



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

September 4, 2019 at 4:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER
2	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
3	ADOPTION OF AGENDA
4	COUNTY ADMINISTRATOR'S REPORT
5	PUBLIC COMMENTS #1 (5 minutes each)
6	PUBLIC HEARING
	None.
7	ACTION MATTERS
A	Position Description for HVAC Specialist - Jessica Rice, Human Resources Manager
B	Termination of Agreement for Services with The Pierce Group Benefits, LLC - Jessica Rice, Human Resources Manager
C	Position Description for Human Resources Assistant – Jessica Rice, Human Resources Manager
7A	APPOINTMENTS
	None.
8	PRESENTATIONS (normally not to exceed 10 minutes each)
D	General Assembly Legislative Program – David Blount, Director of Legislative Services, Thomas Jefferson Panning District Commission
E	Zion Crossroads Small Area Plan – Sandy Shackelford, Director of Planning and Transportation, Thomas Jefferson Panning District Commission
F	2019 County Fair Review – Aaron Spitzer, Director of Parks and Recreation
9	CONSENT AGENDA
G	Minutes of August 21, 2019 – Caitlin Solis, Clerk to the Board
H	FY19 Treasurer's Office Supplemental Appropriation – Liz McIver, Management Analyst
10	UNFINISHED BUSINESS
	TBD
11	NEW BUSINESS
	TBD
12	PUBLIC COMMENTS #2 (5 minutes each)
13	CLOSED MEETING
	TBD

14 – ADJOURN

A handwritten signature in black ink, appearing to read "Dah", is positioned above a horizontal line.

County Administrator Review

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.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2019-09-04 p.4/50
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
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www.fluvannacounty.org

2018-2019 STRATEGIC INITIATIVES AND ACTIONS

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

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

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	Position Description for HVAC SPECIALIST				
MOTION(s):	I move to approve the following description for the new HVAC SPECIALIST position.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager				
PRESENTER(S):	Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> County currently pays an average of \$142,000 annually to a contractor for labor and mileage for HVAC preventative maintenance, troubleshooting, repairs, retrofitting and installation. The cost is driven by the age of the systems, number of units, mileage for service calls, and contractor profit margin. HVAC work is a specialized trade for which there are trained and experienced workers in the area, who could perform the necessary work while being a part of County staff. Transitioning the HVAC work to County staff will result in approximately 40-45% saving on the average annual expenditure for the service. A contractor will still be utilized to assist with large replacement projects and emergency service coverage when the HVAC Specialist is unavailable. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> Anticipated one-time cost of \$28,000 for needed vehicle and tools Anticipated recurring cost of \$62,000 for salary and benefits Funding to come from contract savings in Public Works budget. No additional funds required. 				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	#7300- HVAC Specialist position description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	COAD PW



Fluvanna County, Virginia
Department of Public Works
Job Description

HVAC SPECIALIST

Job Class #:	7300
Pay Grade:	17
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director

SUMMARY

The Heating, Ventilation and Air Conditioning (HVAC) Specialist performs skilled technical work, on a journeyman level, in the installation, operation, maintenance, modification, service and repair of HVAC and refrigeration systems. The incumbent inspects and tests both high and low pressure refrigerant systems to locate and diagnose faults and malfunctions, performs required repairs through the replacement of inoperative parts or adjustment of thermostatic controls and blowers. The HVAC Specialist also complies with federal regulations governing environmental protection, hazardous waste disposal, and the use of refrigerants, chemical substances and materials.

ESSENTIAL FUNCTIONS

The HVAC Specialist performs maintenance and repairs to building mechanical systems. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs HVAC installation, troubleshooting, repairs, and preventative maintenance on air conditioning units, heating systems, ventilation units, and refrigeration equipment including: heat pumps, compressors, electric motors, boilers, intake and exhaust fans, generators, chillers, blowers, fans, and computerized control systems
- Responds to emergency HVAC service calls at County facilities.
- Diagnoses electrical and mechanical faults for HVAC systems
- Disassembles mechanical or electrical machinery, equipment and or systems to retrofit or replace all ancillary components as required. Will check clearances, voltages and perform ampere measuring as required prior to bringing any equipment/system back into service
- Provides technical assistance on the purchase of new or replacement mechanical equipment or systems by reviewing and preparing equipment specifications
- Monitors inventory and orders parts for mechanical systems.
- Performs work in accordance with OSHA and EPA regulations, equipment specifications, and established safety procedures
- Creates and implements preventative maintenance schedule and inspection checklists
- Keeps logs of all HVAC Maintenance functions and work orders
- Demonstrates basic computer competency including email, web browser, and word processing
- Assists with other building maintenance tasks as needed
- Assist Public Works with snow and ice removal as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use wrenches, electric drills, pipe cutters and benders, acetylene torches, hammers and various other hand/power tools
- Ability to read Amp meters, ohmmeters, test lamp, voltmeter, wattmeter, thermometer and manometer, Refrigerant gauges, vacuum pumps and refrigerant scales and refrigerant recycle/recovery equipment
- Journeyman-like knowledge of industrial plumbing
- Knowledge of refrigeration recovery, evacuation and charging; understands the installation and sizing of refrigerant piping.
- Thorough knowledge of Building Automation Systems (BAS)
- Thorough knowledge of OSHA safety regulations
- Extensive knowledge of chlorofluorocarbon (CFC) handling procedures and related EPA regulations
- Ability to read and interpret electrical schematics and mechanical blueprints
- Ability to work independently
- Ability to work from ladders and in enclosed spaces
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with County staff, vendors, and contractors

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**Minimum Qualifications:**

- High School diploma or equivalent
- 7+ years of experience with commercial and industrial HVAC systems
- Journeyman HVAC License or ability to obtain within one year of employment
- CFC Refrigeration Certificate or ability to obtain within 6 months of employment

Preferred Qualifications:

- Master HVAC License
- Prior local government experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is physical work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker is required to wear personal protective equipment necessary for prevent injury. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of and maintain a driver's license valid in the Commonwealth of Virginia.
- Essential Services Designation – must be available to work during inclement weather and emergency call back to perform essential and/or emergency services for the County.
- Basic tools and equipment will be provided by the County and will remain under the County's ownership
- Criminal background and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	August 28, 2019		

DRAFT

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

TAB B

MEETING DATE:	September 4, 2019					
AGENDA TITLE:	Termination of Agreement for Services with The Pierce Group Benefits, LLC					
MOTION(s):	I move the Board of Supervisors approve the termination of the Agreement for Services between The Pierce Group Benefits, LLC and the County of Fluvanna dated February 9, 2016 by letter of termination directed to Mr. Chris Pierce of The Pierce Group Benefits, LLC with such termination being effective December 31, 2019 and authorize the County Administrator to sign the termination letter subject to approval as to form by the County Attorney.					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):			
		X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		XX				
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager					
PRESENTER(S):	Jessica Rice, Human Resources Manager					
RECOMMENDATION:	Approve					
TIMING:	Routine					
DISCUSSION:	<ul style="list-style-type: none"> The current contract with The Pierce Group Benefits was signed in February 2016 for an initial 1 year term beginning July 1, 2016. This contract automatically renews in July of each subsequent year, indefinitely. The contract includes services for both benefits advisory services, and health and supplemental Insurance brokerage. Currently, we are paying The Pierce Group Benefits, LLC \$1,402.89 per month for the contracted services. Due to the County's changing needs, a new request for proposal will be issued by internal staff for health insurance coverage. All other benefits administration will be handled internally by County staff. The contract savings will allow for additional personnel support for Human Resources programs, initiatives, and regulatory compliance. 					
FISCAL IMPACT:	\$16,834 annual contract savings in the Human Resources budget					
POLICY IMPACT:						
LEGISLATIVE HISTORY:						
ENCLOSURES:	PGB Termination Letter					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	
	X		X	X	COAD	



COUNTY OF FLUVANNA

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132 Main Street
P.O. Box 540
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September 18, 2019

The Pierce Group Benefits, LLC
Attn: Mr. Chris Pierce
4928 Linksland Drive, Suite 201
Holly Springs, NC 27540

VIA First Class Mail, Certified Mail and copy via facsimile to (919) 577-0710

RE: Termination of Benefits Consulting and 3rd Party Administrative Service Contract with
Fluvanna County

Dear Mr. Pierce:

Pursuant to Section 56 of the County's General Terms (see Exhibit 1 attached to the Contract), please be advised that the County of Fluvanna is hereby notifying you of termination effective on December 31, 2019, of that Benefits Consulting and 3rd Party Administrative Service Contract dated February 9, 2016, as amended. The County looks forward to receiving the end of the year information and reporting. The County intends to continue using your services through the end of the 2019 calendar year; except that the County intends to handle negotiations with Vendors directly from this point forward.

If you have any questions, or need anything additional from me at this time, please let me know.

Sincerely,

Eric Dahl
County Administrator

Cc: Kristina M. Hofmann, Assistant Fluvanna County Attorney

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

TAB C

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	Position Description for Human Resources Assistant				
MOTION(s):	I move to approve the following description for the new Human Resources Assistant position.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager				
PRESENTER(S):	Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	The addition of a part-time position in the Human Resources Department will assist with the workload generated through internal Benefits Administration, as well as assist with new health and wellness initiatives and overall human resources administrative functions. The position description was created based upon administrative needs and will improve efficiency, service, and programming of employee benefits.				
FISCAL IMPACT:	Funds will come from contract savings in existing Human Resources budget and elimination of paid internship. This request will not require any addition County funding. Anticipated cost \$19,000				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	#1135- Human Resources Assistant position description				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	COAD



Fluvanna County, Virginia
Department of Human Resources
Job Description

Human Resources Assistant

Job Class #:	1135
Pay Grade:	11
Category:	Part-time, permanent (leave eligible)
FLSA Status:	Non-exempt
Reports To:	Human Resources Manager

SUMMARY

Under regular supervision, the HR Assistant performs a variety of human resources support activities. Daily responsibilities include personnel-related administrative tasks and providing clerical support for the HR department as well as assisting with employee benefits administration, health and wellness initiatives, and personnel record maintenance.

ESSENTIAL FUNCTIONS

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

- Assists with Benefits Administration including, open enrollment, new employee enrollment, claims review, and billing resolution
- Assists with new-employee orientation; explains insurance coverage and other benefits to employees, completes and processes forms to enroll employees in benefits programs, and processes payroll deduction forms
- Creates job advertisements for posting to job boards, newspaper publications, and other venues
- Handles employment application intake and responses
- Performs HRIS data entry and personnel file maintenance
- Responds to reference checks and verifications of employment status
- Leads County's wellness program and initiatives
- Assists with preparing Board of Supervisors meeting Human Resources agenda items as needed
- Other HR projects as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Microsoft Office Suite to include, MS Word, Publisher, and Outlook
- General knowledge of Federal and State Labor Laws
- Ability to communicate effectively orally and in writing
- Ability to maintain confidentiality in handling sensitive personnel information
- Skilled in researching laws, regulations, and policies pertaining to public agencies
- Ability to work collaboratively and build positive relationships with County staff
- Ability to take initiative on variety of tasks and projects
- Ability to operate standard office equipment including PC, scanner/copier, fax machine, etc.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAININGMinimum:

- High school diploma or equivalent
- Three (3) years of administrative experience in an office environment
- Minimum of two (2) years of Human Resources experience to include employee benefits and supplemental insurance products

Preferred Qualifications:

- Associates degree in Business, Management, or related field
- PHR or SHRM Certified Professional (SHRM-CP) credential

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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

POST OFFER REQUIREMENTS

- Criminal background screening
- References check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	8/27/2019		

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

TAB D

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	General Assembly Legislative Program Presentation				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	David Blount, Director of Legislative Services, TJPDC				
RECOMMENDATION:	None				
TIMING:	Routine				
DISCUSSION:	A Summary of Thomas Jefferson Planning District Commission 2019 Legislative Priorities.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



- 2019 Legislative Priorities -

STATE BUDGET and FUNDING OBLIGATIONS: We urge the State to enhance state aid to localities, and to not impose mandates on or shift costs for state programs to localities.

- Adequate state investment for local service delivery is crucial.
- The State should not alter existing funding formulas to save money or shift costs to localities.

PUBLIC EDUCATION FUNDING: We urge the State to fully fund its share of the realistic costs of the Standards of Quality (SOQ) without making policy changes that reduce funding or shift funding responsibility to localities.

- Localities need an adequately defined SOQ that closes the gap between what school divisions are providing and what the State currently funds in the SOQ.
- Localities spent nearly \$4 billion more than required by the State in FY17.

BROADBAND: We encourage and support state and federal efforts and financial incentives that assist localities and their communities in deploying universal, affordable access to broadband technology in unserved areas.

- We support additional dollars for localities and the private sector to help extend service to areas unserved by any broadband provider.
- Expansion should consider fiber/wireless, public/private ventures and regulated markets.

LOCAL REVENUE AUTHORITY: We urge the State to diversify revenue options available to localities, to include equalizing the revenue-raising authority of counties with that of cities, and to not restrict local revenue-raising authority.

- This proposal removes restrictions on meals, lodging, cigarette and admissions taxes.
- Any statutory changes must provide for local option sales taxes to be collected from remote sellers.

CHILDREN'S SERVICES ACT: We urge the State to be partners in containing costs of the Children's Services Act (CSA). The State should resist attempts to shift costs of serving children through CSA to localities and schools.

- Localities need flexibility to use State funds for mandated services provided by the locality.
- The State should maintain cost shares on a sum sufficient basis, and support local efforts to provide facilities and services on a regional level.

LAND USE and GROWTH MANAGEMENT: We urge the state to resist preempting existing land use authorities, and to provide additional tools to plan and manage growth.

- We support a broader and more workable impact fee authority.
- We support a climate where localities and applicants can openly discuss rezoning applications.

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

TAB E

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	Zion Crossroads Small Area Plan				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Sandy Shackelford, AICP, Director of Planning and Transportation, TJPDC				
RECOMMENDATION:	None				
TIMING:	Routine				
DISCUSSION:	An overview of the Zion Crossroads Small Area Plan.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB F

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	2019 County Fair Review				
MOTION(s):					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			x		
STAFF CONTACT(S):	Aaron Spitzer, Director of Parks and Recreation				
PRESENTER(S):	Aaron Spitzer, Director of Parks and Recreation				
RECOMMENDATION:					
TIMING:					
DISCUSSION:					
FISCAL IMPACT:					
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB G

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors August 21, 2019 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Special Meeting on Wednesday, August 21 2019, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric M. Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for July 9, 2019				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
August 21, 2019
Regular Meeting 7:00pm

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

ABSENT: Tony O’Brien, Rivanna District, Vice Chair

ALSO PRESENT: Eric M. Dahl, County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

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

At 7:00pm Chair Sheridan called to order the Regular Meeting of August 21, 2019.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the August 21, 2019 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

- The Del. Rob Bell Citizen Lawmaker Award was given to Jeff Haislip (Fluvanna Commonwealth Attorney) and Amanda Petrylak who pushed for legislation that created stiffer penalties for crashes caused by intoxicated drivers.
- Jane Wilson from the Department of Social Services coordinated the effort that collected and distributed 64 backpacks filled with school supplies this year. Many of the donations came from Lake Christian Church.
- 2019 Fluvanna County Fair took place August 14th through the 17th. More details to come from Aaron Spitzer on the September 4, 2019 Board of Supervisors Meeting.
- TJPDC is working on a Zion Crossroads Small Area Plan jointly for Fluvanna and Louisa
 - Study area should include the commercial and industrial areas located off of the Zion Crossroads exit of I-64 in both localities, as well as encompassing the Spring Creek development on the Louisa County side of the boundary.
 - Fluvanna County side of Zion Crossroads has less development currently, but the project area will need to include the Urban Development Area as described in Fluvanna County’s 2015 Comprehensive Plan.
 - This meets the Counties’ desire for a land use, economic development and a traffic analysis plan for the Zion Crossroads area.
 - While discussing the need to develop a project boundary, the board requested moving the boundary further West on Route 250 and South to Little Creek Road on Route 15.
- Virginia war memorial is looking for an annual donation from Fluvanna County. The Board wants to look at the possible donation amount and schedule during budget season.
- Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Sep 4	4:00 PM	Regular Meeting	Courtroom
Wed	Sep 18	7:00 PM	Regular Meeting	Courtroom
Wed	Oct 2	4:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:19pm Chair Sheridan opened the first round of Public Comments.

-Michael D. Jaffe 204 Woodslodge Ln, Keswick, VA 22947, resident since 1977. Expressed his displeasure of being removed from the Fluvanna County voter roll whilst being taxed by Fluvanna County.

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

6 - PUBLIC HEARING

SUP 19:06 – Green Thumb Landscaping – Holly Steele, Planner requested a special use permit for a landscaping materials supply business, with respect to 1.631 acres of Tax Map 20, Section A, Parcel 8. Ms. Steele expressed to the board this business will be a low-intensity use and will encourage economic development to the county. This use aligns with the Comprehensive Plan and will cause minimal, if any, impact to adjoining property owners.

- Mr. Michael Himes spoke on behalf of Ryan Pace as his representative and relayed his hard work and entrepreneurial efforts to the board.

At 7:33pm Chair Sheridan opened the first round of Public Comments.

- Mr. Thomas McDonald, 658 Bybees Church Road was in favor of Ryan Pace’s Business and as Green Thumb’s neighbor, recommended the Board approve the SUP.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:35pm.

MOTION:	Approve SUP 19:06, a request for a special use permit for a landscaping materials supply business, with respect to 1.631 acres of Tax Map 20, Section A, Parcels 8; [if approved] subject to the nine (9) conditions listed in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

SUP 19:07 – Howard T. Brown II – Brad Robinson, Senior Planner requested a special use permit to establish a restaurant and gas station, with respect to 2.587 acres of Tax Map 18, Section 3, Parcel 2.

At 7:42pm Chair Sheridan opened the first round of Public Comments.

- Ms. Genevieve Keller whose grandfather Floyd Pace owned the Cunningham market and operated it in 1917, spoke in favor of Wahoo BBQ and the gas station and the benefit it would have on the Cunningham Community.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:45pm.

MOTION:	Approve SUP 19:07, a request to establish a restaurant and gas station, with respect to 2.587 acres of Tax Map 18, Section 3, Parcel 2, [if approved] subject to the nine (9) conditions listed in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ZTA 19:02 – Temporary Signs – Douglas Miles, Community Development Director requested amending the Fluvanna County Zoning Ordinance to delete the sixty (60) day time limit from the Ordinance for exempt, political and temporary signs.

At 7:53pm Chair Sheridan opened the first round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:54pm.

MOTION:	Approve ZTA 19:02, an ordinance to amend Chapter 22 of the Fluvanna County Code by the amendment of Sections 22-15-2 General Provisions and Exempt Signs and 22-22-1 Definitions relative to political and temporary signs.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

7 - ACTION MATTERS

None.

7A – BOARDS AND COMMISSIONS

None.

8 – PRESENTATIONS

VDOT Quarterly Report—Alan Saunders, VDOT, Louisa Residency and Bethel Kefyalew, Residency Operations Engineer, updated the Board of Supervisors on the year to date fatal accidents, various projects in the county, traffic engineering, area land use, and maintenance activities.

- Mrs. Booker brought the Bremo Bluff area to VDOT’s attention and expressed concern over the roads being in poor condition and wanted to know the timeline of getting the roads improved. Mr. Saunders mentioned the patches with aggregate that was put down and the hot asphalt that is scheduled to go down by the next VDOT Quarterly review. He also referenced the structure improvements (bridge strengthening efforts) that will be done in the area as well that will take between 3 and 6 months and should cut down the heavy truck traffic that is affecting roads in the area.
- Mr. Weaver brought up tree limbs hanging in route 620 that need to be trimmed.
- Mr. Dahl brought up signage on Antioch Springs lane and Mr. Saunders said it was completed.
- Ms. Eager mentioned a citizen’s complaint about logging trucks using a private lane and passed along his contact information.
- Mr. Dahl mentioned an accident on the intersection of route 53 and Ruritan Lake road that took out a power pole and asked what VDOT can do to improve the intersection.

Strategic Initiatives Update – Kelly Belanger Harris, Assistant County Administrator provided an overview of the completion statuses of 2018-2019 Strategic Initiatives with a focus on projects that are in progress, identified a few projects that cannot be completed or are no longer being pursued and briefly touched base on projects that have been completed.

Strategic Initiatives Program Areas

- Service Delivery
- Communication
- Project Management
- Economic Development
- Financial Stewardship and Efficiency

Ms. Harris expressed her desire to perform an internal communications audit as well as external survey to identify effective communication types to increase community outreach.

HVAC Cost Comparison – Calvin Hickman, Director of Public Works updated the Board on HVAC costs from 2015-2019. The discussion centered around whether to issue a new RFP to continue with an outside vendor to provide HVAC services for the County or transition towards bringing HVAC services in-house (hire a dedicated County employee).

- The costs of maintaining the HVAC systems currently in place on county buildings from 2015 to 2019 average of \$217,103 a year.
- With an average of \$136,955 attributed to contract labor costs.
- Between FY15-19 we spent \$1,085,517 on maintenance costs on our HVAC systems.

Mr. Weaver asked to get the budget broken down with how much we will be saving with worst case scenario and out of pocket amounts side by side.

9 - CONSENT AGENDA

The following items were discussed before approval:

H - Accounts Payable Report for July 2019 – Mary Anna Twisdale, Director of Finance

The following items were approved under the Consent Agenda for August 21, 2019:

- Minutes of August 7, 2019 – Caitlin Solis, Clerk to the Board
- Accounts Payable Report for July 2019 – Mary Anna Twisdale, Director of Finance
- CRMF - Public Safety Energy Recovery Unit – Dale Critzer, Assistant Director of Public Works
- ZXR CB&I Change Order # 1 – Cyndi Toler, Purchasing Officer

MOTION:	Approve the consent agenda, for the August 21, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for July 2019, in the amount of \$9,110,567.52.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

10 - UNFINISHED BUSINESS

Fluvanna Rescue Ambulance FY20 CIP – Cyndi Toler, Purchasing Officer, presented Fluvanna Rescue’s request to change the FY20 CIP approved project from remounting Ambulance 49 to a new Ambulance replacement within the \$190,000 approved budget.

- As Part of the FY20 CIP process, the Board approved \$190,000 to remount ambulance 49.
- The rescue is requesting that instead of a remount, the county approve purchasing a NEW ambulance.
 - They would like a smaller box on a new ambulance
 - They would like to switch from diesel to gas
- Ambulance 49 is a 2010 Ford F450 4X4 diesel with a 170” PL Customs box.
 - We have been quoted for a remount to an F550 Diesel for \$153,542.00
 - We have been quoted estimates for an F450 gas between \$170,000 - \$180,000 with boxes between 150”-156” for a new vehicle.

MOTION #1:	Approve Fluvanna Rescue’s request to change the FY20 CIP approved project from remounting Ambulance 49 to a new Ambulance replacement within the \$190,000 approved budget.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	No	Absent	Yes	Yes
RESULT:	3-1 (Eager)				

Ms. Toler also presented a request to authorize the submission of the RSAF General Grant 80/20 Match Program application and if awarded, accept an award in the amount of up to \$48,000 to fund the Power Load and Power Cot to be installed in in either a remounted or new Ambulance 49, with a 20% County contribution of \$9,600.

- The financial assistance for Emergency Medical Services Grants Program, known as the **Rescue Squad Assistance Fund (RSAF)** Grant Program is a multi-million-dollar grant program for Virginia non-profit EMS agencies and organizations.
- The Power Load and Cot systems help reduce the risk of debilitating back injuries for EMS caregivers.
- There is a Cash Match required with the grant. We would be asking for an 80/20 split in cost. If approved, it is possible we could be reduced to a 50/50 split with the grant.
- RSAF is primarily a reimbursement grant that requires the grantee to make the purchase for the awarded item(s) and then submit an invoice for reimbursement.

PRODUCT	ESTIMATE COST	50/50 COUNTY COST	80/20 COUNTY COST
Power Load System	\$30,000.00	\$15,000.00	\$6,000.00
Cot Retention System	\$18,000.00	\$9,000.00	\$3,600.00

Crystal Mayo, Chief of the Fluvanna County Rescue Squad spoke in favor of getting a smaller box and a gas truck to reduce maintenance costs that are accumulating with the large box Diesel truck.

MOTION #2:	Approve the submission of the RSAF General Grant 80/20 Match Program application and if awarded, accept an award in the amount of up to \$48,000 to fund the Power Load and Power Cot to be installed in in either a remounted or new Ambulance 49, with a 20% County contribution of \$9,600.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Ms. Toler also requested the \$190,000 from the Unassigned Fund Balance to the CIP project budget for the Fire and Rescue Vehicle Apparatus, to change funding for the Rescue Ambulance from debt to cash funded so the RSAF General Grant Match Program can be applied for. The Power Load and Power Cot will not be reimbursed if the ambulance is debt funded.

MOTION #3:	Approve a supplemental appropriation of \$190,000 from Unassigned Fund Balance to the CIP project budget for the Fire and Rescue Vehicle Apparatus, to change funding for the Rescue Ambulance from Debt to Cash funded.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	No	Absent	Yes	Yes
RESULT:	4-0				

11 - NEW BUSINESS

TBD

12 - PUBLIC COMMENTS #2

At 9:26pm Chair Sheridan opened the second round of Public Comments.
With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:26pm.

13 - CLOSED MEETING

MOTION:	At 9:27pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.6, A.7, A.8 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment of Funds, Litigation, Legal Matters and Public Safety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

MOTION:	At 10:42pm, move 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.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, August 21, 2019 at 10:43pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

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

TAB H

MEETING DATE:	September 4, 2019				
AGENDA TITLE:	FY19 Treasurer's Office Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$7,075.00 to the FY19 Fluvanna County Treasurer's Office budget for additional DMV Stop revenue received.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Linda Lenherr, Treasurer Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> The County received additional DMV stop fees above the projected revenue for FY19. The BOS adopted amount for FY19 totaled \$16,700, which is \$7,075 less than the fees received in the amount of \$23,775. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> Approval will allow finance to increase FY19 revenues and expenditures by \$7,075. FY19 DMV Stops Fees will be increased from \$16,700 to \$23,775. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

Incl?	Item
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balances
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	VDOT Monthly Report
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

MEMORANDUM

Date: September 4, 2019
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY19 Year End (Unaudited) Unassigned Fund Balance:	*\$2,941,789
Less: FY20 ZXR Waterworks Operations Plan Development – 07.02.19	-\$53,250
Less: FY20 Water and Sewer Master Plan – 07.02.19	-\$235,570
Current (Unaudited) Unassigned Fund	*\$2,652,969

* Audited FY19 Year End Unassigned Fund Balance will be available upon completion of the FY19 CAFR

MEMORANDUM

Date: September 4, 2019
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: FY20 BOS Contingency Balance

The FY20 BOS Contingency line balance is as follows:

Beginning Budget:	\$211,744
Less: FY20 Purchase of TMP 51-A-130 – 08.07.19	-\$60,985
Available:	\$150,759

MEMORANDUM

Date: September 4, 2019
From: Liz McIver, Management Analyst
To: Board of Supervisors
Subject: FY20 Capital Reserve Balances

The FY20 Capital Reserve account balances are as follows:

County Capital Reserve:

FY20 Budget Allocation:	\$250,000
FY19 Carryover	\$86,389
Add: FY19 Closed CRM Projects 6/30/19	\$51,538
Total FY20 Budget:	\$387,927
Less: Skid Steer - 07.02.19	-\$3,500
Less: Library Roof Repair - 08.07.19	-\$12,000
Less: Energy Recovery Unit Repair – 08.21.19	-\$5,489
FY20 Available:	\$366,938

Schools Capital Reserve:

FY20 Budget Allocation:	\$250,000
FY19 Carryover	\$194,149
Total FY20 Budget:	\$444,149
Less: Bus Garage Fencing – 08.07.19	-\$18,500
Less: Flashing Speed Limit Sign – 08.07.19	-\$6,500
Less: Replace Diesel and Gas pump – 08.07.19	-\$14,000
FY20 Available:	\$405,149

Culpeper District, Louisa Residency

Fluvanna County Monthly Report: September 2019

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
05/05/18	Route 250, at Route 631 Troy Rd	No	No
08/24/18	Route 250	Hit & Run	Pedestrian
09/18/18	Route 607	No	N/A
10/17/18	Route 619, East of Route 660	No	N/A
12/11/18	Route 659, 0.50 miles N of Route 626	No	Pedestrian
1/22/19	Route 656	No	Yes

*Of the 819 fatalities in VA in 2018, 126 were related to distracted driving and 298 were motor vehicle occupants not wearing a seatbelt.

**10% of all drivers do not wear a seatbelt. Of all driver fatalities, 50% are from the 10% that do not wear a seatbelt if the option was available.

[Link to SmartScale information](#)

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

SmartScale Round 3 Applications:

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



Key Dates:

- February – April, CTB considers evaluated projects for inclusion in the Six Year Improvement Program (SYIP)
- June, CTB adopts Final SYIP

Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Pre Advertisement Conference (Aug 2019)	Advertisement	Anticipated NOV 2019
Route 680 – Rural Rustic (UPC:107558)	CN Begins (State Forces)	CN Completion	Anticipated Completion Fall 2019
Route 629 Bridge Replacement (UPC 104848)	CN Begins	CN Completion	Anticipated Completion December 2019

Route 1001 – PE Study (UPC 115895)	PE Authorization	Survey in Progress	Anticipated Completion Spring 2020
Route 659 – PE Study (UPC 115896)	PE Authorization	Survey in Progress	Anticipated Completion Spring 2020
Route 600-618 Intersection Improvements (UPC 111739)	Environmental Review Process	Scoping	Anticipated FEB 2022

Additional Road Projects:

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)
- **On-Call District Wide Pavement Marking** (UPC 108282)
- **District-Wide Primary Rumble-Strips, 9999-967-280** (UPC 106978)

Route	County MP Start	County MP End	Location Description	Length (LM)	Center/Edge
15	5.26	12.76	From Saylor Lane to Roundabout at Rte. 53 (Thomas Jefferson Pkwy)	7.5	Center
250	106.54	108.45	From Albemarle County Line to Rte. 600 (Paynes Mill Rd)	1.91	Center
250	113.53	124.39	From Rte. 613 (Poindexter Rd) to Rte. 605 (Shannon Hill)	10.86	Center
<p>*In a national study, 11 states analyzed the effectiveness of center line rumbles in reducing crashes. Centerline rumble strips reduced 18% - 64% of crossover crashes.</p> <p>**Edge line rumble strips studies show that single vehicle run-off-road fatal and injury crashes can be reduced by nearly 29%.</p>					

State-Force and District-Wide Bridge Projects:

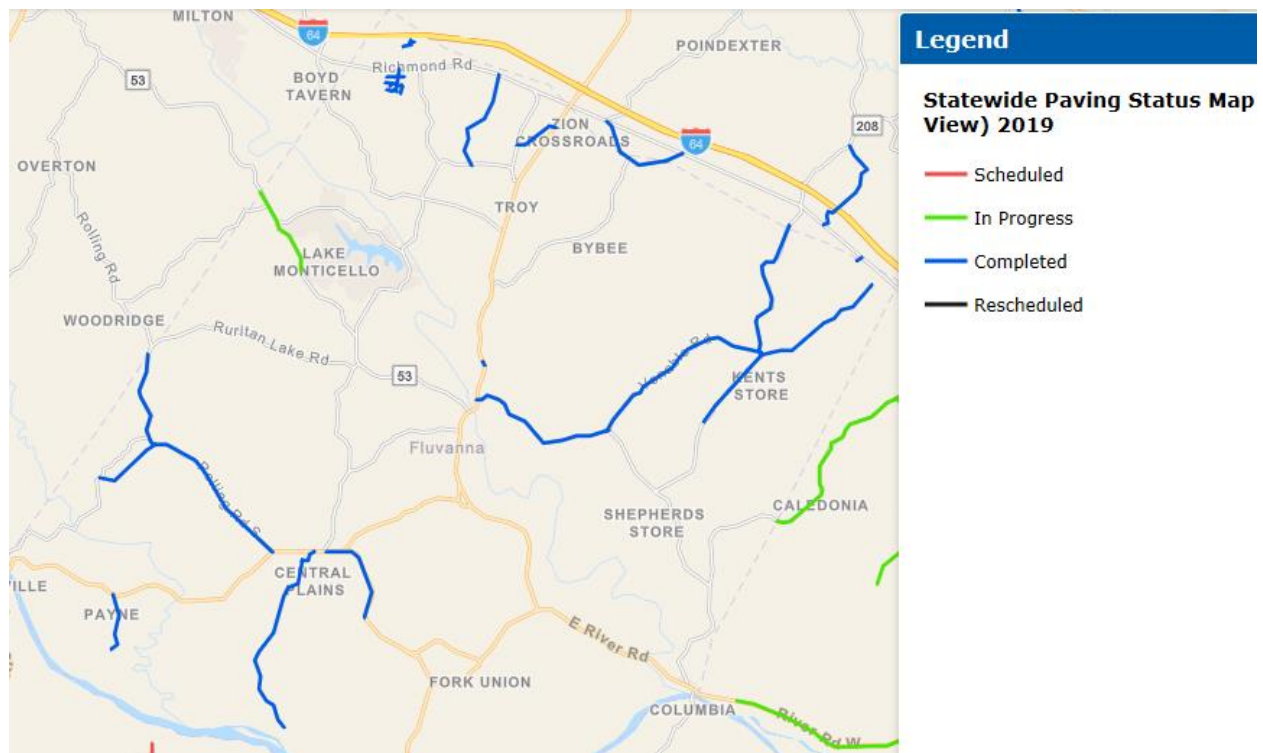
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement;** Completed
- **Route 616 Soil Nailing Slope Repair;** Completed

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2019 resurfacing schedule. Customers can review routes to be resurfaced and their status through the following link:

<http://www.virginiadot.org/projects/culpeper/19culpeperdistrictpaving.asp>

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$1,093,000	2017	52.29	\$587,000
2018	6.38	\$1,015,000	2018	73.86	\$550,000
2019	4.94	\$863,675	2019	43.65	\$590,849



Traffic Engineering

Studies under Review:

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

Completed Studies:

- Route 53 shoulder safety improvements (proximity 4800 block +/-); Curve warning signs to be installed
- Route 600/616 intersection: sight-distance and pavement marking improvements completed
- Fire Station signs along roadway by Fork Union Fire Station on Route 15 installed
- Speed limit and signage study at intersection of Route 761 and Route 620 installed

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): grading to improve sight distance is completed
- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve; Larger chevron signs and puppy track pavement markings have been installed
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 660 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Route 629/631 intersection review completed; VDOT is coordinating with property owners to perform minor grading to improve sight distance

Area Land Use

Fluvanna County Plan/Plat Review - Received July-August 2019							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Haney Boundary Adjustment	614-Near 358 Teepee Town Rd, Brema Bluff	Final Plat Review,	Mark Wood	7/2/2019	8/16/2019	7/2/2019	Review Complete - Acceptable
Kowalski Property Boundary Adjustment	53-67 Thomas Jefferson Parkway, Palmyra, VA	Final Plat Review,	Mark Wood	7/23/2019	9/6/2019	8/2/2019	Review Complete - Acceptable
Island Hill Rural Cluster Major Sub	600-South Boston Road	Site Plan, Preliminary Plat Review,	Mark Wood	7/24/2019	9/6/2019		Review Underway
Village Oaks Phase 1B&2 Final Plat	618-Lake Monticello Rd	Final Plat Review,	Mark Wood	7/23/2019	9/6/2019	8/15/2019	Review Complete - Acceptable
Village Oaks Clubhouse	618-Opposite 100 Crofton Place, Palmyra, VA	Pre-Application Plan,	Mark Wood	8/2/2019	9/16/2019	8/9/2019	Review Complete - Acceptable
Rezoning for Nermin Smajlovic	15-21398 James Madison Highway, Palmyra, VA	Pre-Application Plan,	Mark Wood	8/2/2019	9/16/2019	8/9/2019	Review Complete - Acceptable
Carbon Core Final Site Plan revised	1021-Zion Station Road	Site Plan,	Mark Wood	8/2/2019	9/16/2019		Review Underway
Fluvanna Self Storage Phase 2 site plan	618-Lake Monticello Road	Site Plan,	Mark Wood	8/2/2019	9/16/2019	8/8/2019	Review Complete - Acceptable
Hunters Branch Storage (Stormwater Pond)	n/a	Drainage Plan,	Mark Wood	8/8/2019	9/20/2019	8/8/2019	Review Complete - Acceptable
Greenberry's Final Site Plan	1021-Zion Station Road	Site Plan,	Mark Wood	8/8/2019	9/20/2019		Review Underway

- Colonial Circle Community Meeting @ Effort Baptist Church – April 28, 2019
- Zions Crossroads Small Area Plan in review

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **125** Work Orders in FY20. Top actives have been dead/leaning tree removal and fallen tree/limb clearing.

BOS Manual:

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

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