						<b>Total:</b>	<b>\$9,092.31</b>	
332								
333	<b>FIRE AND RESCUE SQUAD</b>							
334	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	560.14	
335						<b>Total:</b>	<b>\$560.14</b>	
336								
337	<b>CORRECTION AND DETENTION</b>							
338	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	BILLING FOR JUVENILE DETENTION CTR	FY2019-00000644	2/1/2019	2/1/2019	14,002.50	
339						<b>Total:</b>	<b>\$14,002.50</b>	
340								
341	<b>BUILDING INSPECTIONS</b>							
342	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	78.00	
343	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES	020119	2/1/2019	2/8/2019	141.93	
344	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 2/1/19 - 2/15/19	SQLCD-488912	2/18/2019	2/22/2019	28.58	
345	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	127.06	
346	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	0.25	
347	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	180.52	
348						<b>Total:</b>	<b>\$556.34</b>	
349								
350	<b>EMERGENCY MANAGEMENT</b>							
351	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	325.00	
352	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD	013119	1/31/2019	2/15/2019	7.35	
353	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	57.00	
354	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	57.00	
355	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	JANUARY 2019 EMS STAFFING	201902001	1/31/2019	2/1/2019	36,500.00	
356	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES	020119	2/1/2019	2/8/2019	121.38	

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357	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 2/1/19 - 2/15/19	SQLCD-488912	2/18/2019	2/22/2019	60.20	
358	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	50.25	
359						<b>Total:</b>	<b>\$37,178.18</b>	
360								
361	<b>FACILITIES</b>							
362	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	SAFETY BLDG - LEVER	79933	1/24/2019	2/1/2019	622.90	
363	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	CHANGE COMBO LOCKS AT	80036	1/30/2019	2/8/2019	350.00	
364	ATLANTIC DOOR CONTROL, INC.	BLDGS EQUIP REP & MAINT	DSS AUTOMATIC DOOR REPAIR	SEI/01244176	2/5/2019	2/15/2019	228.17	
365	ATLANTIC DOOR CONTROL, INC.	BLDGS EQUIP REP & MAINT	SOCIAL SERVICES AUTOMATIC DOOR	SEI/01245650	2/11/2019	2/15/2019	1,191.62	
366	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	(\$71.07)	
367	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	11.80	
368	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	42.51	
369	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	67.49	
370	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	71.07	
371	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	103.99	
372	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	126.50	
373	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	131.80	
374	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	013119	1/31/2019	2/15/2019	179.44	
375	BANK OF AMERICA	LAUNDRY AND DRY	P-CARD	013119	1/31/2019	2/15/2019	188.91	
376	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	013119	1/31/2019	2/15/2019	702.04	
377	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD	013119	1/31/2019	2/15/2019	48.43	
378	BETTER LIVING, INC.	BLDGS EQUIP REP & MAINT	PRESSURE TREATED 2 X 10s	BMZ00836965-001	1/15/2019	2/15/2019	197.70	
379	BROWN MOTOR PARTS, INC.	VEHICLES REP & MAINT	AUTO REPAIRS/INSPECTIONS	216 013119	1/31/2019	2/15/2019	181.33	
380	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	REPAIR	020519B	2/5/2019	2/15/2019	12.00	
381	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	WIPER BLADES	013019	1/30/2019	2/15/2019	36.00	
382	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES	020119	2/1/2019	2/15/2019	341.00	
383	CENTRAL BATTERY SPECIALIST	GENERAL MATERIALS AND	CSB HRL1234WF2FR BATTERIES	34293	1/15/2019	2/15/2019	82.62	
384	CII SERVICE	BLDGS EQUIP REP & MAINT	NEW COURTHOUSE LIEBERT UNIT	44462	1/23/2019	2/1/2019	1,241.68	
385	CII SERVICE	BLDGS EQUIP REP & MAINT	ADMIN BLDG - HP 10	44544	1/31/2019	2/15/2019	292.21	
386	CII SERVICE	BLDGS EQUIP REP & MAINT	PLEASANT GROVE HOUSE - MAIN SPLIT	44534	1/31/2019	2/15/2019	386.34	
387	CII SERVICE	BLDGS EQUIP REP & MAINT	COMMUNITY CENTER - AHU #3 REPAIRS	44535	1/31/2019	2/15/2019	412.61	
388	CII SERVICE	BLDGS EQUIP REP & MAINT	NEW COURTHOUSE - BOILER #1 REPAIR	44470	1/29/2019	2/15/2019	491.61	
389	CII SERVICE	BLDGS EQUIP REP & MAINT	TREASURER'S OFFICE - HR 1, 2, & 3	44489	1/31/2019	2/15/2019	514.25	
390	CII SERVICE	BLDGS EQUIP REP & MAINT	FORK UNION FIRE - FREEZER REPAIRS	44539	1/31/2019	2/15/2019	563.08	
391	CII SERVICE	BLDGS EQUIP REP & MAINT	FLUVANNA GYM - MEN'S ROOM	44538	1/31/2019	2/15/2019	660.73	
392	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394281839	1/24/2019	2/1/2019	116.38	
393	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394283705	1/31/2019	2/8/2019	129.15	
394	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394285692	2/7/2019	2/15/2019	186.74	
395	COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	2 LOADS PLEASANT GROVE	020419	2/4/2019	2/8/2019	250.00	

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396	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	TOOLS AND SUPPLIES		127 013119	1/31/2019	2/15/2019	492.26
397	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	UNSTABLE TOILET 3RD FLOOR ADMIN		12619	1/26/2019	2/1/2019	1,336.00
398	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	CLERKS OFFICE - CLEARED DRAINS		20149	2/4/2019	2/8/2019	925.00
399	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	COMMUNITY CTR - INSTALL WATER LINE,		20419	2/4/2019	2/8/2019	3,681.44
400	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	INSTALL 3 NEW TOILETS - SHERIFF'S		21019	2/10/2019	2/15/2019	2,650.00
401	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES		020119	2/1/2019	2/8/2019	1,591.84
402	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	AUTO PARTS		606922	1/31/2019	2/15/2019	2,984.91
403	LOWE'S	BLDGS EQUIP REP & MAINT	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	546.80
404	LOWE'S	GENERAL MATERIALS AND	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	1,262.98
405	LOWE'S	JANITORIAL SUPPLIES	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	35.16
406	LOWE'S	VEHICLE/POWER EQUIP	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	18.98
407	LOWE'S	VEHICLES REP & MAINT	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	1,063.02
408	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	TRAILER INSPECTION, REPLACE LIGHTS		0038803	1/18/2019	2/1/2019	150.57
409	MIDWEST MOTOR SUPPLY CO. INC.	BLDGS EQUIP REP & MAINT	50 SKT SCREW		6886629	1/28/2019	2/8/2019	14.79
410	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	ASSORTED TOOLS		6885081	1/25/2019	2/1/2019	1,612.02
411	QUALITY WELDING, INC	GENERAL MATERIALS AND	STAINLESS PLATE WITH HOLE		42402	2/8/2019	2/15/2019	43.47
412	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	COURTHOUSE - LED BULBS/REPAIRS		8223	1/24/2019	2/1/2019	122.00
413	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	PALMYRA RESCUE - EXTERIOR WALL		8225	1/24/2019	2/1/2019	230.00
414	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	ADMIN BASEMENT - ADDING SWITCHES		8224	1/24/2019	2/1/2019	387.50
415	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	TRAILER - ADD SWITCHES AT NEW		8229	1/24/2019	2/1/2019	635.00
416	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	LIBRARY - REPAIRS TO POLE LIGHTS		8228	1/24/2019	2/1/2019	705.00
417	THE SUPPLY ROOM	GENERAL MATERIALS AND	ICE MELT		3558099-0	1/15/2019	2/1/2019	899.00
418	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES		T421254	1/31/2019	2/8/2019	7.04
419	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	592.76
420	VIRGINIA COOPERATIVE EXTENSION	CONVENTION AND	COMMERCIAL PESTICIDE -		BRUCE ANDERSON	1/30/2019	2/1/2019	20.00
421	VIRGINIA COOPERATIVE EXTENSION	CONVENTION AND	COMMERCIAL PESTICIDE -		STEVE HESTER	1/30/2019	2/1/2019	20.00
422	WAGNER'S WRECKER SERVICE	VEHICLES REP & MAINT	DUMP TRUCK TOW TO MAC'S AUTO - 2ND		15439	1/28/2019	2/8/2019	125.00
423							<b>Total:</b>	<b>\$32,243.57</b>
424								
425	<b>GENERAL SERVICES</b>							
426	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE		0556855 020519	2/5/2019	2/15/2019	20.61
427	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE		0550900 020519	2/5/2019	2/15/2019	22.86
428	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS		05529320 020519	2/5/2019	2/15/2019	37.82
429	AQUA VIRGINIA, INC.	WATER SERVICES	NORTH GREEN - HISTORIC		0552931 020519	2/5/2019	2/15/2019	55.77
430	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE		0540828 020519	2/5/2019	2/15/2019	88.49
431	BFI - FLUVANNA TRANSFER STATION	MAINTENANCE CONTRACTS	TRASH		4347-000006241	1/31/2019	2/15/2019	4,459.46
432	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	WET SPRINKLER SYSTEM INSPECTION -		2300089	1/22/2019	2/1/2019	100.00
433	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	WET SPRINKLER SYSTEM INSPECTION-		2300088	1/22/2019	2/1/2019	224.00
434	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FIRE ALARM MONITORING - PARKS &		2308366	2/8/2019	2/15/2019	390.00




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435	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY	275906-001 013119	1/31/2019	2/8/2019	2,382.44	
436	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	SHERIFF'S OFFICE	85473-002 013119	1/31/2019	2/8/2019	3,263.22	
437	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	KENTS STORE FIRE	275907-002 020419	2/4/2019	2/15/2019	503.98	
438	CENTURYLINK 589-8525	TELECOMMUNICATIONS	PAYPHONE	A424119	1/25/2019	2/8/2019	50.00	
439	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 011619	1/16/2019	2/1/2019	140.89	
440	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA RESCUE SQUAD	310110229 011619	1/16/2019	2/1/2019	186.97	
441	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 011619	1/16/2019	2/1/2019	675.07	
442	CINTAS	MAINTENANCE CONTRACTS	TRAILER - FIRST AID KIT SUPPLIES	5012969312	2/5/2019	2/15/2019	85.66	
443	CINTAS	MAINTENANCE CONTRACTS	ADMIN - FIRST AID KIT SUPPLIES	8404022142	2/8/2019	2/15/2019	85.73	
444	CINTAS	MAINTENANCE CONTRACTS	FIRST AID KITS - SUPPLIES	5012969311	2/5/2019	2/15/2019	292.19	
445	DODSON PEST CONTROL	MAINTENANCE CONTRACTS	ADMIN BLDG - ANNUAL FEE FOR	R05-697373 020119	2/1/2019	2/15/2019	200.00	
446	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ PALMYRA FIRE STATION	5699060132	1/29/2019	2/8/2019	8.15	
447	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD - CONCESSIONS &	274195007 012919	1/29/2019	2/8/2019	16.36	
448	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQUARE	1114097502 012919	1/29/2019	2/8/2019	43.88	
449	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	222 MAIN ST. - HOUSING OFFICE	1134080009 012919	1/29/2019	2/8/2019	44.18	
450	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD - CONCESSIONS	692200942 012919	1/29/2019	2/8/2019	45.98	
451	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	REGISTRAR'S OFFICE	1284152509 012919	1/29/2019	2/8/2019	70.35	
452	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MADISON HWY	7048771633 012919	1/29/2019	2/8/2019	82.02	
453	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE	130413006 012919	1/29/2019	2/8/2019	97.12	
454	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ FORK UNION RESCUE	6260822157 0122919	1/29/2019	2/8/2019	166.88	
455	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYM (INCLUDES PUMP	84297506 012819	1/28/2019	2/8/2019	174.08	
456	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING	1124090000 012919	1/29/2019	2/8/2019	177.27	
457	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	2554330007 012919	1/29/2019	2/8/2019	203.41	
458	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH ATTORNEY	6274752663 012919	1/29/2019	2/8/2019	300.80	
459	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD - PALMYRA	4894115007 012519	1/25/2019	2/8/2019	345.57	
460	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE	8866300000 012919	1/29/2019	2/8/2019	353.67	
461	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION - FORK UNION	4834680458 012519	1/25/2019	2/8/2019	355.59	
462	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	1424085007 012519	1/25/2019	2/8/2019	399.34	
463	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STAION - PALMYRA	1005898992 012519	1/25/2019	2/8/2019	456.82	
464	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	4144237502 012519	1/25/2019	2/8/2019	987.46	
465	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 012519	1/25/2019	2/8/2019	1,157.71	
466	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	1024205005 012519	1/25/2019	2/8/2019	1,375.87	
467	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINSTRATION BUILDING	1404067504 012519	1/25/2019	2/8/2019	1,644.64	
468	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CTR & EXTENSION OFFICE	4331888158 012519	1/25/2019	2/8/2019	1,860.19	
469	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	8895892548 012519	1/25/2019	2/8/2019	2,507.94	
470	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	0074032509 012519	1/25/2019	2/8/2019	2,687.49	
471	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS - NORTH	7080078962 012919	1/29/2019	2/8/2019	60.98	
472	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS - SOUTH	9609027314 012919	1/29/2019	2/8/2019	64.63	
473	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349 012919	1/29/2019	2/8/2019	207.87	




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474	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE - STREET LIGHTING	3595578927 012919	1/29/2019	2/8/2019	485.40	
475	INTRASTATE PEST	MAINTENANCE CONTRACTS	FORK UNION COMMUNITY CTR - PEST	10105788 010119	1/1/2019	2/1/2019	28.00	
476	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE - PEST CONTROL	10105790 010119	1/1/2019	2/1/2019	32.00	
477	INTRASTATE PEST	MAINTENANCE CONTRACTS	PALMYRA RESCUE - PEST CONTROL	10193987 010119	1/1/2019	2/1/2019	34.00	
478	INTRASTATE PEST	MAINTENANCE CONTRACTS	CARYSBROOK CONSESSIONS - PEST	10181544 010119	1/1/2019	2/1/2019	40.00	
479	INTRASTATE PEST	MAINTENANCE CONTRACTS	KENTS STORE FIREHOUSE - PEST	10197869 010119	1/1/2019	2/1/2019	76.00	
480	INTRASTATE PEST	MAINTENANCE CONTRACTS	FORK UNION FIREHOUSE - PEST	10197870 010119	1/1/2019	2/1/2019	76.00	
481	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE FIELDS - PEST	10181545 010119	1/1/2019	2/1/2019	80.00	
482	INTRASTATE PEST	MAINTENANCE CONTRACTS	PEST CONTROL - PUBLIC SAFETY BLDG	10105783 010119	1/1/2019	2/1/2019	148.00	
483	INTRASTATE PEST	MAINTENANCE CONTRACTS	PEST CONTROL - PALMYRA VILLAGE	10105771 010119	1/1/2019	2/1/2019	163.00	
484	INTRASTATE PEST	MAINTENANCE CONTRACTS	QUARTERLY PEST CONTROL - OLD	1044700	2/5/2019	2/15/2019	85.00	
485	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	WASTE CONTAINER LIFT CHARGES	0410-000670191	1/31/2019	2/15/2019	1,946.10	
486	SHRED-IT USA LLC	LEASE/RENT	MONTHLY SHREDDING CHARGES	8126598458	2/7/2019	2/15/2019	242.75	
487	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE - REGISTRAR OFFICE	5913717	1/17/2019	2/1/2019	167.00	
488	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FUEL TANK: W RIVER ROAD - TANK AND	6166373	2/1/2019	2/8/2019	21.00	
489	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	REGISTRAR'S OFFICE - PROPANE	6067334	1/31/2019	2/8/2019	153.28	
490	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE - FUSD OFFICE	6185973	2/8/2019	2/15/2019	481.31	
491	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE - FORK UNION FIRE	6173508	2/8/2019	2/15/2019	1,125.28	
492	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE - KENTS STORE FIRE	6173560	2/7/2019	2/15/2019	1,535.80	
493	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK MAINTENANCE - HEATING	894196	1/24/2019	2/1/2019	311.93	
494	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK GYM - HEATING OIL	894151	1/24/2019	2/1/2019	732.53	
495	TIGER FUEL COMPANY	HEATING SERVICES	NEW COURTHOUSE - HEATING OIL	893925	1/24/2019	2/1/2019	1,080.70	
496	TIGER FUEL COMPANY	HEATING SERVICES	PUBLIC WORKS - HEATING OIL	905018	2/4/2019	2/8/2019	399.96	
497	TIGER FUEL COMPANY	HEATING SERVICES	CARSBROOK MAINTENANCE SHED -	905224	2/4/2019	2/8/2019	661.12	
498	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK GYM - HEATING OIL	905213	2/4/2019	2/8/2019	1,388.69	
499	TREASURER, FLUVANNA CO	SEWER SERVICES	REGISTRAR - SEWER	201300-577 40887	1/22/2019	2/1/2019	12.30	
500	TREASURER, FLUVANNA CO	SEWER SERVICES	ADMIN BUILDING - SEWER	200300-567 40878	1/22/2019	2/1/2019	14.59	
501	TREASURER, FLUVANNA CO	SEWER SERVICES	COMMONWEALTH ATTORNEY - SEWER	201000-574 40884	1/22/2019	2/1/2019	14.59	
502	TREASURER, FLUVANNA CO	SEWER SERVICES	PLEASANT GROVE HOUSE - SEWER	206800-18318 40905	1/22/2019	2/1/2019	21.48	
503	TREASURER, FLUVANNA CO	SEWER SERVICES	PUBLIC SAFETY BUILDING - SEWER	206000-592 40895	1/22/2019	2/1/2019	25.30	
504	TREASURER, FLUVANNA CO	SEWER SERVICES	LIBRARY - SEWER	206100-593 40896	1/22/2019	2/1/2019	25.30	
505	TREASURER, FLUVANNA CO	SEWER SERVICES	PLUBLIC WORKS - SEWER	201100-575 40885	1/22/2019	2/1/2019	28.36	
506	TREASURER, FLUVANNA CO	SEWER SERVICES	COURTS BUILDING - SEWER	200200-565 40877	1/22/2019	2/1/2019	36.78	
507	TREASURER, FLUVANNA CO	WATER SERVICES	FORK UNION - WATER	11120-134 40737	1/22/2019	2/1/2019	21.00	
508	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA FIRE HOUSE - WATER	11121-139 40786	1/22/2019	2/1/2019	21.00	
509	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK BASEBALL FIELD	11259-3956 40785	1/22/2019	2/1/2019	21.00	
510	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK SOFTBALL FIELD - WATER	11266-3955 40784	1/22/2019	2/1/2019	21.00	
511	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA GYM - WATER	11260-143 40612	1/22/2019	2/1/2019	47.40	
512	TREASURER, FLUVANNA CO	WATER SERVICES	CARYBROOK BUILDING	11265-131 40613	1/22/2019	2/1/2019	187.10	


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513							<b>Total:</b>	<b>\$41,153.46</b>
514								
515	<b>PUBLIC WORKS</b>							
516	BANK OF AMERICA	CONVENTION AND	P-CARD		013119	1/31/2019	2/15/2019	149.00
517	BANK OF AMERICA	CONVENTION AND	P-CARD		013119	1/31/2019	2/15/2019	304.90
518	BANK OF AMERICA	CONVENTION AND	P-CARD		013119	1/31/2019	2/15/2019	499.00
519	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD		013119	1/31/2019	2/15/2019	23.88
520	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD		013119	1/31/2019	2/15/2019	34.99
521	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19389805	11/12/2018	2/15/2019	220.00
522	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES		19720940	2/10/2019	2/22/2019	220.00
523	DALE CRITZER	CONVENTION AND	SUPERVISOR TRAINING WORKSHOP		20-27059856	2/14/2019	2/15/2019	149.00
524	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	100.50
525	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	LARGE FORMAT PRINTER		24141729	1/28/2019	2/8/2019	93.04
526							<b>Total:</b>	<b>\$1,794.31</b>
527								
528	<b>CONVENIENCE CENTER</b>							
529	CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	38 TIRE DISPOSALS/3 DISMOUNT TIRES		012319	1/23/2019	2/1/2019	167.00
530	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES		020119	2/1/2019	2/8/2019	70.17
531	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES		9822568905	1/19/2019	2/1/2019	91.74
532							<b>Total:</b>	<b>\$328.91</b>
533								
534	<b>PUBLIC UTILITIES</b>							
535	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA WASTEWATER MONTHLY		310089744 011919	1/19/2019	2/1/2019	47.59
536	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA WASTEWATER MONTHLY		309433290 011919	1/19/2019	2/1/2019	62.38
537	CII SERVICE	BLDGS EQUIP REP & MAINT	FUSD GAS FURNANCE REPAIRS		44455	1/17/2019	2/1/2019	1,284.32
538	CINTAS	LAUNDRY AND DRY	DRY CLEANING		394281839	1/24/2019	2/1/2019	39.62
539	CINTAS	LAUNDRY AND DRY	DRY CLEANING		394283705	1/31/2019	2/8/2019	39.62
540	CINTAS	LAUNDRY AND DRY	DRY CLEANING		394285692	2/7/2019	2/15/2019	39.62
541	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE - COURTS BUILDING WELL		4501632147 012519	1/25/2019	2/8/2019	316.31
542	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	UPDATE OF WATER SUPPLY PLAN		2018120262	12/31/2018	2/15/2019	7,425.00
543	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES		020119	2/1/2019	2/8/2019	606.90
544	LOWE'S	BLDGS EQUIP REP & MAINT	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	136.77
545	LOWE'S	GENERAL MATERIALS AND	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	77.79
546	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 1ST QTR 2016		686101	2/5/2019	2/15/2019	750.00
547	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2017		176277	2/5/2019	2/15/2019	900.00
548	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2018		476263	2/5/2019	2/15/2019	900.00
549	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2016		686155	2/5/2019	2/15/2019	900.00
550	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION WWTP 2ND QTR 2017		176255	2/5/2019	2/15/2019	1,100.00
551	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2017		176299	2/5/2019	2/15/2019	1,100.00

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552	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 2ND QTR 2018	476245	2/5/2019	2/15/2019	1,100.00	
553	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2018	476281	2/5/2019	2/15/2019	1,100.00	
554	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 2ND QTR 2016	686131	2/5/2019	2/15/2019	1,100.00	
555	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2016	686175	2/5/2019	2/15/2019	1,100.00	
556	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION WWTP 1ST QTR 2017	176236	2/5/2019	2/15/2019	1,200.00	
557	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 1ST QTR 2018	476226	2/5/2019	2/15/2019	1,200.00	
558	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06140099	1/25/2019	2/1/2019	19.85	
559	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	335.83	
560	VIRGINIA COOPERATIVE EXTENSION	CONVENTION AND	COMMERCIAL PESTICIDE -	GREG SAWYER	1/30/2019	2/1/2019	20.00	
561	VSI SUPPLY	BLDGS EQUIP REP & MAINT	GRINDER PUMP/SWING CHECK VALVES	S2386	12/18/2018	2/1/2019	1,755.75	
562						<b>Total:</b>	<b>\$24,657.35</b>	
563								
564	<b>HEALTH</b>							
565	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 011619	1/16/2019	2/1/2019	139.22	
566	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	7.63	
567						<b>Total:</b>	<b>\$146.85</b>	
568								
569	<b>VJCCCA</b>							
570	FRANCES E. INGRAM	PROFESSIONAL SERVICES	ANA BREEDEN	DECEMBER 2018	1/30/2019	2/1/2019	400.00	
571	WILLIAM DALY	PROFESSIONAL SERVICES	TUTORING HOURS	012419	1/24/2019	2/1/2019	100.00	
572						<b>Total:</b>	<b>\$500.00</b>	
573								
574	<b>CSA</b>							
575	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	57.00	
576	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	57.00	
577	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	133.34	
578						<b>Total:</b>	<b>\$247.34</b>	
579								
580	<b>CSA PURCHASE OF SERVICES</b>							
581		POS MANDATED FFOP		P01919745654	1/31/2019	2/8/2019	1,820.00	
582		COMM SVCS		P11919734315	11/30/2018	2/22/2019	577.50	
583		COMM SVCS		P11919734414	11/30/2018	2/22/2019	577.50	
584		COMM SVCS		P07919733713	7/31/2018	2/22/2019	632.50	
585		COMM SVCS		P11919734216	11/30/2018	2/22/2019	687.50	
586		COMM SVCS		P12919734207	12/31/2018	2/22/2019	976.25	
587		COMM SVCS		P12919734309	12/31/2018	2/22/2019	1,127.50	
588		COMM SVCS		P12919734408	12/31/2018	2/22/2019	1,127.50	
589	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P01919743278	1/31/2019	2/15/2019	1,080.00	
590	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P01919734898	1/31/2019	2/15/2019	1,080.00	

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591	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS			P01919735097	1/31/2019	2/15/2019	1,080.00
592	C.M. MENTORING SERVICES LLC	COMM SVCS			P01919745720	1/31/2019	2/1/2019	1,250.00
593	C.M. MENTORING SERVICES LLC	COMM SVCS			P01000928521	1/31/2019	2/1/2019	1,500.00
594		POS MANDATED FFOP			P01919714850	1/31/2019	2/8/2019	1,143.00
595		POS MANDATED FFOP			P01919705751	1/31/2019	2/8/2019	1,591.00
596		POS MANDATED FFOP			P01919735252	1/31/2019	2/8/2019	2,263.00
597	CHRISTINE BOWERS LMFT, LLC	COMM SVCS			P01919740941	1/31/2019	2/8/2019	375.00
598	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS			P08919572917	8/31/2018	2/1/2019	224.00
599	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS			P07919572924	7/31/2018	2/1/2019	256.00
600	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS			P01919739979	1/31/2019	2/15/2019	480.00
601	DETOUR MENTORING	COMM SVCS			P01919742822	1/31/2019	2/1/2019	1,100.00
602	DETOUR MENTORING	COMM SVCS			P01000928623	1/31/2019	2/1/2019	1,595.00
603	DETOUR MENTORING	FF4E-COMM SVCS			P01919734927	1/31/2019	2/1/2019	550.00
604	DETOUR MENTORING	FF4E-COMM SVCS			P01919738828	1/31/2019	2/1/2019	1,650.00
605	DETOUR MENTORING	FF4E-COMM SVCS			P01919734729	1/31/2019	2/1/2019	1,760.00
606	DETOUR MENTORING	POS MANDATED WSS			P01000927131	1/31/2019	2/1/2019	1,182.50
607	DETOUR MENTORING	POS MANDATED WSS			P01000927332	1/31/2019	2/1/2019	1,815.00
608		POS MANDATED FFOP			P01919719753	1/31/2019	2/8/2019	1,820.00
609	ED MURPHY & ASSOCIATES	EDUC SVCS CONG CARE			P01000926195	1/31/2019	2/15/2019	3,910.00
610	ELK HILL	COMM SVCS			P11000924825	11/30/2018	2/1/2019	1,570.79
611	ELK HILL	COMM SVCS			P01919739080	1/31/2019	2/15/2019	673.75
612	ELK HILL	POS MAND FC LIC RES CONG			P01919738996	1/31/2019	2/15/2019	1,659.24
613	ELK HILL	POS MANDATED SPED-			P01000927964	1/31/2019	2/15/2019	1,595.00
614	EXTRA SPECIAL PARENTS, INC.	POS MANDATED WSS			P01000926404	1/31/2019	2/15/2019	675.00
615	FAMILY PRESERVATION SERV.	COMM SVCS			P12919742938	12/31/2018	2/8/2019	30.00
616	FAMILY PRESERVATION SERV.	COMM SVCS			P12919744939	12/31/2018	2/8/2019	120.00
617	FAMILY PRESERVATION SERV.	COMM SVCS			P12000927840	12/31/2018	2/8/2019	645.00
618	FAMILY PRESERVATION SERV.	COMM SVCS			P01919744981	1/31/2019	2/15/2019	735.00
619	FAMILY PRESERVATION SERV.	COMM SVCS			P01000927811	1/31/2019	2/22/2019	840.00
620	FAMILY PRESERVATION SERV.	COMM SVCS			P01919742910	1/31/2019	2/22/2019	1,215.00
621	FAMILY PRESERVATION SERV.	FF4E-COMM SVCS			P01919743399	1/31/2019	2/15/2019	900.00
622	FAMILY PRESERVATION SERV.	POS MANDATED WSS			P12000927558	12/31/2018	2/8/2019	510.00
623	FAMILY PRESERVATION SERV.	POS MANDATED WSS			P07000929205	7/31/2018	2/15/2019	210.00
624	FAMILY PRESERVATION SERV.	POS MANDATED WSS			P01000927523	1/31/2019	2/22/2019	1,395.00
625	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P08919710573	8/31/2018	2/15/2019	500.00
626	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P08919710774	8/31/2018	2/15/2019	500.00
627	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P08919710975	8/31/2018	2/15/2019	500.00
628	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P07919710591	7/31/2018	2/15/2019	625.00
629	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P07919710792	7/31/2018	2/15/2019	625.00


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630	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS			P07919710993	7/31/2018	2/15/2019	625.00
631	GPM INVESTMENTS LLC	COMM SVCS			P01919736682	1/31/2019	2/15/2019	140.00
632	GPM INVESTMENTS LLC	COMM SVCS			P12919736677	12/31/2018	2/15/2019	175.00
633	GRAFTON INTERGRATED HEALTH	COMM SVCS			P11000920442	11/2/2018	2/8/2019	300.00
634	GRAFTON INTERGRATED HEALTH	COMM SVCS			P09000920444	9/30/2018	2/8/2019	2,400.00
635	GRAFTON INTERGRATED HEALTH	COMM SVCS			P10000920443	10/31/2018	2/8/2019	2,430.00
636	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P12000924226	12/31/2018	2/1/2019	6,315.00
637	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P11000920345	11/2/2018	2/8/2019	599.00
638	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P09000920346	9/30/2018	2/8/2019	5,713.00
639	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P07000928218	7/31/2018	2/22/2019	5,049.00
640	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P08000928217	8/31/2018	2/22/2019	5,286.00
641	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE			P10000920319	10/31/2018	2/22/2019	6,786.00
642	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE			P11000928155	11/2/2018	2/8/2019	138.00
643	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE			P09000928157	9/30/2018	2/8/2019	2,070.00
644	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE			P10000928156	10/31/2018	2/8/2019	2,139.00
645	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE			P07000928021	7/31/2018	2/22/2019	2,139.00
646	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE			P08000928020	8/31/2018	2/22/2019	2,139.00
647	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-			P01000928733	1/31/2019	2/8/2019	5,220.00
648	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-			P01000928834	1/31/2019	2/8/2019	5,220.00
649	INTERCEPT YOUTH SERVICE	COMM SVCS			P08000929376	8/2/2018	2/15/2019	163.28
650	INTERCEPT YOUTH SERVICE	COMM SVCS			P11919738694	11/20/2018	2/15/2019	644.00
651	INTERCEPT YOUTH SERVICE	COMM SVCS			P01919739383	1/31/2019	2/15/2019	5,805.37
652	INTERCEPT YOUTH SERVICE	POS MANDATED FFOP			P01919739402	1/31/2019	2/15/2019	644.00
653	INTERCEPT YOUTH SERVICE	POS MANDATED FFOP			P12919739401	12/31/2018	2/15/2019	644.00
654		POS MANDATED FFOP			P01919733330	1/31/2019	2/1/2019	2,044.00
655	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-			P01000927735	1/31/2019	2/8/2019	150.00
656	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-			P01000921636	1/31/2019	2/8/2019	2,700.00
657	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-			P01000916837	1/31/2019	2/8/2019	5,015.00
658	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-			P01000926965	1/31/2019	2/15/2019	5,015.00
659		COMM SVCS			P12000923918	12/31/2018	2/1/2019	120.00
660		COMM SVCS			P12000923819	12/31/2018	2/1/2019	220.00
661		POS MANDATED FFOP			P01919705947	1/31/2019	2/8/2019	1,815.00
662		POS MANDATED FFOP			P01919706248	1/31/2019	2/8/2019	1,815.00
663	NORTHSTAR ACADEMY, INC.	POS MANDATED SPED-			P01000921566	1/31/2019	2/15/2019	1,760.00
664	PEOPLE PLACES, INC.	COMM SVCS			P01919742184	1/31/2019	2/15/2019	14.38
665	PEOPLE PLACES, INC.	COMM SVCS			P01919741085	1/31/2019	2/15/2019	316.25
666	PEOPLE PLACES, INC.	COMM SVCS			P01919734186	1/31/2019	2/15/2019	388.13
667	PEOPLE PLACES, INC.	FF4E-COMM SVCS			P01919743400	1/31/2019	2/15/2019	1,000.00
668	PEOPLE PLACES, INC.	POS MAND THER FC 4E			P01919743503	1/31/2019	2/15/2019	3,720.00





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669	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE			P01919743722	1/22/2019	2/22/2019	1,129.04
670	REGION TEN	POS MANDATED WSS			P12000925859	12/31/2018	2/8/2019	511.42
671	REGION TEN	POS MANDATED WSS			P11000925862	11/30/2018	2/8/2019	730.60
672	REGION TEN	POS MANDATED WSS			P12000927460	12/31/2018	2/8/2019	1,095.90
673	REGION TEN	POS MANDATED WSS			P11000921363	11/30/2018	2/8/2019	1,424.67
674	SECURE CHILD IN- HOME PROGRAM	COMM SVCS			P01919739887	1/31/2019	2/15/2019	1,800.00
675		COMM SVCS			P01919739688	1/31/2019	2/15/2019	380.00
676		COMM SVCS			P01919739290	1/31/2019	2/15/2019	480.00
677		COMM SVCS			P01919739589	1/31/2019	2/15/2019	480.00
678	STEVEN WELSH, LPC	COMM SVCS			P01000929012	1/31/2019	2/22/2019	380.00
679	STEVEN WELSH, LPC	POS MANDATED WSS			P01000928961	1/31/2019	2/8/2019	617.50
680	THE FAISON CENTER	POS MANDATED SPED-			P01000917467	1/31/2019	2/15/2019	6,820.00
681	THE FAISON CENTER	POS MANDATED SPED-			P01000917368	1/31/2019	2/15/2019	7,345.00
682	THE FAISON CENTER	POS MANDATED SPED-			P01000922469	1/31/2019	2/15/2019	10,765.00
683	THE FAISON CENTER	POS MANDATED SPED-			P01000923406	1/31/2019	2/22/2019	5,720.00
684		POS MANDATED FFOP			P01919706349	1/31/2019	2/8/2019	2,716.00
685	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P01000922870	1/31/2019	2/15/2019	7,995.00
686	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P01000922671	1/31/2019	2/15/2019	8,229.00
687	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P01000922772	1/31/2019	2/15/2019	8,385.00
688							<b>Total:</b>	<b>\$206,635.07</b>
689								
690	<b>PARKS &amp; RECREATION</b>							
691	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOG CLASSES INSTRUCTOR		21 021219	2/12/2019	2/15/2019	320.00
692	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY COPIER CHARGES		084819	1/30/2019	2/15/2019	30.59
693	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY COPIER CHARGES		084820	1/30/2019	2/15/2019	129.00
694	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	13.43
695	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	41.61
696	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	64.38
697	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	73.70
698	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	119.84
699	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	224.00
700	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	225.00
701	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	275.47
702	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD		013119	1/31/2019	2/15/2019	570.00
703	BANK OF AMERICA	VEHICLE FUEL	P-CARD		013119	1/31/2019	2/15/2019	25.01
704	BONNIE SNODDY	PROFESSIONAL SERVICES	KARATE CLASS INSTRUCTOR		20 021219	2/12/2019	2/15/2019	462.00
705	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES - PARKS & REC		309373828 011619	1/16/2019	2/1/2019	309.34
706	CINTAS	CONTRACT SERVICES	FIRST AID CABINET SUPPLIES		5012969314	2/5/2019	2/15/2019	73.65
707	DEVI PETERSON	PROFESSIONAL SERVICES	YOGA INSTRUCTOR		19 021219	2/12/2019	2/15/2019	397.60




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708	DJ RICK HAGGARD ENTERTAINMENT	RECREATIONAL SUPPLIES	VALENTINE'S DAY DANCE DJ	8820183211621519	1/8/2019	2/1/2019	300.00	
709	DJ RICK HAGGARD ENTERTAINMENT	RECREATIONAL SUPPLIES	VALENTINE'S DAY DANCE DJ	8820183211621619	1/8/2019	2/1/2019	300.00	
710	FLUVANNA REVIEW	ADVERTISING	COMMUNITY GARDEN AD	2019F4-13	1/24/2019	2/1/2019	63.00	
711	FUN EXPRESS LLC	RECREATIONAL SUPPLIES	SUPPLIES FOR VALENTINE'S DAY DANCE	694436432-01	1/18/2019	2/1/2019	1,135.34	
712	HEATHER ANTONACCI	PROFESSIONAL SERVICES	HORSEBACK CLASS	18 020719	2/7/2019	2/15/2019	70.00	
713	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES	020119	2/1/2019	2/8/2019	184.10	
714	MO-JOHNS, INC.	CONTRACT SERVICES	EQUESTRIAN FIELD - PORTABLE TOILET	115700	2/1/2019	2/8/2019	13.55	
715	MO-JOHNS, INC.	CONTRACT SERVICES	POLE BARN PORTABLE TOILET	115701	2/1/2019	2/8/2019	13.55	
716	MO-JOHNS, INC.	CONTRACT SERVICES	SEPTIC PUMPING DOG PARK PLEASANT	115803	2/5/2019	2/15/2019	400.00	
717	SAM'S CLUB	RECREATIONAL SUPPLIES	SENIOR VALENTINE DANCE	013019	1/30/2019	2/8/2019	75.90	
718	SAM'S CLUB	RECREATIONAL SUPPLIES	YOUNG LADIES VALENTINE DANCE	013019A	1/30/2019	2/8/2019	327.57	
719	UPS	POSTAL SERVICES	PACKAGE TO SUPPLY ROOM	0000Y7646Y039	1/19/2019	2/1/2019	4.00	
720	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	1.68	
721	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06140099	1/25/2019	2/1/2019	19.86	
722	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	201.00	
723	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	MURATEC COPIER MONTHLY CHARGES	24128965	1/24/2019	2/8/2019	34.95	
724	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	MINOLTA BIZHUB MONTHLY CHARGES	24128964	1/24/2019	2/8/2019	101.15	
725						<b>Total:</b>	<b>\$6,600.27</b>	
726								
727	<b>LIBRARY</b>							
728	ADVANTAGE OFFICE SYSTEMS	OFFICE SUPPLIES	HP M601/M602 TONER	7405	1/30/2019	2/8/2019	119.00	
729	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	013119	1/31/2019	2/15/2019	15.21	
730	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	013119	1/31/2019	2/15/2019	20.58	
731	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	013119	1/31/2019	2/15/2019	27.73	
732	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES - LIBRARY	309647441 011619	1/16/2019	2/1/2019	2,072.51	
733	MIDAMERICA BOOKS	BOOKS/PUBLICATIONS	BOOKS	472240	12/6/2018	2/8/2019	347.10	
734	OVERDRIVE	BOOKS/PUBLICATIONS	E-BOOKS	03100CO19016405	1/28/2019	2/8/2019	456.13	
735	SKILLPATH SEMINARS	BOOKS/PUBLICATIONS	NEXT STEP PACK	2224040	1/23/2019	2/1/2019	210.55	
736	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	ENVELOPES & PAPER	2227010951	1/15/2019	2/1/2019	103.97	
737	THE CREATIVE COMPANY	BOOKS/PUBLICATIONS	SPECIAL FORCES BOOKS	ARU0275866	1/22/2019	2/1/2019	119.75	
738	VA INFORMATION	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T421341	1/31/2019	2/8/2019	3.12	
739						<b>Total:</b>	<b>\$3,495.65</b>	
740								
741	<b>COUNTY PLANNER</b>							
742	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	78.00	
743	BANK OF AMERICA	CONVENTION AND	P-CARD	013119	1/31/2019	2/15/2019	80.00	
744	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	013119	1/31/2019	2/15/2019	25.74	
745	BANK OF AMERICA	OTHER OPERATING	P-CARD	013119	1/31/2019	2/15/2019	31.97	
746	BANK OF AMERICA	OTHER OPERATING	P-CARD	013119	1/31/2019	2/15/2019	129.99	

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747	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19389805	11/12/2018	2/15/2019	320.00	
748	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY COPIER CHARGES	19720940	2/10/2019	2/22/2019	320.00	
749	FLUVANNA CO CIRCUIT COURT	DUES OR ASSOCIATION	VALENCIA PORTER NOTARY FEE	NOTARY FEE	1/31/2019	2/1/2019	10.00	
750	FLUVANNA REVIEW	ADVERTISING	PLANNING COMMISION MEETINGS AD	2019F6-19	2/7/2019	2/15/2019	128.75	
751	HOLLY STEELE	MILEAGE ALLOWANCES	REIMBURSEMENT FOR ESC TRAINING	012319	1/23/2019	2/1/2019	56.68	
752	HOLLY STEELE	SUBSISTENCE & LODGING	REIMBURSEMENT FOR ESC TRAINING	012319	1/23/2019	2/1/2019	28.00	
753	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL CHARGES	020119	2/1/2019	2/8/2019	121.91	
754	JASON STEWART	MILEAGE ALLOWANCES	ESC TRAINING REIMBURSEMENT	012319	1/23/2019	2/1/2019	16.13	
755	JASON STEWART	SUBSISTENCE & LODGING	ESC TRAINING REIMBURSEMENT	012319	1/23/2019	2/1/2019	28.00	
756	STEVEN & CODIE PETERS	REFUNDS	COLONIAL CIRCLE REFUND	ZMP 17:01	2/14/2019	2/22/2019	4,647.50	
757	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8053106025	2/2/2019	2/22/2019	80.05	
758	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	5.80	
759	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9822568905	1/19/2019	2/1/2019	150.75	
760	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	LARGE FORMAT PRINTER	24141730	1/28/2019	2/8/2019	93.04	
761						Total:	\$6,352.31	
762								
763	PLANNING COMMISSION							
764	ATLANTIC TECHNOLOGY	PROFESSIONAL SERVICES	CO-LOCATION APPLICATION REVIEW	1566	2/11/2019	2/15/2019	900.00	
765	FLUVANNA REVIEW	ADVERTISING	FEBRUARY 12TH MEETING AD	2019F5-17	1/31/2019	2/8/2019	128.75	
766	FLUVANNA REVIEW	ADVERTISING	PLANNING COMMISION MEETINGS AD	2019F6-19	2/7/2019	2/15/2019	128.75	
767						Total:	\$1,157.50	
768								
769	VA COOPERATIVE EXTENSION							
770	AMY HALL	OTHER OPERATING	REIMBURSEMENT - CANVAS FOR 4H	012819	1/28/2019	2/1/2019	62.39	
771	FAYE ANDERSON	CONTRACT SERVICES	REIMBURSEMENT FOR SHELVES AND	012819	1/28/2019	2/1/2019	317.34	
772	FLUVANNA COUNTY HISTORICAL	LEASE/RENT	BARREL TRAIN RESERVATION FOR OLD	012819	1/28/2019	2/1/2019	30.00	
773	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES	T421254	1/31/2019	2/8/2019	7.50	
774						Total:	\$417.23	
775								
776				100 GENERAL FUND		Fund Total:	\$595,528.19	
777	Fund # - 302 CAPITAL IMPROVEMENT							
778	IT CAPITAL PROJECT							
779	BANK OF AMERICA	CONTRACT SERVICES	P-CARD	013119	1/31/2019	2/15/2019	24.97	
780	BANK OF AMERICA	CONTRACT SERVICES	P-CARD	013119	1/31/2019	2/15/2019	77.38	
781	VERTICAL COMMUNCATIONS, INC.	CONTRACT SERVICES	PHONE INSTALLATION LABOR WITH	2084278	2/15/2019	2/22/2019	25,883.80	
782						Total:	\$25,986.15	
783								
784	PUBLIC SAFETY CAPITAL PROJ							
785	KUSTOM SIGNALS, INC.	VEHICLE	3 - DASH MOUNTED RADAR	561139	2/13/2019	2/22/2019	5,550.00	

	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 2/1/2019 To Date: 2/28/2019</b>					
2								
3								
5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
786	WATCH GUARD	VEHICLE	VISTA HD, WIFI EXTENDED WEARABLE	BCMINV0006825	2/4/2019	2/15/2019	3,210.00	
787	WATCH GUARD	VEHICLE	4RE, HD, DVD, GEN 2 , 200GB HDD	4REINV0008569	2/4/2019	2/15/2019	15,315.00	
788						<b>Total:</b>	<b>\$24,075.00</b>	
789								
790	<b>FIRE &amp; RESCUE CAP PROJ</b>							
791	ATLANTIC EMERGENCY SOLUTIONS,	VEHICLE	FREIGHTLINER M2-106 PIERCE PUMPER	2301	1/31/2019	2/15/2019	483,000.00	
792	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	CONSTRUCTION DOCUMENTS - FIRE	2019010200	1/31/2019	2/15/2019	810.00	
793						<b>Total:</b>	<b>\$483,810.00</b>	
794								
795	<b>FACILITIES CAP PROJ</b>							
796	COMMONWEALTH INTERIORS	CONTRACT SERVICES	FLOORING LABOR FOR SPCA	2018-241	11/12/2018	2/8/2019	2,623.00	
797	THE HARBOR SALES COMPANY INC	CONTRACT SERVICES	SPCA - SOUND PROOFING	2386351	2/4/2019	2/8/2019	388.68	
798						<b>Total:</b>	<b>\$3,011.68</b>	
799								
800	<b>SCHOOL OPS &amp; MAINT CAP PROJ</b>							
801	PMP SERVICES	CONTRACT SERVICES	SCHOOL BOARD OFFICE RENOVATIONS	1276	2/7/2019	2/15/2019	26,500.00	
802	SIMPLEXGRINNELL LP	CONTRACT SERVICES	FIRE ALARM REPAIR AT FMS	41239762	1/31/2019	2/15/2019	4,420.00	
803						<b>Total:</b>	<b>\$30,920.00</b>	
804								
805						<b>302 CAPITAL IMPROVEMENT</b>	<b>Fund Total:</b>	<b>\$567,802.83</b>
806	<b>Fund # - 502 SEWER</b>							
807	<b>PALMYRA SEWER OPER EXPENSES</b>							
808	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA SEWAGE PUMP STATION	7712348080 012919	1/29/2019	2/8/2019	61.67	
809	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP	7129524547 012519	1/25/2019	2/8/2019	1,762.00	
810	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 1ST QTR 2016	686101	2/5/2019	2/15/2019	1,500.00	
811	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2016	686175	2/5/2019	2/15/2019	2,130.00	
812	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION WWTP 1ST QTR 2017	176236	2/5/2019	2/15/2019	2,325.00	
813	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION WWTP 2ND QTR 2017	176255	2/5/2019	2/15/2019	2,325.00	
814	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2017	176277	2/5/2019	2/15/2019	2,325.00	
815	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2017	176299	2/5/2019	2/15/2019	2,325.00	
816	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 1ST QTR 2018	476226	2/5/2019	2/15/2019	2,325.00	
817	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 2ND QTR 2018	476245	2/5/2019	2/15/2019	2,325.00	
818	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2018	476263	2/5/2019	2/15/2019	2,325.00	
819	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 4TH QTR 2018	476281	2/5/2019	2/15/2019	2,325.00	
820	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 2ND QTR 2016	686131	2/5/2019	2/15/2019	2,325.00	
821	O.A.S.I.S.	CONTRACT SERVICES	SUPERVISION OF WWTP 3RD QTR 2016	686155	2/5/2019	2/15/2019	2,325.00	
822						<b>Total:</b>	<b>\$28,703.67</b>	
823								
824						<b>502 SEWER</b>	<b>Fund Total:</b>	<b>\$28,703.67</b>

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 2/1/2019 To Date: 2/28/2019					
2								
3								
5	Vendor Name	Charge To	Description		Invoice Number	Invoice Date	Check Date	Check Amount
825	Fund # - 505 FORK UNION SANITARY DISTRICT							
826	FORK UNION SANITARY DISTRICT							
827	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE		022519	2/25/2019	2/25/2019	1,468.42
828							Total:	\$1,468.42
829								
830	FUSD OPERATIONAL EXPENSES							
831	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL		9594215007 012819	1/28/2019	2/8/2019	67.92
832	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL		7224360003 012819	1/28/2019	2/8/2019	94.39
833	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL		9004200003 012519	1/25/2019	2/8/2019	156.86
834	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL		8434345008 012819	1/28/2019	2/8/2019	172.35
835	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMUHUNDRO WELL - WTP - TANK		9346182505 012819	1/28/2019	2/8/2019	581.63
836	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL - WTP		9501772108 012519	1/25/2019	2/8/2019	1,376.45
837	E.W. OWEN	LEASE/RENT	WELL RENT		02012019	2/1/2019	2/8/2019	150.00
838	LOWE'S	BLDGS EQUIP REP & MAINT	VARIOUS SUPPLIES		99000330383 012519	1/25/2019	2/8/2019	501.74
839	REPUBLIC SERVICES #410	BLDGS EQUIP REP & MAINT	WASTE CONTAINER LIFT CHARGES		0410-000669777	1/31/2019	2/15/2019	282.32
840	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	WET CHEMISTRY		297393	1/23/2019	2/15/2019	30.00
841	TRUSTPOINT INSURANCE, LLC	PROPERTY INSURANCE	FUSD SURETY BOND		155484	1/30/2019	2/15/2019	100.00
842	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE		022519	2/25/2019	2/25/2019	3,491.58
843	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY LONG DISTANCE CHARGES		T421254	1/31/2019	2/8/2019	87.91
844							Total:	\$7,093.15
845								
846					505 FORK UNION SANITARY		Fund Total:	\$8,561.57
847	Fund # - 510 ZION XR WATER & SEWER							
848	ZION XR W&S EXPENSES							
849	BOWMAN CONSULTING	PROFESSIONAL SERVICES	ZION CROSSROADS PROJECT		263507	11/30/2018	2/15/2019	9,930.00
850	CHARLOTTESVILLE SETTLEMENT	LAND	TITLE INSURANCE		022619	2/26/2019	2/26/2019	535.00
851	STONEGATE LAND HOLDINGS, LLC	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		65	1/31/2019	2/1/2019	14,500.00
852	TROY C. BITTLE AND LAURA E. BITTLE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		31	1/31/2019	2/1/2019	2,000.00
853	KENNETH BAHR	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		14	2/8/2019	2/8/2019	9,000.00
854	KENNETH BAHR	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		18	2/8/2019	2/8/2019	2,500.00
855	KLOECKNER METALS CORPORATION	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		74	2/8/2019	2/8/2019	3,000.00
856	VADA HOWARD	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		49	2/8/2019	2/8/2019	2,500.00
857	VADA HOWARD	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		50	2/8/2019	2/8/2019	1,250.00
858	VADA HOWARD	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		53	2/8/2019	2/8/2019	6,250.00
859	CONMAT PROPERIES, L.C.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		19	2/20/2019	2/21/2019	1,100.00
860	MARGIE IRENE GLASS AND RITA SUE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		81	2/28/2019	2/28/2019	27,453.00
861	MARGIE IRENE GLASS, TRUSTEE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		77	2/28/2019	2/28/2019	1,600.00
862	MARGIE IRENE GLASS, TRUSTEE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		83	2/28/2019	2/28/2019	1,700.00
863	SHERI MCDANIEL	LAND	ZXR PURCHASE OF EASEMENTS AND/OR		33	2/28/2019	2/28/2019	2,900.00

	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 2/1/2019 To Date: 2/28/2019</b>					
2								
3								
5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>
864	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL- REAL	LEGAL FEES		139940	2/5/2019	2/15/2019	21,184.84
865							<b>Total:</b>	<b>\$107,402.84</b>
866								
867					<b>510 ZION XR WATER &amp; SEWER</b>		<b>Fund Total:</b>	<b>\$107,402.84</b>
868					<b>Total Expenditures by</b>			<b>\$1,307,999.10</b>





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

**TAB L**

<b>MEETING DATE:</b>	March 20, 2019																						
<b>AGENDA TITLE:</b>	Ratification of Hiring Salary – Director of Finance																						
<b>MOTION(s):</b>	<b>I move to approve a hiring salary of \$76,536 for the new Director of Finance, Ms. Mary Anna Twisdale, effective May 6, 2019.</b>																						
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>																				
		x																					
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																		
				<b>X</b>																			
<b>STAFF CONTACT(S):</b>	Jessica Rice, HR Manager, and Steve Nichols, County Administrator																						
<b>PRESENTER(S):</b>	Jessica Rice, HR Manager																						
<b>RECOMMENDATION:</b>	Approval																						
<b>TIMING:</b>	Current																						
<b>DISCUSSION:</b>	<p>Ms. Mary Anna Twisdale is returning to employment with Fluvanna County as our new Director of Finance. She currently works in the Tidewater area and is relocating back to Fluvanna County. She has accepted our offer of employment and she brings significant skills and experience.</p> <p>Recommend salary of \$76,536, which is above the County Administrator’s salary range hiring authority. Details shown in the chart below.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="padding: 5px;">Position</th> <th style="padding: 5px;">Finance Director</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Previous Annual Salary</td> <td style="padding: 5px;">\$88,383</td> </tr> <tr> <td style="padding: 5px;">Previous Pay Band</td> <td style="padding: 5px;">24</td> </tr> <tr style="background-color: #fff2cc;"> <td style="padding: 5px;"><b>New Pay Band</b></td> <td style="padding: 5px;"><b>23</b></td> </tr> <tr> <td style="padding: 5px;">Minimum</td> <td style="padding: 5px;">\$63,780</td> </tr> <tr> <td style="padding: 5px;">Mid-range</td> <td style="padding: 5px;">\$79,724</td> </tr> <tr> <td style="padding: 5px;">Maximum</td> <td style="padding: 5px;">\$95,669</td> </tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 5px;">COAD Authority - 15% above Base</td> <td style="padding: 5px;">\$73,347</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr style="background-color: #d9ead3;"> <td style="padding: 5px;"><b>Requested - ~20% above Base</b></td> <td style="padding: 5px;"><b>\$76,536</b></td> </tr> </table>					Position	Finance Director	Previous Annual Salary	\$88,383	Previous Pay Band	24	<b>New Pay Band</b>	<b>23</b>	Minimum	\$63,780	Mid-range	\$79,724	Maximum	\$95,669	COAD Authority - 15% above Base	\$73,347	<b>Requested - ~20% above Base</b>	<b>\$76,536</b>
Position	Finance Director																						
Previous Annual Salary	\$88,383																						
Previous Pay Band	24																						
<b>New Pay Band</b>	<b>23</b>																						
Minimum	\$63,780																						
Mid-range	\$79,724																						
Maximum	\$95,669																						
COAD Authority - 15% above Base	\$73,347																						
<b>Requested - ~20% above Base</b>	<b>\$76,536</b>																						
<b>FISCAL IMPACT:</b>	Costs within current budget.																						

<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				<b>X</b>	

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB M

<b>MEETING DATE:</b>	March 20, 2019				
<b>AGENDA TITLE:</b>	Proclaim April 1, 2019 Census Awareness Day				
<b>MOTION(s):</b>	<b>I move the Fluvanna County Board of Supervisors proclaim April 1, 2019 as "Census Awareness Day."</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>Email note from Dean Lynch, Executive Director, Virginia Association of Counties:</p> <p>Dear County Administrators,</p> <p>As you know, the 2020 Census will be conducted next year, and VACo is encouraging counties to begin preparations to help ensure a successful count. The <a href="#">Virginia Complete Count Commission</a>, which was established by the Governor in December to assist with community outreach to promote participation in the Census, has prepared the attached resolution template for governing bodies to consider. The resolution, which can be tailored as your governing body prefers, would proclaim April 1, 2019, as "Census Awareness Day" in your county, and is a tool to help raise awareness about the Census in your community. Please consider adopting this resolution or a similar one, and be on the lookout for additional information from VACo to help you prepare for the Census.</p> <p>Thank you, Dean</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Proclamation: Proclaiming April 1, 2019 Census Awareness Day				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**PROCLAMATION 02-2019**

**Census Awareness Month**

**WHEREAS**, every ten years, Article 1, Section 2 of the United States Constitution mandates a count of all the people living in the United States and its territories; and

**WHEREAS**, the 2020 Census will address every household in the nation with a simple questionnaire with the goal of counting everyone once, only once, and in the right place; and

**WHEREAS**, data obtained by the survey will be used to help determine how approximately \$675 billion will be distributed from the federal government to state, local, and tribal governments annually; and

**WHEREAS**, up to \$2,000 of federal funding will be lost for each person not counted; as well as upwards of \$20,000 of federal funding lost every ten years; and

**WHEREAS**, a complete count requires that we bring together leaders from all communities of the Commonwealth, so that every Virginian regardless of racial, social, or economic background is counted; and

**WHEREAS**, Governor Ralph S. Northam has established the Virginia Complete Count Commission, which is comprised of 40 members to collaborate with community partners and local Complete Count Committees to ensure an accurate 2020 Census count;

**NOW, THEREFORE**, the Fluvanna County Board of Supervisors hereby proclaims April 1st, 2019, as Census Awareness Day.

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John M. Sheridan  
Chair, Board of Supervisors





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

**TAB N**

<b>MEETING DATE:</b>	March 20, 2018				
<b>AGENDA TITLE:</b>	<b>DRAPER ADEN PA # 3 - MATERIALS TESTING AND SPECIAL INSPECTIONS - ZXR WBP STATION AND WWP STATION</b>				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors to approve Project Agreement # 3 between Fluvanna County and Draper Aden to complete the Materials Testing And Special Inspections - ZXR WBP Station And WWP Station totaling \$24,787.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>❖ As part of the ZXR project there is a need for special 3<sup>rd</sup> party inspections to be performed in order to guarantee the best outcome.</li> <li>❖ This project agreement is specifically for the Wastewater Pump Station and the Water Booster Station construction</li> <li>❖ Testing and inspections to be done on the following area's <ul style="list-style-type: none"> <li>➤ Earthwork/Foundations</li> <li>➤ Concrete</li> <li>➤ Masonry</li> <li>➤ Structural Steel/EIFS</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	❖ Budgeted within the ZXR project budget				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	❖ DRAPER ADEN PA # 3 - MATERIALS TESTING AND SPECIAL INSPECTIONS - ZXR WBP STATION AND WWP STATION				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		



**PROJECT AGREEMENT # 3**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**  
**MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES- ZION CROSSROADS**  
**WATER BOOSTER PUMP STATION AND WASTEWATER PUMP STATION**

This Project Agreement 3 (the "Project Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 2019, 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 22 day of October, 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 "Materials Testing and Special Inspections Services Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Proposal No.: P19020200-010202" dated February 26, 2019, ("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, Field Observation and Testing, and Project Management & Administration Services, as detailed therein (collectively the "Services") and

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the "Task 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. Mark Dunning  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [mdunning@fluvannacounty.org](mailto:mdunning@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 will receive up to a maximum of the not-to-exceed fees below:

A. For the Services described as Field Observation and Testing ..... \$20,874.00; and  
B. For the Services described as Project Management & Administration Services.... \$3,913.00;  
based on actual time worked and materials; which shall be payable by the County, no more than monthly, and upon proper invoice by the Consultant as described herein. The invoice shall describe the services rendered in the invoice with specificity. The Consultant will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna." No invoice may be provided by the Consultant to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$24,787.00 for all Services and the Consultant agrees to complete all work on the Task Order for such not to exceed total even if the time and materials totals exceeds such amount.

The not to exceed 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.

The not-to-exceed fees indicated above and on Exhibit 1 attached hereto are all based on those rates as set forth on the Project Unit Rates portion of Exhibit 1. Notwithstanding that, the actual hourly

fees charged by the Contactor for the Services will be based on the rates set forth on Exhibit 1 and will vary based upon the person completing the Services (for example, \$60 per hour for "Clerical", etc.). Notwithstanding the foregoing, if the rates per hour set forth in Exhibit 3 to the Agreement are lower, then those rates control.

The flat fees are not-to exceed total amounts. The the hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the Consultant as described herein.

## **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 within 12-months from the date the first Services hereunder are performed.

## **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

### **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

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

**Page 4**

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 (5<sup>th</sup>) 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





1030 Wilmer Avenue, Suite 100  
Richmond, Virginia 23227  
804.264.2228  
[www.daa.com](http://www.daa.com)

February 26, 2019

Cyndi Toler, Purchasing Officer  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia, 22963  
Via email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

**RE: Proposal for Materials Testing and Special Inspections Services  
Zion Crossroads Water Booster Pump Station and Wastewater Pump Station  
Draper Aden Associates Proposal No. P19020200-010202**

Dear Ms. Toler:

On behalf of Draper Aden Associates, thank you for allowing us the opportunity to present our proposal for materials testing and special inspection services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station located in Fluvanna County, Virginia.

## **I. PROJECT DESCRIPTION**

It is our understanding that the project consists of the construction of a wastewater pump station at one site including a wet well, generator pad, and associated site utilities. At the second site, a water booster pump station will be constructed, including a generator pad and site utilities.

It is anticipated that our services will be required part-time to monitor the placement and compaction of structural fill and utility backfill, test strength of soil subgrades, test and observe the placement of cast-in-place concrete, test and observe CMU installation, structural steel connection testing, light gage steel and wood framing inspections, and exterior insulation and finish systems (EIFS) inspections.

Our fee proposal and scope of anticipated services have been developed based on the following information received via email from Cyndi Toler on 2/14/19:

- ❖ Statement of special inspections dated 2/8/19
- ❖ Construction Plans dated 5/4/18
- ❖ Project manual, dated 5/4/18

## **II. COMMITMENT TO HEALTH AND SAFETY**

Draper Aden Associates is committed to the Health & Safety of our employees, partners, subcontractors, sub consultants and clients on all projects. Under the leadership of our dedicated Corporate Safety Officer, we are continually measuring and working to improve our safety performance through a managed safety process. That process is frequently reviewed and evaluated, and changes are implemented as we find new ways to improve our performance. Many of our existing safety practices will be utilized on this project and where needed they will be adjusted to meet and site specific safety requirements.

## **III. SCOPE OF SERVICES**

### **A. Field Observation and Testing**

#### **a. Earthwork/Foundations**

- i. Perform appropriate testing at our in-house U.S. Army Corps of Engineers Qualified Materials Testing Laboratory on materials proposed for use as fill, backfill, and paving subgrade. Testing may include:
  1. Grain Size Distribution, ASTM D-422
  2. Atterberg Limits, ASTM D-4318
  3. Standard Proctor Moisture Density Relationship, ASTM D-698
- ii. Monitor excavation operations to verify removal of unsuitable material, and observe the conditions at bottom of excavations prior to foundation preparation, including proof roll and/or other strength verification tests.
- iii. Observe placement of fill and backfill to verify compliance with project requirements. Perform nuclear density gauge compaction testing during earthwork operations in accordance with the specifications.

#### **b. Concrete:**

- i. Perform appropriate testing at our in-house U.S. Corps of Engineers Qualified Materials Testing Laboratory. Testing may include:
  1. Concrete Compressive Strength Testing, ASTM C-39
- ii. Provide a representative to verify reinforcing steel for size, spacing cover, shape, grade, length, location and type of splices.
- iii. Monitor concrete placement and observe placing techniques with regard to forming, vibration and curing.
- iv. Sample concrete in accordance with project documents and cast test cylinders to be transported to our laboratory for compressive strength testing. Field verification and testing may include:
  1. Confirmation of mix design
  2. Slump
  3. Air content
  4. Temperature
  5. Batch-to-placement time

**c. Masonry:**

- i. Perform appropriate testing at our in-house U.S. Corps of Engineers Qualified Materials Testing Laboratory. Testing may include:
  - 1. Grout Compressive Strength Testing, ASTM C-1019
  - 2. Mortar Compressive Strength Testing, ASTM C-780
- ii. Verify proper mortar and grout preparation and placement. Sample grout and mortar in accordance with project documents and transport samples to our laboratory for compressive strength testing.

**d. Structural Steel/EIFS:**

- i. Document welder certifications to confirm all welders have current certification for the welding operations they perform.
- ii. Provide the services of a structural steel inspector to observe erection of steel framework, to inspect anchor bolts, and to inspect steel connections.
- iii. Provide inspections for exterior insulation and finish systems as per the specifications.

**B. Project Management & Administrative Services**

**a. Engineering and Administration**

- i. Perform as the Special Inspector of Record for the project. Provide the services of compiling all field and laboratory testing, attending project meetings when required, and preparing a final special inspections report per project requirements.

**IV. BUDGET ESTIMATE**

Attached, and incorporated by reference, are the Draper Aden Associates' terms and conditions and hourly rate schedule.

The following fee is based on the information provided and the assumptions stated herein. The fee for the above-mentioned services will be billed on a time and materials basis in accordance with the attached rate sheet. Any changes to the project scope or schedule may affect our ultimate fee amount. Services not contained within our original scope of work will be completed with client authorization.

We propose performing the work outlined above on a Time and Materials basis. Estimates for each of the outlined tasks are shown below. The project will be invoiced on a monthly basis.

#### **A. Field Observation and Testing**

Estimated Labor ..... \$20,874.00

#### **B. Project Management & Administration Services**

Estimated Labor ..... \$3,913.00

**Total Estimated Fee.....\$24,787.00**

#### **V. DELIVERABLES**

During each site visit, Draper Aden Associates will document the observations and tests completed. Daily site visit reports and laboratory test results for each week will be compiled and provided via email to requested recipients.

At the completion of our services, Draper Aden Associates will provide a summation of work performed and prepare a Final Report for submission to the Owner.

#### **VI. ASSUMPTIONS / LIMITATIONS**

This proposal is based on the following assumptions:

- ❖ Draper Aden Associates requests that a 24-hour notice be provided from the owner's representative/contractor when requesting inspection services.
- ❖ No fireproofing inspection will be required.
- ❖ Undercut/Over excavation will not be required.
- ❖ The project can be supported with part-time, as scheduled, single technician support.
- ❖ No asphalt inspections will be required
- ❖ Field personnel time will be charged portal to portal
- ❖ A trip charge of \$80 will be invoiced for each site visit to cover travel expenses.
- ❖ When nuclear density equipment is required, a rental fee of \$50 per day will be invoiced.
- ❖ Our services will be required over no more than a 12-month duration during normal work hours, Monday through Friday, between hours of 0700 and 1700. Time in excess of 8 hours per day or on weekends and holidays will be invoiced at a rate of 1.5 times the normal hourly rate.

Cyndi Toler  
February 26, 2019  
Page 5 of 6

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one (1) 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**



Justin A. Cornwell  
Project Manager



Kenneth M. Piazza, Jr, PE  
Vice President

Attachments: Hourly Bill Rate Schedule  
Standard Terms and Conditions

cc: Lindsay Weiford, Geotechnical and Construction Team Leader; Draper Aden Associates

---

**AUTHORIZATION TO PROCEED**

**Proposal for Construction Materials Testing and Special Inspections Services  
Zion Crossroads Water Booster Pump Station and Wastewater Pump Station  
Draper Aden Associates Proposal No. P19020200-010202**

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 Name

Title

---

Signature

Date



## Zion Crossroads Waste Water and Booster Pump Station

Prepared February 22, 2019

## Project Unit Rates

<b>Field Technician</b>				<b>Quantity</b>	<b>Units</b>	<b>Rate</b>	<b>Est. Total</b>
Proofroll, Backfill & Fill Placement	9	visit(s) @	6.0 hours	54	hours	\$53	\$2,862
Concrete Inspection	20	visit(s) @	6.0 hours	120	hours	\$53	\$6,360
Masonry	4	visit(s) @	6.0 hours	24	hours	\$53	\$1,272
EIFS Inspection	2	visit(s) @	4.0 hours	8	hours	\$85	\$680
Structural Steel/Light Gage Framing	6	visit(s) @	8.0 hours	48	hours	\$85	\$4,080
Trip Charge	41	trip(s) @	1.0 trip	41	trips	\$80.00	\$3,280
Nuclear Gauge Rental	9	visit(s) @	1.0 trip	9	each	\$50.00	\$450
<b>Subtotal Field Technician</b>							<b>\$18,984</b>
<b>Engineering and Administration</b>				<b>Quantity</b>	<b>Units</b>	<b>Rate</b>	<b>Est. Total</b>
Project Manager - Daily Report Review	41	day(s) @	0.5 hours	20.5	hours	\$125	\$2,563
Project Manager - Final Report	1	day(s) @	8.0 hours	8	hours	\$125	\$1,000
Clerical		day(s) @	0.5 hours	0	hours	\$60	\$0
Certifying Engineer - Daily/Final Report Review	1	day(s) @	2.0 hours	2	hours	\$175	\$350
<b>Subtotal Engineering and Administration</b>							<b>\$3,913</b>
<b>Laboratory Testing</b>				<b>Quantity</b>	<b>Units</b>	<b>Rate</b>	<b>Est. Total</b>
Grain Size Distribution, ASTM D-422				1	tests	\$80	\$80
Moisture Content, ASTM D 2216				1	tests	\$20	\$20
Atterberg Limits, ASTM D-4318				1	tests	\$90	\$90
Standard Proctor Moisture Density Relationship, ASTM D-698				1	tests	\$180	\$180
Concrete Compressive Strength Testing, ASTM C 39 (Set of 5)				15	set	\$80	\$1,200
Mortar Compressive Strength Testing, ASTM C 39				2	set	\$80	\$160
Grout Compressive Strength Testing, ASTM C 39				2	set	\$80	\$160
<b>Subtotal Laboratory Testing</b>							<b>\$1,890</b>
<b>Total Project Estimate</b>							<b>\$24,787</b>

\* Round-trip portal-to-portal from our Richmond Office.



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

**TAB O**

<b>MEETING DATE:</b>	March 20, 2018				
<b>AGENDA TITLE:</b>	<b>DRAPER ADEN PA # 4 - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES ZXR ELEVATED WATER STORAGE TANK</b>				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors to approve Project Agreement # 4 between Fluvanna County and Draper Aden to complete the Materials Testing And Special Inspections Services ZXR Elevated Water Storage Tank totaling \$10,859.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>❖ As part of the ZXR project there is a need for special 3<sup>rd</sup> party inspections to be performed in order to guarantee the best outcome.</li> <li>❖ This project agreement is specifically for the Elevated Water Storage Tank foundation construction</li> <li>❖ Testing and inspections to be done on the following area's <ul style="list-style-type: none"> <li>➤ Earthwork/Foundations</li> <li>➤ Concrete</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	❖ Budgeted within the ZXR project budget				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	❖ DRAPER ADEN PA # 4 - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES ZXR ELEVATED WATER STORAGE TANK				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		



**PROJECT AGREEMENT # 4**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**  
**MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES- ZION CROSSROADS**  
**ELEVATED WATER STORAGE TANK**

This Project Agreement 4 (the "Project Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 2019, 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 22 day of October, 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 "Materials Testing and Special Inspections Services Zion Crossroads Elevated Water Storage Tank Proposal No.: P19020226-010202" dated March 1, 2019, ("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, Field Observation and Testing, and Project Management & Administration Services, as detailed therein (collectively the "Services") and

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the "Task 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. Mark Dunning  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [mdunning@fluvannacounty.org](mailto:mdunning@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 will receive up to a maximum of the not-to-exceed fees below:

A. For the Services described as Field Observation and Testing ..... \$8,634.00; and

B. For the Services described as Project Management & Administration Services.... \$2,225.00; based on actual time worked and materials; which shall be payable by the County, no more than monthly, and upon proper invoice by the Consultant as described herein. The invoice shall describe the services rendered in the invoice with specificity. The Consultant will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna." No invoice may be provided by the Consultant to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$10,859.00 for all Services and the Consultant agrees to complete all work on the Task Order for such not to exceed total even if the time and materials totals exceeds such amount.

The not to exceed 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.

The not-to-exceed fees indicated above and on Exhibit 1 attached hereto are all based on those rates as set forth on the Project Unit Rates portion of Exhibit 1. Notwithstanding that, the actual hourly



fees charged by the Contactor for the Services will be based on the rates set forth on Exhibit 1 and will vary based upon the person completing the Services (for example, \$60 per hour for "Clerical", etc.). Notwithstanding the foregoing, if the rates per hour set forth in Exhibit 3 to the Agreement are lower, then those rates control.

The flat fees are not-to exceed total amounts. The hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the Consultant as described herein.

## **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 within 12-months from the date the first Services hereunder are performed.

## **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

### **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 (5<sup>th</sup>) 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



1030 Wilmer Avenue, Suite 100  
Richmond, Virginia 23227  
804.264.2228  
www.daa.com

March 1, 2019

Cyndi Toler, Purchasing Officer  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia, 22963  
Via email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

**RE: Proposal for Materials Testing and Special Inspections Services  
Zion Crossroads Elevated Water Storage Tank  
Draper Aden Associates Proposal No. P19020226-010202**

Dear Ms. Toler:

On behalf of Draper Aden Associates, thank you for allowing us the opportunity to present our proposal for materials testing and special inspection services for the Zion Crossroads Elevated Water Storage Tank located in Fluvanna County, Virginia.

## **I. PROJECT DESCRIPTION**

It is our understanding that the project consists of the construction of a new 500,000-gallon elevated water storage tank, generator pad and platform, and associated infrastructure.

It is anticipated that our services will be required part-time to monitor the placement and compaction of structural fill and utility backfill, test strength of soil subgrades, and test and observe the placement of cast-in-place concrete to include rebar inspections.

Our fee proposal and scope of anticipated services have been developed based on the following information received via email from Cyndi Toler on 3/1/19:

- ❖ Construction Plans dated 5/4/18
- ❖ Project manual, dated 5/4/18

## **II. COMMITMENT TO HEALTH AND SAFETY**

Draper Aden Associates is committed to the Health & Safety of our employees, partners, subcontractors, sub consultants and clients on all projects. Under the leadership of our dedicated Corporate Safety Officer, we are continually measuring and working to improve our safety performance through a managed safety process. That process is frequently reviewed and evaluated, and changes are implemented as we find new

ways to improve our performance. Many of our existing safety practices will be utilized on this project and where needed they will be adjusted to meet and site specific safety requirements.

### **III. SCOPE OF SERVICES**

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- i. Perform appropriate testing at our in-house U.S. Corps of Engineers Qualified Materials Testing Laboratory. Testing may include:
  1. Concrete Compressive Strength Testing, ASTM C-39
- ii. Provide a representative to verify reinforcing steel for size, spacing cover, shape, grade, length, location and type of splices.
- iii. Monitor concrete placement and observe placing techniques with regard to forming, vibration and curing.
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#### **B. Project Management & Administrative Services**

##### **a. Engineering and Administration**

- i. Provide the services of compiling all field and laboratory testing, attending project meetings when required, and preparing a final special inspections report per project requirements.

#### IV. BUDGET ESTIMATE

Attached, and incorporated by reference, are the Draper Aden Associates' terms and conditions and hourly rate schedule.

The following fee is based on the information provided and the assumptions stated herein. The fee for the above-mentioned services will be billed on a time and materials basis in accordance with the attached rate sheet. Any changes to the project scope or schedule may affect our ultimate fee amount. Services not contained within our original scope of work will be completed with client authorization.

We propose performing the work outlined above on a Time and Materials basis. Estimates for each of the outlined tasks are shown below. The project will be invoiced on a monthly basis.

##### A. Field Observation and Testing

Estimated Labor .....\$8,634.00

##### B. Project Management & Administration Services

Estimated Labor .....\$2,225.00

**Total Estimated Fee.....\$10,859.00**

#### V. DELIVERABLES

During each site visit, Draper Aden Associates will document the observations and tests completed. Daily site visit reports and laboratory test results for each week will be compiled and provided via email to requested recipients.

At the completion of our services, Draper Aden Associates will provide a summation of work performed and prepare a Final Report for submission to the Owner.

#### VI. ASSUMPTIONS / LIMITATIONS

This proposal is based on the following assumptions:

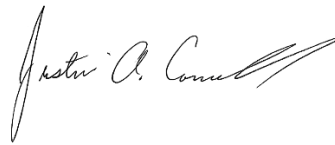
- ❖ Draper Aden Associates requests that a 24-hour notice be provided from the owner's representative/contractor when requesting inspection services.
- ❖ No fireproofing inspection will be required.
- ❖ Undercut/Over excavation will not be required.
- ❖ The project can be supported with part-time, as scheduled, single technician support.
- ❖ No asphalt inspections will be required
- ❖ No structural steel inspection will be required
- ❖ Field personnel time will be charged portal to portal

- ❖ A trip charge of \$80 will be invoiced for each site visit to cover travel expenses.
- ❖ When nuclear density equipment is required, a rental fee of \$50 per day will be invoiced.
- ❖ Our services will be required over no more than a 12-month duration during normal work hours, Monday through Friday, between hours of 0700 and 1700. Time in excess of 8 hours per day or on weekends and holidays will be invoiced at a rate of 1.5 times the normal hourly rate.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one (1) 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**



Justin A. Cornwell  
Project Manager



Kenneth M. Piazza, Jr, PE  
Vice President

Attachments: Hourly Bill Rate Schedule  
Standard Terms and Conditions

cc: Lindsay Weiford, Geotechnical and Construction Team Leader; Draper Aden Associates



---

**AUTHORIZATION TO PROCEED****Proposal for Construction Materials Testing and Special Inspections Services  
Zion Crossroads Elevated Water Storage Tank  
Draper Aden Associates Proposal No. P19020226-010202**

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 Name

Title

---

Signature

Date

# Zion Crossroads Elevated Storage Tank

Prepared March 1, 2019

## Project Unit Rates

Field Technician				Quantity	Units	Rate	Est. Total
Proofroll, Backfill & Fill Placement	6	visit(s) @	6.0 hours	36	hours	\$53	\$1,908
Concrete Inspection	12	visit(s) @	6.0 hours	72	hours	\$53	\$3,816
Trip Charge	18	trip(s) @	1.0 trip	18	trips	\$80.00	\$1,440
Nuclear Gauge Rental	6	visit(s) @	1.0 trip	6	each	\$50.00	\$300
Subtotal Field Technician							\$7,464
Engineering and Administration				Quantity	Units	Rate	Est. Total
Project Manager - Daily Report Review	18	day(s) @	0.5 hours	9	hours	\$125	\$1,125
Project Manager - Final Report	1	day(s) @	6.0 hours	6	hours	\$125	\$750
Clerical		day(s) @	0.5 hours	0	hours	\$60	\$0
Certifying Engineer - Daily/Final Report Review	1	day(s) @	2.0 hours	2	hours	\$175	\$350
Subtotal Engineering and Administration							\$2,225
Laboratory Testing				Quantity	Units	Rate	Est. Total
Grain Size Distribution, ASTM D-422				1	tests	\$80	\$80
Moisture Content, ASTM D 2216				1	tests	\$20	\$20
Atterberg Limits, ASTM D-4318				1	tests	\$90	\$90
Standard Proctor Moisture Density Relationship, ASTM D-698				1	tests	\$180	\$180
Concrete Compressive Strength Testing, ASTM C 39 (Set of 5)				10	set	\$80	\$800
Mortar Compressive Strength Testing, ASTM C 39				0	set	\$80	\$0
Grout Compressive Strength Testing, ASTM C 39				0	set	\$80	\$0
Subtotal Laboratory Testing							\$1,170
Total Project Estimate							\$10,859

\* Round-trip portal-to-portal from our Richnond Office.

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

**TAB P**

<b>MEETING DATE:</b>	March 20, 2018				
<b>AGENDA TITLE:</b>	<b>DRAPER ADEN PROJECT AGREEMENT # 5 - SENIOR AFFORDABLE HOUSING – PER</b>				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors to approve Project Agreement # 5 between Fluvanna County and Draper Aden to complete the Senior Affordable Housing – PER totaling \$17,000.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>❖ In conjunction with the Piedmont Housing Alliance, the county was given a \$30,000 planning grant to study the needs for Senior Housing in Fluvanna.</li> <li>❖ During the initial Market Study done with Grant Funding, a property outside the main gate of Lake Monticello, at Village Oaks, was identified as a possible location for a Senior Housing project.</li> <li>❖ This PER (Preliminary Engineering Report) includes a comprehensive site plan and mapping that identifies needed site improvements and provides a corresponding cost estimate.</li> <li>❖ This will close out the DHCD Planning grant and will give the county and PHA the opportunity to apply for a Community Development Block Grant (CDBG) in order to move the project further to completion.</li> </ul>				
<b>FISCAL IMPACT:</b>	❖ Funding is included in the grant received from DHCD.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	❖ DRAPER ADEN PROJECT AGREEMENT # 5 - SENIOR AFFORDABLE HOUSING – PER				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		



2206 South Main Street  
Blacksburg, Virginia 24060  
(540) 552-0444 • Fax (540) 552-0291  
www.daa.com

January 31, 2019

Ms. Cyndi Toler  
Purchasing Officer  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**RE: Proposal for Professional Services  
Fluvanna County Senior Affordable Housing – PER  
Draper Aden Associates Project No. 18060133-020301**

Dear Ms. Toler:

On behalf of Draper Aden Associates, thank you for the opportunity to present our proposal to Fluvanna County (the County) for professional services for the development of a Preliminary Engineering Report (PER) to include street, water and sewer improvements for the proposed Fluvanna Senior Affordable Housing at Village Oaks project.

**I. PROJECT DESCRIPTION**

Fluvanna County has identified the need for affordable housing and, in partnership with the Piedmont Housing Alliance (PHA), is seeking to develop a senior affordable housing community in the Village Oaks subdivision neighboring Lake Monticello's main entrance. The County and Piedmont Housing Alliance have developed a Preliminary Architectural Report (PAR) plans and have selected an approximately 3.36 acre site for the proposed housing development; refer to attachment.

The County is seeking the services of an engineering firm to develop a PER that includes a comprehensive site plan and mapping that identifies needed site improvements and provides a corresponding cost estimate.

The PER and related cost estimates are essential elements to the County's and PHA's goal of completing planning grant activities and submitting a grant application to the VA Department of Housing and Community Development (DHCD) for Community Development Block Grant (CDBG) funding in March of 2019.

Draper Aden Associates is pleased to present the following for your review and approval.

## **II. SCOPE OF SERVICES**

### **A. Preliminary Engineering Report**

1. Base Map: Draper Aden Associates will create a compiled base map for the project area using readily available GIS information received from the County, AquaVirginia, and/or the PAR. Mapping will include existing improvements including off-site water and sewer lines, entrances and other existing features.
2. Preliminary Design: Based on the layout shown in the preliminary architectural report, we will prepare a preliminary site plan showing the proposed locations of the new building, parking areas, walkways, grading/drainage, on-site water and sewer utility systems, stormwater management areas, and landscaping. The preliminary site layout plan will provide sufficient information to develop an opinion of probable construction cost for the site improvements and generally depict the proposed site development.

Utilities under our design responsibility are limited to sanitary sewer, domestic and fire water, and storm sewer.

We will coordinate with local providers regarding routing options for electric, gas, data, and communications extensions and/or relocations. Draper Aden Associates will show the routing on our concept plans, if provided by others.

3. Construction Cost Estimate: We will provide an opinion of probable construction costs for the site improvements identified in the preliminary design plan.
4. Meetings: Draper Aden Associates will attend the following meetings with the County.
  - DHCD-required facilitated planning session
  - Community presentation to receive community input
  - Presentation to the County Board of Supervisors to present the final PER.
5. Deliverables: We will summarize our findings in a report with preliminary site plan and estimates. We will provide a draft copy in PDF format, and, upon receipt of your comments, we will finalize the report, and submit one hard copy and a PDF version of the PER.

### **B. Environmental Review**

In an effort to facilitate the PER phase of work, we propose to complete a desktop environmental review to include the items listed below in order to identify any environmental concerns at the proposed site that might affect project development.

- Preliminary Cultural Resources Assessment (Desktop level review of publicly available information, no regulatory coordination)



- Preliminary T&E Species Review (Desktop level review of publicly available information, no regulatory coordination)
- Desktop review and site reconnaissance to identify potential streams and wetlands (Excludes formal delineation and/or jurisdictional confirmation)
- Screening level review for readily identifiable impacts (i.e., hazardous materials, petroleum) onsite or in the near vicinity (Does not constitute a full ASTM-1527E-13 Phase I Environmental Site Assessment)

Based on the information available and presented in the CDBG Manual, future phases of this project might require a more thorough environmental review to meet grant requirements. Specifically, since the project includes new construction, an environmental assessment based on the procedures outlined in Appendix 2 of the CDBG Manual may be required. This includes review of floodplain and wetland components, review of historic resources under Section 106, review of threatened and endangered species, consideration of potential contamination and toxic substances, and other factors (see Appendix 2.Q) as well as coordination with regulatory agencies and required notifications and public comment periods to complete the Environmental Review Record. The Environmental Assessment could range from around \$12,000-\$20,000 or greater if additional site surveys are needed (e.g., archaeological, wetland); this fee does not include a Phase I Environmental Site Assessment.

### **III. SCHEDULE**

Draper Aden Associates is prepared to begin work on this project upon approval of our proposal and written authorization to proceed. We understand that the County and the Piedmont Housing Alliance may want to submit a Community Development Block Grant application on Friday, March 29, 2019, and the PER will be needed for the application. To meet this schedule, we will need your authorization to proceed no later than February 11, 2019.

### **IV. FEES AND CONTRACT TERMS**

Draper Aden Associates proposes to provide the services detailed herein and related in-house reimbursables, as presented in our Scope of Services, for a lump sum fee of \$17,000. We will invoice monthly based on the percentage complete of each task. All services will be provided in accordance with the Term Contract between Fluvanna County and Draper Aden Associates dated October 22, 2018.

### **V. ASSUMPTIONS / LIMITATIONS**

- If the scope of the project is revised by any party after acceptance of this proposal, we reserve the right to re-negotiate our schedule and fee accordingly.
- Any additional out-of-town travel or meetings authorized by the County will be invoiced on a time and materials basis in addition to the fee presented herein.
- Rezoning or conditional use permitting of the selected property is not included in this scope, but can be included as an additional service.

- D. Analysis and/or design of off-site utility, stormwater management, roadway, and other improvements are not included in this scope of services.
- E. Schematic and preliminary design, construction documents, and bid and construction phase services are excluded from this proposal.
- F. 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. We are not responsible for the accuracy of information provided to us by any party.

## **VI. SUPPLEMENTAL 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:

- Presentation graphics and/or attendance or presentations at meetings, beyond what is included above.
- Topographic, boundary, easement, or right-of-way and utility surveys.
- Design services (to include plans and specifications necessary to construct project infrastructure).
- Bidding and contract, and construction phase services.
- Resident inspection services.

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 the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed and return it to us. Please keep a copy of the proposal for your records. Please note that it is the policy of Draper Aden Associates that no deliverables or other products of service will be submitted without a formal agreement between parties or written authorization acknowledging the scope of work and fees associated with the proposed work. We appreciate your efforts toward this end.

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

cc: Ms. Karen Weber, PG, Senior Project Geologist, Associate  
Mr. Srikanth Nathella, PE, Environmental Program Manager, Senior Associate  
Mr. E. Campbell Bolton, PE, Project Manager, Associate  
Ms. Sheryl S. Stephens, Project Manager, Associate

**AUTHORIZATION TO PROCEED****Proposal for Professional Services****Fluvanna County - Senior Affordable Housing – PER****Draper Aden Associates Project No. 18060133-020301**

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.

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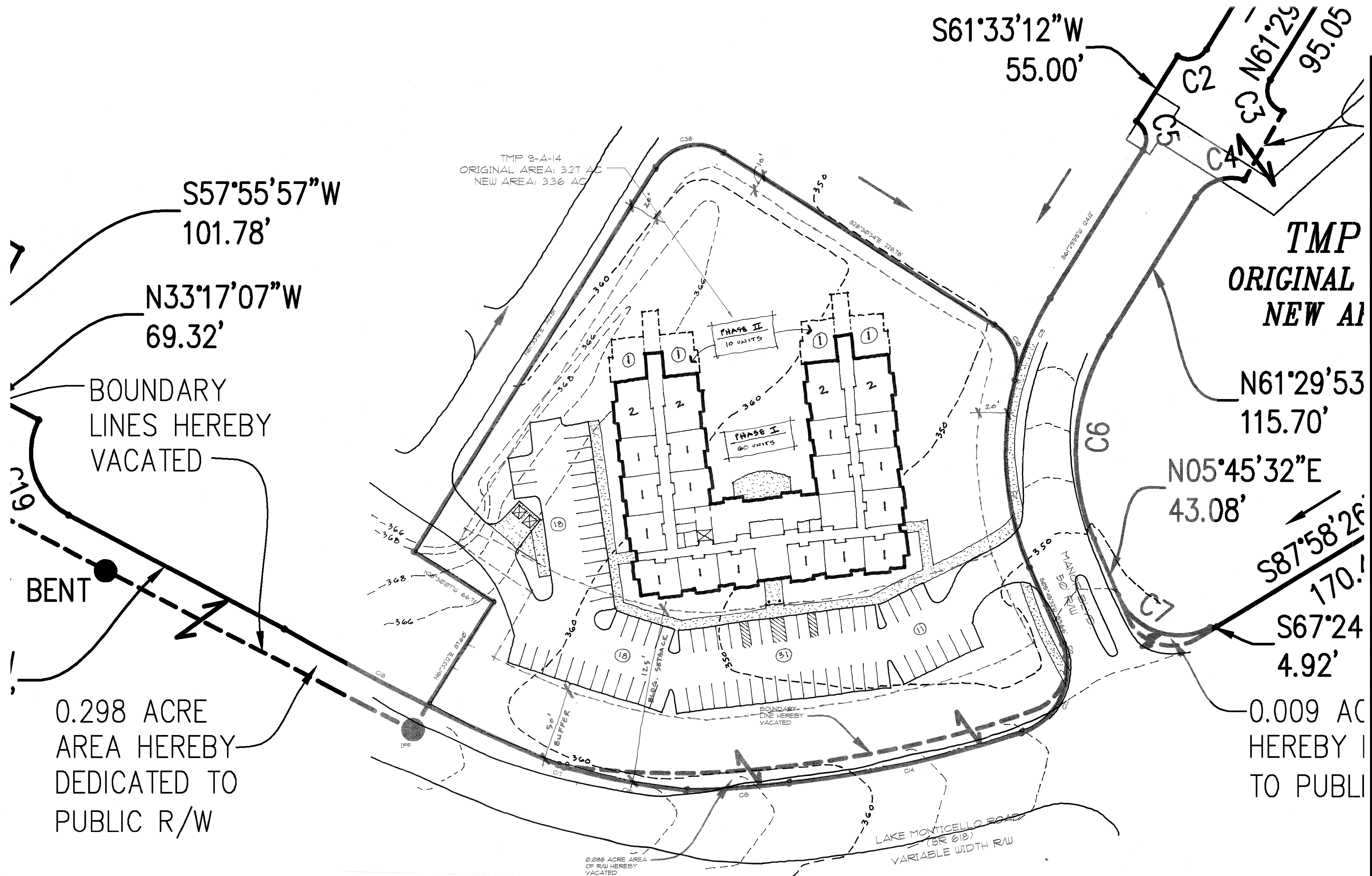
Printed NameTitle

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SignatureDate

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# Capital Reserve Maintenance Fund Request

**TAB Q****MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:**


Provide \$8,382.89 from the Capital Reserve Maintenance Fund to pay the costs of:  
Replacing Domestic hot and cold water lines with compromised joints

**Section 1 - REQUEST**


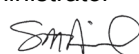
Requesting Dept. / Agency: Public Works PW19-009		Dept / Agency Contact: Dale Critzer	Date of Request: Mar 7, 2019
Phone: (434) 591-1925	Fax: (434) 591-1924	email: dcritzer@fluvannacounty.org	Fiscal Year: FY19
Reserve Fund Purpose Category: Unexpected facility repairs or replacements			
Description of Project/Repair	Qty	Unit Price	Total Price
Replace leaking domestic copper hot and cold lines	1	\$8,382.89	\$8,382.89
Total Request:			<b>\$8,382.89</b>

**Description and Justification for Proposed Use**

Found during P.M. the domestic hot and cold lines in the Courts Building basement and mechanical room were leaking. Upon removal of pipe insulation, found more issues than originally thought that needed addressing. Cause of issue was acid flux during soldering not being removed before insulation and a small leak or condensation develops and reacts with flux to attack solder joints causing leaks. Replaced with Pro-Press brand copper fittings which are solder-less and no need for a flame or shutting the fire alarm for safety. Building was completely drained, repaired and refilled on a weekend to not disrupt Court proceedings..

Department / Agency Head Name: Peter Welch / Assistant Director	Signature  Digitally signed by Dale Critzer Date: 2019.03.07 13:16:36 -05'00'	Date
--------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------

**Section 2 - REVIEW**

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2019.03.11 16:13:00 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2019.03.11 16:02:49 -04'00'	Date

**Section 3 - BOARD OF SUPERVISORS**

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
-----------------------------------------------------------------------	----------------	-----------







# Capital Reserve Maintenance Fund Request

**TAB R****MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:**

Provide \$14,530.00 from the Capital Reserve Maintenance Fund to pay the costs of:

NEW FLOORING FOR PUBLIC LIBRARY ACTIVITIES ROOM

**Section 1 - REQUEST**



Requesting Dept. / Agency: Public Works PW19-007		Dept / Agency Contact: Peter Welch	Date of Request: Feb 25, 2019
Phone: (434) 591-1925	Fax: (434) 591-1924	email: pwelch@fluvannacounty.org	Fiscal Year: FY19
Reserve Fund Purpose Category: Unexpected equipment failure			
Description of Project/Repair	Qty	Unit Price	Total Price
New flooring for Public Library activities room	1	\$14,530.00	\$14,530.00
Total Request:			<b>\$14,530.00</b>

**Description and Justification for Proposed Use**

- A) Flotex: Forbo "Flotex" 20" x 20" x 5.3mm nylon flocked modular tiles OR 'I O"x40" x5.3mm nylon flocked modular planks; Color: TBD (1 color/style/pattern throughout)
- B) Resilient Wall Base: Johnsonite 4.5"x 1/8"resilient rubber coved base; Color: TBD (1 color throughout)
- C) Areas: Large Open Multi-Purpose Room at Public Library (approximately 1,500sf)
- D) Work Scope: Remove and dispose of existing c'1rpet and resilient wall base. Grind all areas with HEPA filtered grinding system where carpet was removed to remove existing carpet adhesive and prep the floor for new modular tiles. Install new modular tiles and resilient cov e base with adhesive
- E) Includes up to (2) units of latex-fortified, cementitious floor patch for prep work

Department / Agency Head Name: Peter Welch / Assistant Director	Signature  Digitally signed by Peter Welch Date: 2019.03.07 12:42:42 -05'00'	Date 2019/02/25
--------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

**Section 2 - REVIEW**

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2019.03.11 16:13:44 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2019.03.11 15:43:21 -04'00'	Date

**Section 3 - BOARD OF SUPERVISORS**

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
-----------------------------------------------------------------------	----------------	-----------





130 Crossroads Center Troy, VA 22974  
 Phone: 434-589-5158 Fax: 434-589-4674 E-mail: greg@commonwealthinteriors.com

## PROPOSAL Revision 1

February 5, 2019

### Fluvanna County Public Library—Multi-Purpose Room Flooring

#### RESILIENT

Furnish & Install Flotex Flocked Flooring & Resilient Wall Base.....\$14,530.00

- A) **Flotex:** Forbo Flotex "Triad"9.48"x39.37" x5.3mm nylon flocked modular planks; Color: "Blue Line" 131012
- B) **Resilient Wall Base:** Johnsonite 4.5"x 1/8"resilient rubber coved base; Color: TBD (1 color throughout)
- C) **Areas:** Large Open Multi-Purpose Room at Public Library (approximately 1,500sf)
- D) **Work Scope:** Remove and dispose of existing carpet and resilient wall base. Grind all areas with HEPA filtered grinding system where carpet was removed to remove existing carpet adhesive and prep the floor for new modular tiles. Install new modular tiles and resilient cove base with adhesive
- E) Includes up to (2) units of latex-fortified, cementitious floor patch for prep work
- F) Excludes moving any casework, office equipment, furniture, electronics, stored items, or small breakables, etc., if present (Fluvanna County to perform)
- G) Per site visit and measurements with Peter Welch
- H) Based upon contract award prior to April 1, 2019 and work to be performed during normal weekday/daytime hours

Thank you for this opportunity to price this project. If you have any questions please call or email me.

Sincerely,

Greg Edwards

Sales/Estimating/Project Management

ACCEPTED \_\_\_\_\_ (SEAL)

Commonwealth Interiors LLC

BY: \_\_\_\_\_

BY: Greg Edwards

TITLE: \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

Acoustical Ceilings : Carpet : Vinyl & Laminate Floors : Wood Flooring : Ceramic Tile

COMMERCIAL & RESIDENTIAL



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

<b>Y/N</b>	<b>Item</b>
X	Unassigned Fund Balance Report
X	BOS Contingency Balance Report
X	Capital Reserve Balances Memo
X	Fluvanna County Bank Balances
	Building Inspections Report
	VDOT Monthly Report





## Fluvanna County Monthly Bank and Investment Account Balances and Earnings Report

Month	Wells Fargo Commercial Checking - Main Bank	BB&T - Cost Recovery Fund	VA Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable NAV Earnings	VA Investment Pool (VIP) 1-3 Year High Quality Bond Fund	VIP 1-3 Year Earnings	Ending Balance TOTAL
Jul-16	\$ 10,053,334.00	\$ 332,174.00			\$ 7,152,669	\$ (2,455)	\$ 17,538,177
Aug-16	\$ 6,733,878.00	\$ 377,034.00			\$ 7,142,574	\$ (10,095)	\$ 14,253,486
Sep-16	\$ 3,127,373.00	\$ 417,387.00			\$ 7,150,195	\$ 7,622	\$ 10,694,955
Oct-16	\$ 2,408,014.00	\$ 465,326.00			\$ 7,144,306	\$ (5,889)	\$ 10,017,646
Nov-16	\$ 6,337,061.00	\$ 511,779.00			\$ 7,111,653	\$ (32,653)	\$ 13,960,493
Dec-16	\$ 10,222,656.17	\$ 568,084.30			\$ 7,112,980	\$ 1,327	\$ 17,903,720
Jan-17	\$ 6,794,517.00	\$ 601,954.60			\$ 7,124,549	\$ 11,562	\$ 14,521,021
Feb-17	\$ 6,276,765.67	\$ 648,259.75			\$ 7,131,495	\$ 6,947	\$ 14,056,520
Mar-17	\$ 4,372,043.72	\$ 699,524.00			\$ 7,133,155	\$ 1,660	\$ 12,204,723
Apr-17	\$ 1,856,533.00	\$ 734,130.00			\$ 7,147,486	\$ 14,331	\$ 9,738,149
May-17	\$ 5,134,099.75	\$ 772,182.83			\$ 7,155,655	\$ 8,168	\$ 13,061,937
Jun-17	\$ 14,272,459.31	\$ 815,450.99			\$ 7,155,722	\$ 67	\$ 22,243,632
Jul-17	\$ 9,473,371.24	\$ 854,310.17	\$ -	\$ -	\$ 7,178,718	\$ 12,852	\$ 17,506,399
Aug-17	\$ 5,699,776.14	\$ 890,237.37	\$ -	\$ -	\$ 7,185,438	\$ 11,237	\$ 13,775,452
Sep-17	\$ 1,497,667.80	\$ 431,050.91	\$ -	\$ -	\$ 7,192,355	\$ (4,928)	\$ 9,121,074
Oct-17	\$ 3,270,240.77	\$ 35,223.07	\$ 135.11	\$ 135.11	\$ 4,170,653	\$ (4,230)	\$ 7,476,252
Nov-17	\$ 7,739,855.71	\$ 79,183.02	\$ 135.16	\$ 0.05	\$ 4,162,255	\$ (8,398)	\$ 11,981,429
Dec-17	\$ 13,640,972.85	\$ 144,415.78	\$ 135.31	\$ 0.15	\$ 4,160,490	\$ (1,765)	\$ 17,946,014
Jan-18	\$ 9,813,762.06	\$ 195,943.70	\$ 135.45	\$ 0.26	\$ 4,149,498	\$ (10,993)	\$ 14,159,339
Feb-18	\$ 8,302,310.56	\$ 183,286.54	\$ 50,137.97	\$ 2.40	\$ 4,146,305	\$ (3,192)	\$ 12,682,040
Mar-18	\$ 4,474,341.98	\$ 89,290.63	\$ 2,224,967.19	\$ 1,829.22	\$ 4,153,316	\$ 7,011	\$ 10,941,916
Apr-18	\$ 2,043,660.41	\$ 67,042.47	\$ 2,303,479.02	\$ 3,511.83	\$ 4,148,585	\$ (4,731)	\$ 8,562,767
May-18	\$ 11,822,481.23	\$ 18,984.43	\$ 2,422,388.74	\$ 3,909.72	\$ 4,162,798	\$ 14,213	\$ 18,426,652
Jun-18	\$ 9,675,143.23	\$ 73,593.03	\$ 9,435,966.62	\$ 13,577.88	\$ 4,161,567	\$ (1,231)	\$ 23,346,270
Jul-18	\$ 4,394,222.00	\$ 114,514.94	\$ 13,619,587.51	\$ 20,600.47			\$ 18,128,324
Aug-18	\$ 1,677,219.13	\$ 37,319.90	\$ 11,767,732.46	\$ 23,144.95			\$ 13,482,271
Sep-18	\$ 2,615,110.11	\$ 37,722.90	\$ 6,811,718.72	\$ 13,986.26			\$ 9,464,552
Oct-18	\$ 4,668,338.19	\$ 207,298.46	\$ 3,821,042.03	\$ 9,323.31			\$ 8,696,679
Nov-18	\$ 9,679,741.46	\$ 62,911.73	\$ 3,824,995.66	\$ 7,419.84			\$ 13,567,649
Dec-18	\$ 7,075,743.27	\$ 123,079.09	\$ 11,843,044.98	\$ 14,583.11			\$ 19,041,867
Jan-19	\$ 2,232,580.47	\$ 50,290.80	\$ 11,031,090.45	\$ 25,045.47			\$ 13,313,962
Feb-19	\$ 3,730,470.13	\$ 104,028.86	\$ 7,048,463.28	\$ 17,372.83			\$ 10,882,962
Mar-19							\$ -
Apr-19							\$ -
May-19							\$ -
Jun-19							\$ -



## MEMORANDUM

**Date:** March 6, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 BOS Contingency Balance

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The FY19 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
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
Less: FY19 Additional Public Safety Radios for St. Troopers – 12.19.18	-\$12,000.00
Less: FY19 Aqua Virginia vs. Caroline County – 03.06.2019	-\$5,000
<b>Available:</b>	<b>\$107,630.00</b>



## MEMORANDUM

**Date:** March 20, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 Capital Reserve Balances

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The FY19 Capital Reserve account balances are as follows:

### County Capital Reserve:

<b>FY19 Budget Allocation:</b>	<b>\$0</b>
FY18 Carryover	\$67,256
FY18 Closed Out Projects	\$163,865
<b>Total FY19 Budget:</b>	<b>\$231,121</b>
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
Less: Historic Courthouse Oil Furnace Replacement – 01.09.19	-\$8,948
Less: Social Services Heat Pump – 01.09.19	-\$6,061
<b>FY19 Available:</b>	<b>\$149,112</b>

### Schools Capital Reserve:

<b>FY19 Budget Allocation:</b>	<b>\$150,000</b>
FY18 Carryover	\$116,308
FY18 Closed Out Projects	\$13,046
<b>Total FY19 Budget:</b>	<b>\$266,308</b>
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
Less: FCHS Water Tank – 12.19.18	-\$2,450
Less: FMS Fire Alarm Install, Removal, and Replacement – 12.19.18	-\$4,422
<b>FY19 Available:</b>	<b>\$227,332</b>

## MEMORANDUM

**Date:** March 20, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>FY18 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$14,532,691</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$8,687,777</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$5,844,914</b>
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
Less: FY19 BOS Professional Services Ward vs. Fluvanna – 03.06.19	-\$130,000
<b>Current FY19 Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$5,259,713</b>