



# FLUVANNA COUNTY BOARD OF SUPERVISORS

## REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

December 4, 2019 at 4:00 pm

Work Session at 7:00 pm

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
	None
<b>7</b>	<b>ACTION MATTERS</b>
A	Pleasant Grove Deer Hunt 2019 – Frederick W. Payne, County Attorney
B	FY19 to FY20 Carryover Requests - County – Liz McIver, Management Analyst
C	FY19 to FY20 Carryover Requests - Schools – Liz McIver, Management Analyst
<b>7A</b>	<b>APPOINTMENTS</b>
	None
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
D	Fluvanna County Branding – Bryan Rothamel, Economic Development Coordinator
E	Space Study Update – Cyndi Toler, Purchasing Officer
<b>9</b>	<b>CONSENT AGENDA</b>
F	Minutes of November 20, 2019 – Caitlin Solis, Clerk to the Board
G	ZXR Sargent Corp Change Order 2 – Cyndi Toler, Purchasing Officer
H	Open Space Contract (Burrier Trust) – Andrew M. Sheridan, Jr., Commissioner of the Revenue
I	Open Space Contract (Kowalski Trust) – Andrew M. Sheridan, Jr., Commissioner of the Revenue
J	Martha Brown Term End Correction – Eric Dahl, County Administrator
K	FEMA FY19 Assistance to Firefighters Grant – Debbie Smith, Emergency Management Coordinator
<b>10</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>11</b>	<b>NEW BUSINESS</b>
	TBD
<b>12</b>	<b>PUBLIC COMMENTS #2</b> (5 minutes each)
<b>13</b>	<b>CLOSED MEETING AND DINNER RECESS</b>

*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.

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**RECONVENE AT 7:00 PM**

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**A CALL TO ORDER**

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**B PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

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**C JOINT WORK SESSION WITH SCHOOL BOARD**

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**14 – ADJOURN**

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County Administrator Review

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

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

## **PLEDGE OF ALLEGIANCE**

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

## **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.

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





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS2019-12-04 p.5/82  
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>	December 4, 2019				
<b>AGENDA TITLE:</b>	Deer hunt for handicapped hunters at Pleasant Grove				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors authorize the Sheriff to conduct a deer hunt at Pleasant Grove for the purpose of controlling deer numbers, such hunt to be managed by Wheelin' Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.</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
		XX			
<b>STAFF CONTACT(S):</b>	Frederick W. Payne, Sheriff Eric Hess, Aaron Spitzer				
<b>PRESENTER(S):</b>	Frederick W. Payne, County Attorney				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>The Sheriff's Office continues to believe that it is necessary to reduce the numbers of deer on Pleasant Grove and that the best means of such control is through a managed hunt under the auspices of Wheelin Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Friday, January 3, 2020. Like the events held in recent years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers and maximizing the safety at the high school. Security will be provided by the sheriff's office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the sheriff's office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.</p> <p>Similar shoots were held in January of 2013-2019 with safety and success. It is expected that, if approved, this hunt will be similar, with minor changes based on previous years' experience.</p>				

<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	Similar activities approved in previous and were carried out in January of 2013 through 2019.				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				<b>Sheriff, P&amp;R</b>

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

**TAB B**

<b>MEETING DATE:</b>	December 4, 2019																						
<b>AGENDA TITLE:</b>	FY19 to FY20 Carryover Requests																						
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors [approve/deny/defer] the following carryover requests of FY19 unexpended budget lines from the listed departments to the FY20 Department Budget lines as specified and in the amounts listed:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Department</u></th> <th style="text-align: left;"><u>Budget Line</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>A. Registrar</td> <td>Contract Services</td> <td style="text-align: right;">\$30,900</td> </tr> <tr> <td>B. Registrar</td> <td>Machinery &amp; Equipment</td> <td style="text-align: right;">\$3,400</td> </tr> <tr> <td>C. Registrar</td> <td>Part – Time Salary</td> <td style="text-align: right;">\$4,335</td> </tr> <tr> <td>D. Registrar</td> <td>Telecommunications</td> <td style="text-align: right;">\$1,000</td> </tr> <tr> <td>E. Registrar</td> <td>Mileage Allowance</td> <td style="text-align: right;">\$1,000</td> </tr> </tbody> </table> <p><b>with a total amount of \$40,635 to be re-appropriated.</b></p>					<u>Department</u>	<u>Budget Line</u>	<u>Amount</u>	A. Registrar	Contract Services	\$30,900	B. Registrar	Machinery & Equipment	\$3,400	C. Registrar	Part – Time Salary	\$4,335	D. Registrar	Telecommunications	\$1,000	E. Registrar	Mileage Allowance	\$1,000
<u>Department</u>	<u>Budget Line</u>	<u>Amount</u>																					
A. Registrar	Contract Services	\$30,900																					
B. Registrar	Machinery & Equipment	\$3,400																					
C. Registrar	Part – Time Salary	\$4,335																					
D. Registrar	Telecommunications	\$1,000																					
E. Registrar	Mileage Allowance	\$1,000																					
<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>	Liz McIver, Management Analyst																						
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst Eric Dahl, County Administrator Joyce Pace, Registrar																						
<b>RECOMMENDATION:</b>	Approve/Deny/Defer																						
<b>TIMING:</b>	Effective July 1, 2019																						
<b>DISCUSSION:</b>	<p>As per the Financial Policies Manual:</p> <ul style="list-style-type: none"> <li>Requests shall be for specifically defined projects that could not reasonably be started prior to June 30.</li> <li>Those amounts necessary for the continuation of unencumbered operating projects or services may be requested by departments, amended by the County Administrator and adopted, with any changes, by the Board of Supervisors to be re-appropriated to the budget of the next fiscal year.</li> </ul> <p style="text-align: center;"><b>- Does not meet existing policy.</b></p> <p>Approval of the motion as stated above will allow the Finance Department to increase FY20 revenue and expenses by \$40,635.</p>																						

<b>FISCAL IMPACT:</b>	Approval of the motion as stated above will allow the Finance Department to increase FY20 revenue and expenditure budgets equally within the assigned funds.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Financial Policies – Section 3.1.10 – BOS Approved September 1, 2010				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• YTD Budget Report for Requesting Departments</li> <li>• Office/Departmental Carryover Requests Forms</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			

County of Fluvanna

Carryover Request FY19/20

Office/Department:

	General Ledger Account Title	FY19 Org Code	FY19 Object Code	FY20 Org Code (If Different)	FY20 Object Code (If Different)	Amount Requested	Justification: <u>Please answer all three questions.</u> Why should these funds be carried forward? Why was the project not completed within FY19? If this request is denied, what impact will it have on this Office/Department's ability to function efficiently?
1							
2							
3							
4							
5							
6							
Office/Department:							Total Carryover Amount Requested:

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
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FOR 2019 13

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
170 REGISTRAR/ELECTORAL BOARD							
<a href="#">10017000 401100 FULL-TIME SALARIES</a>	57,858	90,796	90,753.69	.00	.00	41.91	100.0%
<a href="#">10017000 401114 BOARD COMPENSATION</a>	8,593	8,593	8,592.22	.00	.00	.78	100.0%
<a href="#">10017000 401300 PART-TIME SALARIES</a>	40,823	16,737	12,401.46	.00	.00	4,335.54	74.1%
<a href="#">10017000 401310 OVERTIME PAY</a>	1,000	1,000	1,307.01	.00	.00	-307.01	130.7%*
<a href="#">10017000 402100 FICA</a>	8,206	8,372	8,377.52	.00	.00	-5.52	100.1%*
<a href="#">10017000 402210 VRS</a>	7,089	9,854	7,387.45	.00	.00	2,466.55	75.0%
<a href="#">10017000 402250 DISABILITY</a>	156	156	159.18	.00	.00	-3.18	102.0%*
<a href="#">10017000 402300 MEDICAL INSURANCE</a>	11,712	18,271	18,270.76	.00	.00	.24	100.0%
<a href="#">10017000 402400 GROUP LIFE</a>	1,084	1,515	1,188.95	.00	.00	326.05	78.5%
<a href="#">10017000 402700 WORKER'S COMPENSAT</a>	96	101	100.95	.00	.00	.05	100.0%
<a href="#">10017000 403300 CONTRACT SERVICES</a>	56,884	63,268	32,336.92	.00	.00	30,931.08	51.1%
<a href="#">10017000 403600 ADVERTISING</a>	300	300	.00	.00	.00	300.00	.0%
<a href="#">10017000 405210 POSTAL SERVICES</a>	2,000	2,000	1,834.40	.00	.00	165.60	91.7%
<a href="#">10017000 405230 TELECOMMUNICATIONS</a>	1,880	1,880	793.48	.00	.00	1,086.52	42.2%
<a href="#">10017000 405410 LEASE/RENT</a>	3,360	3,360	2,490.47	.00	.00	869.53	74.1%
<a href="#">10017000 405510 MILEAGE ALLOWANCES</a>	2,000	2,000	953.00	.00	.00	1,047.00	47.7%
<a href="#">10017000 405530 SUBSISTENCE &amp; LODG</a>	2,400	2,400	2,122.88	.00	.00	277.12	88.5%
<a href="#">10017000 405540 CONVENTION AND EDU</a>	2,600	2,600	2,344.72	.00	.00	255.28	90.2%
<a href="#">10017000 405810 DUES OR ASSOCIATIO</a>	455	455	180.00	.00	.00	275.00	39.6%
<a href="#">10017000 406001 OFFICE SUPPLIES</a>	3,000	3,000	2,091.86	.00	.00	908.14	69.7%
<a href="#">10017000 408101 MACHINERY AND EQUI</a>	4,000	4,000	579.52	.00	.00	3,420.48	14.5%
TOTAL GENERAL FUND	215,496	240,658	194,266.44	.00	.00	46,391.16	80.7%
TOTAL EXPENSES	215,496	240,658	194,266.44	.00	.00	46,391.16	

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

 P 2  
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FOR 2019 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	215,496	240,658	194,266.44	.00	.00	46,391.16	80.7%

\*\* END OF REPORT - Generated by Elizabeth McIver \*\*



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

**TAB C**

<b>MEETING DATE:</b>	December 4, 2019					
<b>AGENDA TITLE:</b>	FY19 to FY20 Carryover Requests					
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors approve carryover of FY19 Fluvanna County Public Schools unexpended local funds in the amount of \$250,000, increasing the FY20 Schools local appropriation from \$17,877,579 to \$18,127,579.</b></p> <p><b>I move the Board of Supervisors [approve/deny/defer] carryover of FY19 Fluvanna County Public Schools unexpended local funds in the amount of \$250,000 to the FY20 CIP Budget (Schools), for the following item:</b></p> <p style="text-align: center;"><b>A. Buses - \$250,000</b></p>					
<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>	Liz McIver, Management Analyst					
<b>PRESENTER(S):</b>	Chuck Winkler, Schools Superintendent Brenda Gilliam, Executive Director					
<b>RECOMMENDATION:</b>	Approve/Deny/Defer					
<b>TIMING:</b>	Effective July 1, 2019					
<b>DISCUSSION:</b>	<p>Fluvanna County Public Schools are requesting a local funds carryover from FY19 to FY20.</p> <p>The Fluvanna County School Board requests that \$250,000 of unexpended FY19 Funds be re-allocated to the school division. Said funds are to be transferred to:</p> <ul style="list-style-type: none"> <li>\$250,000 to CIP – Bus Motors &amp; Fleet Repair</li> </ul>					
<b>FISCAL IMPACT:</b>	This supplemental appropriation, if approved, would authorize staff to appropriate the additional funds to FY20 revenue and expenditures in the Fluvanna County Public Schools CIP budget.					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	Financial Policies – Section 3.1.10 – BOS Approved September 1, 2010					
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>FCPS Carryover Request</li> </ul>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
		X				





## FLUVANNA COUNTY PUBLIC SCHOOLS

### OFFICE OF THE SUPERINTENDENT

14455 JAMES MADISON HIGHWAY

PALMYRA, VIRGINIA 22963

(434) 589-8208

November 25, 2019

Eric Dahl, Fluvanna County Administrator  
 Fluvanna County Board of Supervisors  
 P. O. Box 540  
 Palmyra, Virginia 22963

Dear Mr. Dahl and Board of Supervisors,

At their November meeting, the Fluvanna County School Board directed me to deliver the following request from the un-expended Fiscal Year 2019 funds:

- Place \$250,000 into the CIP budget for the purpose of purchasing additional buses and/or making improvements to our fleet for our students.

Please place this request on the December 4, 2019 agenda for the Fluvanna County Board of Supervisors to consider. If you have any questions, please contact me at 434-589-8208.

Respectfully Submitted,

Chuck Winkler  
 Superintendent



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

**TAB D**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Fluvanna County Branding				
<b>MOTION(s):</b>	<b>None.</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>	Bryan Rothamel, Economic Development Coordinator				
<b>PRESENTER(S):</b>	Bryan Rothamel, Economic Development Coordinator				
<b>RECOMMENDATION:</b>	Information only.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Fluvanna County has never had a comprehensive view on branding. The county currently uses several versions of various images cause a fractured view of the county's brand.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



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

**TAB E**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Space Study Update				
<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
			XX		
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer Joshua C Bower, Crabtree, Rohrbaugh & Associates				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Presentation of the final draft of the Space Utilization Study done by Crabtree, Rohrbaugh & Associates.				
<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
			x		



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

**TAB F**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Nov 20, 2019 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the adjourned meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, November 20, 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>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, 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 November 20, 2019				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**November 20, 2019**  
**Regular Meeting 7:00pm**

**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:** 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 November 20, 2019.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the November 20, 2019 Regular Meeting of the Board of Supervisors.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**VETERANS RECOGNITION CEREMONY**

Dave Zimmerman, provided a picture of the wreath that the Central Virginia Veteran’s Association placed at the Tomb of the Unknown Soldier on behalf of the Fluvanna County Veterans on October 2, 2019.

Linda Staiger, came on behalf of her father, a Navy veteran who served during WWII and the Korean War and spoke of the pride he felt from his service to his country.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

- **Spotlight on Business: Modesto Farms**
  - Modesto is located at 952 Rolling Rd. S., Scottsville, VA 2459, [www.modestofarms.com](http://www.modestofarms.com) or [modestofarms@gmail.com](mailto:modestofarms@gmail.com)
- **About Us:**
  - Greenhouse grows annuals, perennials, vegetable starts and herbs.
  - Plants are sold at Charlottesville’s City Market, Amazon and on the farm in Fluvanna! You can buy directly from them at the farm!
  - Modesto sells to many Northern Virginia locations including the prestigious Omni Shoreham in Washington DC.
  - Modesto Farms is one of Fluvanna’s 11 “Century Farms”, a farm in operation for over 100 years by a descendent of the original owner.
  - They grow more eucalyptus trees than surrounding states!
- **PARC New Slate Signs for County Buildings in the Village of Palmyra**
  - **Sign dimensions are 6.75” x 12”**
  - **Private residents may purchase the same signs as well separately**
- **Water Tank Logo Complete**
- **Next BOS Meetings:**

Day	Date	Time	Purpose	Location
Wed	Dec 4	4:00 PM	Regular Meeting	Courtroom
Wed	Dec 4	7:00 PM	BOS Work Session - FCPS Preliminary Budget Discussion	Courtroom
Wed	Dec 18	4:00 PM	BOS Budget Work Session - Non-Profit Presentations	Courtroom
Wed	Dec 18	7:00 PM	Regular Meeting	Courtroom

Mr. Sheridan asked Mrs. Booker to speak about the dedication of the Central Elementary Auditorium after Rev. Paul Spraggs and Elva Key on Sunday, November 17, 2019. Mrs. Booker spoke of Rev. Spraggs who was the First Principal of Central Elementary School in 1958 when the school was a consolidated school for African American students. Mrs. Key was the Secretary of Central Elementary for 39 years.

**5 - PUBLIC COMMENTS #1**

At 7:21pm Chair Sheridan opened the first round of Public Comments.  
Mr. Len Gardner addressed the assembly and spoke about his time in the Navy and his experience on December 7, 1941 during the Pearl Harbor attack.  
With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:32pm.

**6 - PUBLIC HEARING**

*Ordinance Amendment of Code Chapter 8, section 8-1* – Debbie Smith, Emergency Management Coordinator requested this amendment to bring the County Code into compliance with Virginia Administrative Code - EMS Regulations - 12VAC5-31-420.C Application for EMS Agency license, which states,  
C. An ordinance or resolution from the governing body of each locality where the agency maintains an office, stations an EMS vehicle for response within a locality or is a Designated Emergency Response Agency as required by § 15.2-955 of the Code of Virginia confirming approval. This ordinance or resolution must specify the geographic boundaries of the agency's primary service area within the locality.

Further the Manager of Regulation & Compliance, OEMS, R. D. Passmore has noted that, “. . . fire suppression companies are not EMS agencies . . .(and) EMS agencies are not fire suppression companies. These are two separate public safety services governed by separate State regulations specific to each. There are agencies that provide both services (Fire & EMS) however in these instances these combination agencies must comply with both Fire & EMS regulations; not one or the other.”

The proposed amendment change will grant fire companies in the County the authority to provide EMS services.

At 7:34pm Chair Sheridan opened public comments.  
With no one wishing to speak, Chair Sheridan closed the public comments at 7:34pm.

<b>MOTION:</b>	Approve the proposed amendment of Chapter 8 Section 8-1 of the Fluvanna County Code authorizing existing Fire Companies to provide EMS services.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**7 - ACTION MATTERS**

- Dewberry Engineers Inc. – Project Agreement 6* – Cyndi Toler, Purchasing Officer
- This study is for the Operations of the ZXR Water and Sewer System therefore the costs cannot be covered by the debt funding already in place.
  - Water Distribution System Optimization Study to approximate the minimum demand necessary in the Zion Crossroads system to comply with the Stage 2 Disinfectants and Disinfection Byproducts Rule
  - It looks for the optimal water tank level/ usage rate we need to have in ZXR system in order to mitigate to formation of THMs and HAA5 (total trihalomethanes and 5 Haloacetic acids)
  - These compounds are formed from the combination of Chlorine and naturally occurring organics in the water (rotting leaves, algae essentially any vegetation that was alive or is alive) these compounds have been found to be cancer causing
  - Decrease Fund Balance-\$22,366
  - Increase ZXR Water and Sewer fund-\$22,366

<b>MOTION:</b>	Approve a supplemental appropriation of \$22,366 from Unassigned Fund Balance to the ZXR Water and Sewer fund budget for Water Distribution System Optimization Study, to establish the funds necessary for Project Agreement 6.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	Approve Project Agreement #6 between Fluvanna County and Dewberry Engineers Inc. for a Water Distribution System Optimization Study, not to exceed \$22,366, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Fluvanna Historical Society Payment Forgiveness Request – Eric Dahl, County Administrator*

- Received an email Oct 31<sup>st</sup> from Marvin Moss, Fluvanna Historical Society President
  - Agreed on behalf of the Historical Society to pay the county \$10,886.96 in order to fund the new Fluvanna Farm Heritage Museum.
  - After an appeal from the Historical Society, the county kindly decided to forego that charge
    - Presented by Mr. Nichols on June 5<sup>th</sup> and Formal action by the BOS July 2<sup>nd</sup>
  - The other fees we agreed to pay the county were **\$5,000 a year for 3 years for a total of \$15,000** meanwhile the Society would forego its \$550 annual contribution from the county.
    - CORRECTION: \$5,000 a year for 5 years for a total of \$25,000**
  - We promptly paid the county the \$5,000 we owed for this fiscal year.
    - Received June 12<sup>th</sup>
  - Historical Society requests that you also forego our annual payment to the county in order that the Society can continue its good work for the county and its citizens.
- Mr. Marvin Moss asked the Board of Supervisors to forgive the debt repayment totaling \$20,000 and consider everything the Historical Society has done for Fluvanna County since the construction of the Farm Heritage Museum, and consider the deeds and additional money spent as repayment for the Farm Heritage Museum.

<b>MOTION:</b>	Approve a payment forgiveness request for the Fluvanna Historical Society in the amount of \$20,000 for a payment agreement for the Farm Heritage Museum.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion		Second		
<b>VOTE:</b>	Yes	No	Yes	Yes	No
<b>RESULT:</b>	<b>3-2</b>				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

*Virginia Governor's School Intern Presentation – Jessica Rice, Human Resources Manager*  
Ms. Jocelyn Notman conducted research and interned with the County of Fluvanna for a Governor’s School project. Ms. Notman met with County Administration, Commissioner of the Revenue’s Office, Treasurer’s Office, Finance Department, Parks and Recreation, Community Development, and the Registrar’s Office and summarized her experience with the County for her project.

*Spot Blight Abatement – Eric Dahl, County Administrator* updated the Board of Supervisors on the status of the Spot Blight Abatement Project. Mr. Payne discussed the legislative history of the Spot Blight Abatement program in Fluvanna County. Mr. Zoll explained the Spot Blight process from initial complaint to the remediation of the blighted property.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

- F - Minutes of November 6, 2019
- I - Accounts Payable Report for October 2019

The following items were approved under the Consent Agenda for November 20, 2019:

- Minutes of November 6, 2019 – Caitlin Solis, Clerk to the Board
- FY20 Public Safety Building Equipment Insurance Claim – Liz Mclver, Management Analyst
- FY20 Fluvanna County Public Schools Insurance Claim – 2015 Thomas Bus VIN#5703 – Liz Mclver, Management Analyst
- Accounts Payable Report for October 2019 – Mary Anna Twisdale, Director of Finance

<b>MOTION:</b>	Approve the consent agenda, for the November 20, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2019, in the amount of \$3,359,262.49.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>			Second		Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**10 - UNFINISHED BUSINESS**

FY20 SCBA Funding Request – Debbie Smith gave an update to the SCBA grant application process. After watching a turn down webinar that explained why the grant was denied, she spoke to a representative at FEMA who said to fix a couple of issues on the grant and apply again on December 2, 2019.

FY20 Fork Union Engine 20 – The approved amount (\$655,000) of the Fire Truck on November 6, 2019 did not include all the equipment that is necessary to completely outfit it. The sale of Engine 20 and additional funding in the next fiscal year should be enough to outfit the new engine. Chair Sheridan asked Mr. Andrew Pullen, Chief of Kents Store Fire Department to give his thoughts on the safety of the Engine approved on November 6, 2019. Mr. O'Brien objected to revisiting the engine funding without the counter party (Fork Union) present. Mrs. Booker wanted it noted on record that the Fork Union Chief should be there to share his thoughts. Chief Pullen agreed that all the chiefs should have been present when they were discussing the engine originally.

Lake Monticello Boat Information – Mr. Payne discussed a statute that requires marina owners to report to Commissioner of the Revenue all the personal property housed at the marina. Mr. O'Brien expressed his concern that all the parties affected were not at the meeting to give their opinions. Mel Sheridan, Commissioner of the Revenue, gave a summary of registration requirements of boats on private bodies of water.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 9:12pm Chair Sheridan opened the second round of Public Comments.

Mel Sheridan, President of the Kents Store Fire Department, 89 Covered Bridge Road, spoke to the purchase of their replacement fire truck for \$585,000. He gave a summary of replacing the apparatus as fiscally responsible as possible by getting competing bids from competing companies to drive the cost down, keeping in mind the total cost of the truck and all equipment necessary to run fire calls.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:17pm.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 9:17pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 9:51pm, 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."				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second		Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

MOTION:	Adjourn the regular meeting of Wednesday, November 20, 2019 at 9:52pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis  
Clerk to the Board

John M. Sheridan  
Chair

DRAFT



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

**TAB G**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	ZXR Sargent Corp Change Order 2				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Zion Crossroads Water Booster Station and Wastewater Pump Station Change Order #2 with Sargent Corporation with an increase in cost of \$8,734.11, and authorize the County Administrator to execute the Change Order, subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes x	No	If yes, list initiative(s):		C9
<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>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Increase in length of electrical conduit for WBS around DOC graveyard</li> <li>• Increase in length of electrical duct bank from demarcation point between CVEC and Fluvanna County ownership from what is shown on the plans</li> </ul>				
<b>FISCAL IMPACT:</b>	An increase in cost of \$8,734.11 No budget increase				
<b>POLICY IMPACT:</b>	Na				
<b>LEGISLATIVE HISTORY:</b>	Na				
<b>ENCLOSURES:</b>	Zion Crossroads Water Booster Station and Wastewater Pump Station Change Order #2				
<b>REVIEWS COMPLETED:</b>	Legal x	Finance	Purchasing x	HR	Other



	A	B	C	D	E	F
1	<b>Zion Crossroads Water &amp; Sewer System Project Budget</b>	<b>Budget Presented Oct 2018</b>	<b>Expended</b>	<b>Obligated/ Contracts</b>	<b>Anticipated</b>	<b>PROJECT COSTS</b>
3	<b>DESIGN</b>					
4	Preliminary Engineering Report (PER)	\$ 46,000				
5	RK&K		\$ 46,000			\$ 46,000
6	PER Validation	\$ 22,550				
7	Dewberry		\$ 22,550			\$ 22,550
8	Geotechnical Engineering	\$ 56,815				
9	Dewberry		\$ 49,800			\$ 49,800
10	Bidding Services	\$ 19,320				
11	Dewberry		\$ 19,320			\$ 19,320
12	Permitting	\$ 38,010				
13	Department of Environmental Quality		\$ 4,590			\$ 4,590
14	Design	\$ 432,755				
15	Dewberry		\$ 482,835			\$ 482,835
16	Aerial Surveying	\$ 34,560				
17	Bowman		\$ 34,560			\$ 34,560
18	Ground Surveying	\$ 128,380				
19	Bowman		\$ 127,338			\$ 127,338
20	Real Estate Acquisition Services	\$ 55,000				
21	Dewberry		\$ 7,433			\$ 7,433
22	Bowman(Appraisals)		\$ 86,856	\$ 7,500		\$ 94,356
23	Land / Right of Way Acquisition (est.)	\$ 165,000				
24	Property Owners - Fee Simple/Easements		\$ 455,600			\$ 455,600
25	Wetland Mitigation Credits (est.)	\$ 4,500				
26	White Oak Landing		\$ 24,300			\$ 24,300
27	Legal	\$ 120,000				
28	Payne & Houdous		\$ 182,646			\$ 182,646
29	Local Costs of Issuance	\$ 35,000				
30			\$ 35,000			\$ 35,000
31	Advertising & Postage	\$ -				
32			\$ 371			\$ 371
33	Design Subtotal	\$ 1,157,890	\$ 1,579,198	\$ 7,500	\$ -	\$ 1,586,698
34						
35	<b>CONSTRUCTION PHASE SERVICES</b>					
36	Construction Administration	\$ 280,705				
37	Dewberry		\$ 163,784	\$ 58,772	\$ 110,380	\$ 332,935
38	Construction Inspection	\$ 393,615				
39	Dewberry		\$ 120,703	\$ 115,897	\$ 78,000	\$ 314,600
40	Quinn		\$ 1,570	\$ 13,530		\$ 15,100
41	Draper Aden		\$ 22,590	\$ 13,056		\$ 35,646
42	SCADA	\$ -				
43	Emerge			\$ 271,377		\$ 271,377
44	Waterworks Operations Plan	\$ -				\$ -
45	Dewberry		\$ 4,863	\$ 53,250		\$ 58,113
46	Construction Phase Services Subtotal	\$ 674,320	\$ 313,509	\$ 525,881	\$ 188,380	\$ 1,027,770
47						
48	<b>CONSTRUCTION</b>					
49	Elevated Water Storage Tank	\$ 1,991,000				
50	CBI		\$ 718,355	\$ 1,280,943		\$ 1,999,298
51	Water Booster Station/ Wastewater Pump Station	\$ 1,900,000				
52	Sargent		\$ 1,662,772	\$ 228,870	\$ 8,734	\$ 1,900,376
53	Water Main/ Wastewater Force Main	\$ 4,993,674				
54	AG Dillard		\$ 2,733,337	\$ 2,366,132		\$ 5,099,469
55	Utilities	\$ -				
56	CVEC		\$ 20,566		\$ 22,400	\$ 42,966
57	Construction Subtotal	\$ 8,884,674	\$ 5,135,030	\$ 3,875,945	\$ 31,134	\$ 9,042,109
58						
59	<b>CONSTRUCTION CONTINGENCY</b>					
60	Construction Contingency (10%) + OH/Profit (15%)	\$ 913,344				
61	Construction Contingency Subtotal	\$ 913,344				\$ -
62						
63	<b>TOTALS</b>	<b>\$ 11,630,228</b>	<b>\$ 7,027,737</b>	<b>\$ 4,409,326</b>	<b>\$ 219,514</b>	<b>\$ 11,656,577</b>
64			<b>Existing Cash Funded</b>			<b>\$ (831,640)</b>
65			<b>Remaining Funds Needed</b>			<b>\$ 10,824,937</b>
66			<b>Debt Proceeds - Funds Available</b>			<b>\$ (8,505,053)</b>
67			<b>CURRENT County Funding Requirement</b>			<b>\$ 2,319,884</b>
68			<b>County Fund Balance Earmarked</b>			<b>\$ 3,000,000</b>



**Change Order****No. 2**Date of Issuance: 11/5/2019Effective Date: 11/5/2019

Project: Zion Crossroads Water Booster Station and Wastewater Pump Station	Owner: Fluvanna County	Owner's Contract No.: 2018-05
Contract: Zion Crossroads Water Booster Station and Wastewater Pump Station	Date of Contract: 01/31/2019	
Contractor: Sargent Corporation	Engineer's Project No.: 50078863	

**The Contract Documents are modified as follows upon execution of this Change Order:**

## Description:

Extension of electrical ductbank for WBPS by 30 LF;

Extension of electrical ductbank for WWPS by 50 LF;

Rerouting of conduit around DOC graveyard, revised sheet C2.1

**Attachments (list documents supporting change):**

Change Order No. 2 Request

Sheet C2.1

**CHANGE IN CONTRACT PRICE:**

Original Contract Price:

\$ 1,900,000.00Increase/Decrease from previously approved  
Change Orders No. N/A to No. N/A:\$ (8,357.75)

Contract Price prior to this Change Order:

\$ 1,891,642.25

Increase/Decrease of this Change Order:

\$ 8,734.11

Contract Price incorporating this Change Order:

\$ 1,900,376.36**CHANGE IN CONTRACT TIMES:**Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion Phase 1 (days): 360Substantial completion Phase 2 (days): 540Ready for final payment (days): 600Increase/Decrease from previously approved Change Orders  
No. N/A to No. N/A:Substantial completion Phase 1 (days): 0Substantial completion Phase 2 (days): 0Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion Phase 1 (days): 360Substantial completion Phase 2 (days): 540Ready for final payment (days): 600

Increase/Decrease of this Change Order:

Substantial completion Phase 1 (days): 0Substantial completion Phase 2 (days): 0Ready for final payment (days): 0

Contract Times with all approved Change Orders:

Substantial completion Phase 1 (days): 360Substantial completion Phase 2 (days): 540Ready for final payment (days): 600

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RECOMMENDED:

By:   
Engineer (Authorized Signature)

Date: 11/12/19

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By:   
Contractor (Authorized Signature)

Date: 11-14-19

## CHANGE ORDER REQUEST

**Project:** Zion Crossroads Pump Stations  
**To:** Melanie Leckey - Dewberry  
**Date:** November 4, 2019

**Re:** Change Order Request No. 02

**Scope:** Cost adjustments related to additional ductbank at both sites. Includes ductbank modifications to the existing tank.

**Notes:** See attached backup from Budget Electric.

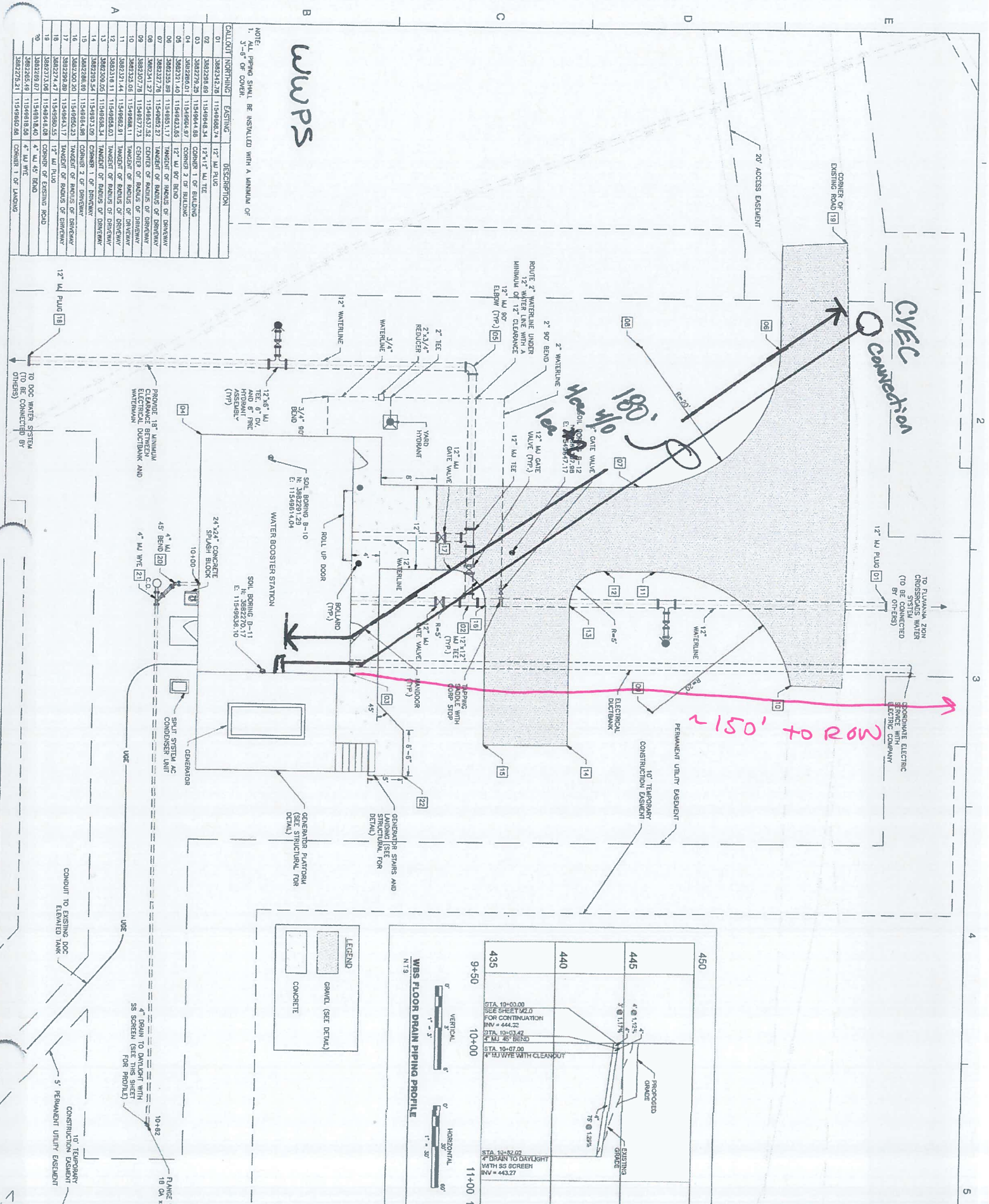
DESCRIPTION	QTY	U/M	UNIT PRICE		TOTAL
WBS Ductbank	30	LF	\$	108.47	\$ 3,254.10
WWPS Ductbank	50	LF	\$	86.22	\$ 4,311.00
WBS Ductbank to Tank	1	LS	\$	375.00	\$ 375.00
Sargent Field Supervision					\$ 794.01
Total for Change Order Request No. 02					\$ 8,734.11

Sincerely,  
Sargent Corporation

Jim Cipollone  
Project Manager

Approved By: Melanie Leckey - Dewberry

DESCRIPTION:   WBS feeder extra add#3							DATE:	10/07/19	
Equipment	Qty	Rate	Total		Trade	Crew Hrs	Rate	Total	
mini excavator	1		\$500.00				0	\$90	\$0
			\$0.00				0	\$90	\$0
			\$0.00			Electrical	11	\$85	\$935
			\$0.00			Demo	0	\$90	\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
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			\$0.00						\$0
			\$0.00						\$0
			\$0.00					\$0	
	SUB-TOTAL		\$500.00	TOTAL HRS.	11	TOTAL		\$935	
	FUEL		\$0.00	TOTAL DAYS	1.38				
	TOTAL		\$500.00						
SUBCONTRACTED SERVICES									
COMPANY		WORK SCOPE DESCRIPTION			AMOUNT				
		TOTAL			\$0				
WORK ACTIVITY DESCRIPTION			Unit of Measure	Activity Quantity	MATERIAL COST  UNIT      TOTAL				
3' pvc			10'	34	\$12.22      \$415				
4/0 copper			ft	160	\$2.96      \$474				
#2 copper			ft	170	\$0.96      \$163				
concrete			lot	1	\$276.00      \$276				
			lot		\$0				
			lot		\$0				
			ea		\$0		SUMMARY		
			ea		\$0		SUB	\$0	
			lot		\$0		EQUIP	\$500	
					\$0		LABOR	\$935	
					\$0		Material	\$1,395	
					\$0		SubTotal	\$2,830	
					\$0		OH&P	15%	
					\$0			\$424	
					\$0		TOTAL	\$3,254	
					\$0				
					\$0				
					SUB-TOTAL		\$1,328		
				5.0%	TAX		\$66		
					TOTAL		\$1,395		



DESCRIPTION: WWPS Feeder cost add #3							DATE: 10/07/19		
Equipment	Qty	Rate	Total		Trade	Crew Hrs	Rate	Total	
mini excavator	1	\$500.00	\$500.00				0	\$90	\$0
			\$0.00				0	\$90	\$0
			\$0.00			Electrical	13	\$85	\$1,105
			\$0.00			Demo	0	\$90	\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
			\$0.00						\$0
	SUB-TOTAL		\$500.00			TOTAL HRS.	13	TOTAL	\$1,105
	FUEL		\$0.00		TOTAL DAYS	1.63			
	TOTAL		\$500.00			\$0			
SUBCONTRACTED SERVICES									
COMPANY		WORK SCOPE DESCRIPTION			AMOUNT				
		TOTAL			\$0				
WORK ACTIVITY DESCRIPTION			Unit of Measure	Activity Quantity	MATERIAL COST UNIT TOTAL				
4" PVC			10'	6	\$16.88 \$101				
500 mcm copper wire			ft	220	\$6.92 \$1,522				
4/0 copper			ft	60	\$2.82 \$169				
3' long sweep			ea	1	\$25.85 \$26				
concrete			lot	1	\$223.00 \$223				
			lot		\$0				
			ea		\$0		<b>SUMMARY</b>  SUB EQUIP LABOR Material SubTotal OH&P TOTAL	\$0	
			ea		\$0			\$500	
			lot		\$0			\$1,105	
					\$0			\$2,144	
					\$0			\$3,749	
					\$0			15%	
					\$0			\$562	
					\$0			\$4,311	
					\$0				
					\$0				
					SUB-TOTAL \$2,042				
				5.0%	TAX \$102				
					TOTAL \$2,144				







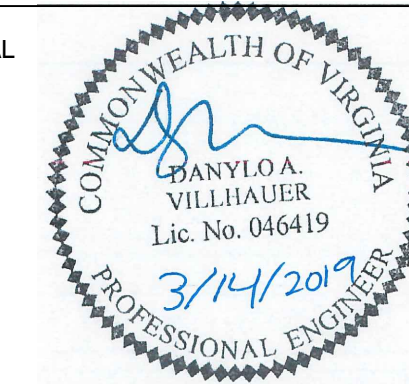
Dewberry Engineers Inc.  
4805 Lake Brook Drive, Suite 200  
Glen Allen, Virginia 23060  
PHONE: 804.290.7957  
FAX: 804.290.7928  
www.dewberry.com

ZION CROSSROADS  
WATER BOOSTER PUMP STATION  
AND WASTEWATER PUMP STATION  
FLUVANNA COUNTY  
DEPARTMENT OF PUBLIC WORKS

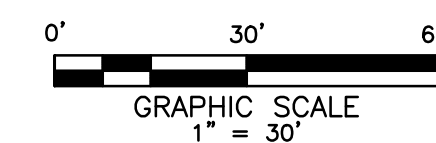
FLUVANNA COUNTY, VA

KEY PLAN

SEAL



SCALE



2	5/2019	MRL	ELECTRIC REALIGN.
1	3/2019	MRL	BUILDING COMMENTS
No.	DATE	BY	Description

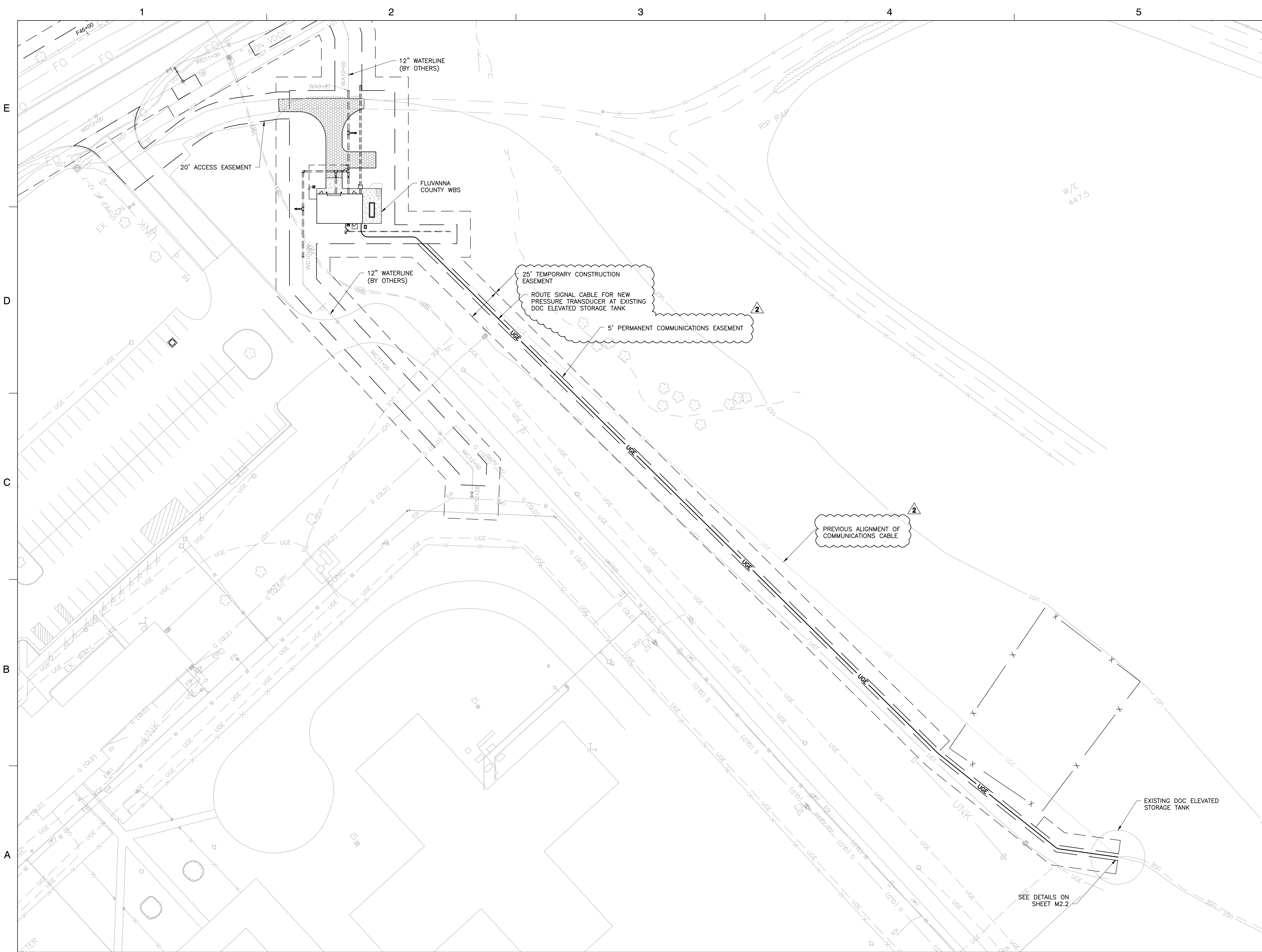
REVISIONS

DRAWN BY	BMM & JEH
APPROVED BY	DAV
CHECKED BY	BJH
DATE	MAY 2018
TITLE	

WBS  
OVERALL  
SITE PLAN

PROJECT NO. 50078863  
STATE PROJECT NO. 799-A9799-002

C2.1





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

**TAB H**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for the Burrier Trust				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for the Burrier Trust for tax map parcel 11-A-21A; agreement shall remain in effect for a term of ten (10) consecutive years.</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>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Burrier Trust's executed open space contract -Map of tax map parcel 11-A-21A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 19<sup>th</sup> day of November, 2019, by and between Burrier Trust, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 11-A-21A (12.001 acres)

2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.

- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.
  - G. The Grantor may engage in agricultural, horticultural or silvicultural activities and remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of 10 (~~ten~~) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Catherine E. Burrier, Trustee (SEAL)  
Landowner



\_\_\_\_\_  
Co-owner (s) (SEAL)

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Catherine Burrier, Landowner (s)

on this 19<sup>th</sup> day of November, 2019.

My commission expires: 3/31/2022

Lauren R. Sheridan  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

on this \_\_\_\_\_ day of \_\_\_\_\_,

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



# Tax Map Parcel 11-A-21A

Located at 18960 James Madison Highway, Troy, VA 22974





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

**TAB I**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for the Kowalski Trust				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for the Kowalski Trust for tax map parcel 30-6-A2; agreement shall remain in effect for a term of five (5) consecutive years.</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>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Kowalski Trust's executed open space contract -Map of tax map parcel 30-6-A2				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 12<sup>th</sup> day of November, 2019, by and between the Kowalski Trust, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 30-6-A2 (12.927 acres)

2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.

- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.
  - G. The Grantor may engage in agricultural, horticultural or silvicultural activities and remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of Five ( 5 ) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
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Jennifer L. Kowalski (SEAL)  
Landowner

\_\_\_\_\_  
Co-owner (s) (SEAL)

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Jennifer L. Kowalski, Landowner (s)  
on this 12<sup>th</sup> day of November, 2019.

My commission expires: 9/30/2023



SPullett  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA**  
**COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.





My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



Located off of Thomas Jefferson Parkway in Palmyra, Virginia

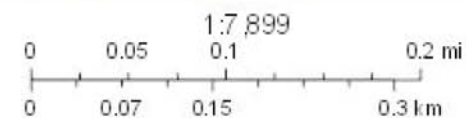
[illegible]

 Parcels
  Surrounding Counties  
 Town Boundary
  County Boundary

Road Labels      Secondary      Roads      Secondary

Interstate      Other      Interstate      Other

Primary      Primary      Primary      Other



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Virginia



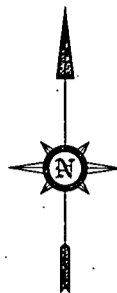
NOTES:

190003059.005

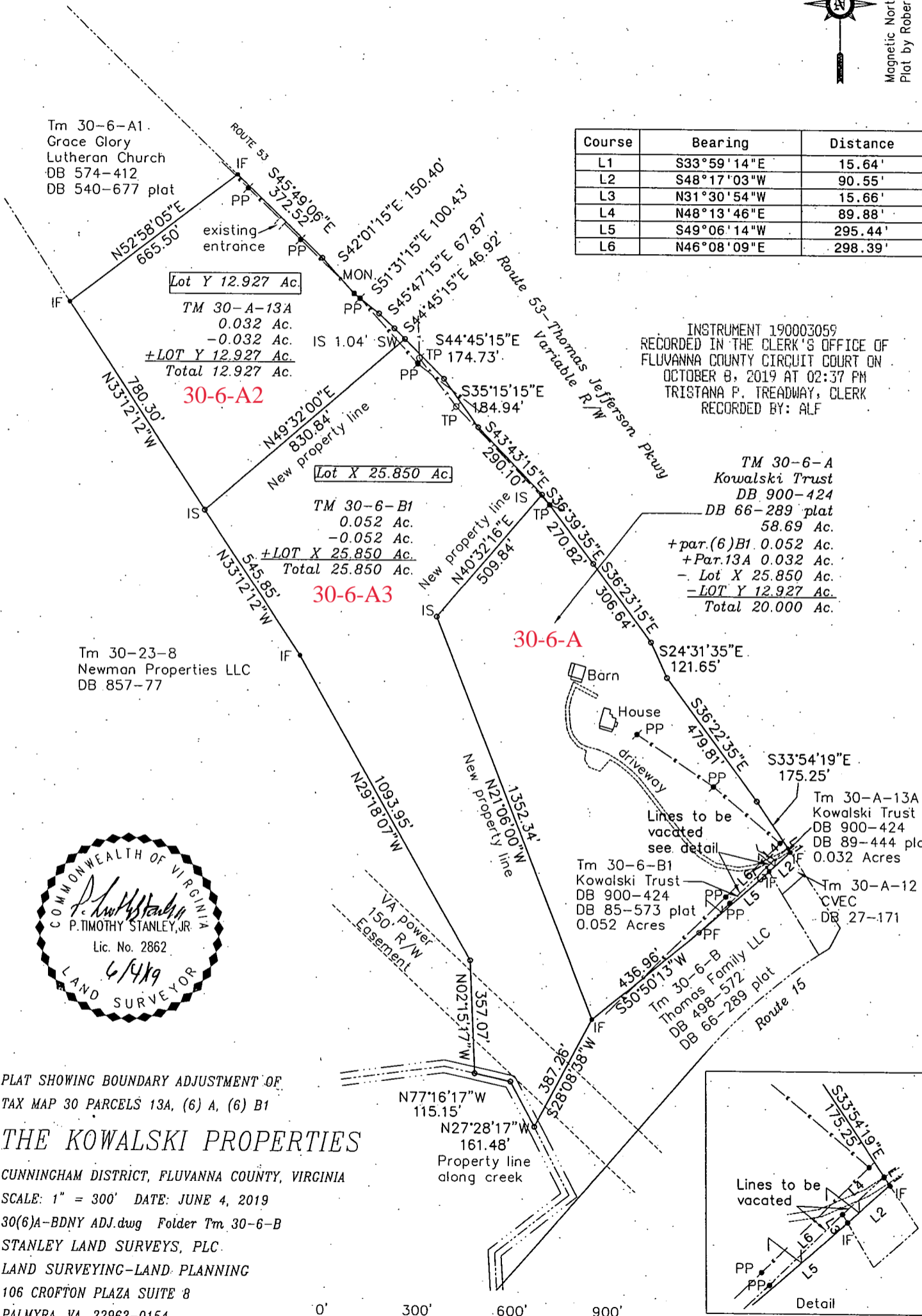
The boundary survey shown is based on a current field survey and recorded plats in DB 66-289, DB 85-573, DB 86-444. This Plat has been prepared without benefit of a current title report and does not therefore necessarily indicate all encumbrances on the property. It is therefore subject to easements, restrictions, conditions and reservations contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title to this property which have not expired by limitation of time contained therein or have not otherwise become ineffective.

LEGEND

IS Iron Rod Set  
IF Iron Rod Found  
PF Iron Pipe Found  
PP Power Pole  
TP Telephone Pole



Magnetic North based on  
Plat by Robert Lum dated 7/23/04



INSTRUMENT 190003059  
RECORDED IN THE CLERK'S OFFICE OF  
FLUVANNA COUNTY CIRCUIT COURT ON  
OCTOBER 8, 2019 AT 02:37 PM  
TRISTANA P. TREADWAY, CLERK  
RECORDED BY: ALF

TM 30-6-A  
Kowalski Trust  
DB 900-424  
DB 66-289 plat  
58.69 Ac.  
+par.(6)B1 0.052 Ac.  
+Par.13A 0.032 Ac.  
- Lot X 25.850 Ac.  
-LOT Y 12.927 Ac.  
Total 20.000 Ac.



PLAT SHOWING BOUNDARY ADJUSTMENT OF  
TAX MAP 30 PARCELS 13A, (6) A, (6) B1

THE KOWALSKI PROPERTIES

CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA

SCALE: 1" = 300' DATE: JUNE 4, 2019

30(6)A-BDNY ADJ.dwg Folder Tm 30-6-B

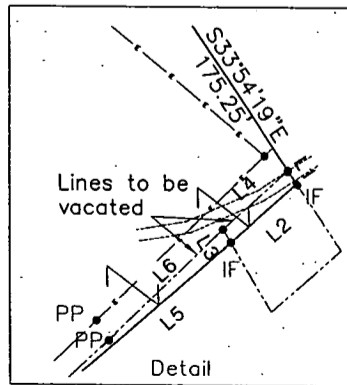
STANLEY LAND SURVEYS, PLC.

LAND SURVEYING-LAND PLANNING

106 CROFTON PLAZA SUITE 8

PALMYRA, VA. 22963-0154

PHONE: (434) 589-8395



190003059.004

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL REQUIREMENTS OF THE BOARD OF SUPERVISORS AND ORDINANCES OF FLUVANNA COUNTY, VIRGINIA, REGARDING THE PLATTING OF BOUNDARY LINE ADJUSTMENTS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

P. Timothy Stanley Jr.  
P. Timothy Stanley Jr.

THE BOUNDARY LINE ADJUSTMENT HEREON SHOWN HAS BEEN REVIEWED AND APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING REGULATIONS AND MAY BE COMMITTED TO RECORD.

Brad Robin  
Director of Planning & Development  
Date: 8/15/19

OWNERS:

Gene Kowalski  
67 Thomas Jefferson PKWY  
Palmyra, VA 22963  
434-981-0453

ZONED: A-1

J. M. Wood 8/2/19  
VDOT

THE BOUNDARY LINE ADJUSTMENT OF TM 30 PARCEL (6) A LOCATED IN THE PALMYRA DISTRICT AND RECORDED IN DB 900-424 CONTAINING 58.69 ACRES AND TM 30 PARCEL (6) B1 LOCATED IN THE PALMYRA DISTRICT AND RECORDED IN DB 900-424 CONTAINING 0.052 ACRES AND TM 30 PARCEL 13A LOCATED IN THE PALMYRA DISTRICT AND RECORDED IN DB 900-424 CONTAINING 0.032 ACRES IS WITH FREE CONSENT OF AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS.

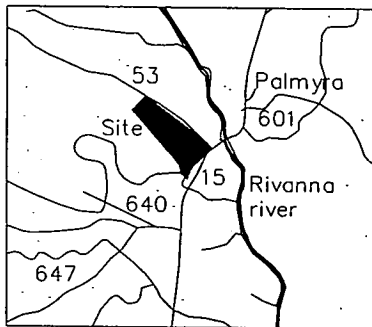
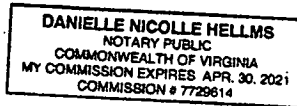
Gene M. Kowalski  
Gene M. Kowalski

Jennifer L. Kowalski  
Jennifer L. Kowalski

STATE OF: Virginia  
CITY/COUNTY OF: Fluvanna to-wit:

The foregoing was acknowledged before me by  
Gene M. Kowalski and Jennifer L. Kowalski  
this 11 day of July, 2019.

Danielle Hellms  
Notary Public  
My commission expires: 04/30/2021  
Registration Number: 7729614



Vicinity Map 1"=1 mile

Received

JUL 11 2019

Planning Dept.

PLAT SHOWING BOUNDARY ADJUSTMENT OF  
TAX MAP 30 PARCELS 13A, (6) A, (6) B1

## THE KOWALSKI PROPERTIES

CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA

SCALE: 1" = 300' DATE: JUNE 4, 2019

30(6)A-BDNY ADJ.dwg Folder Tm 30-6-B

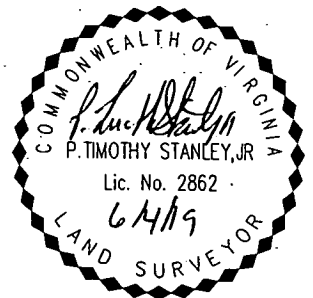
STANLEY LAND SURVEYS, PLC

LAND SURVEYING-LAND PLANNING

106 CROFTON PLAZA SUITE 8

PALMYRA, VA. 22963-0154

PHONE: (434) 589-8395



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

**TAB J**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	Martha Brown's Social Services Term End Date Correction				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the following Social Services Board appointment term for Martha Brown that began on November 6, 2019 and ends on <u>June 30, 2023</u>.</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>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>The original motion made on November 6, 2019 reflecting the end date of December 31, 2023 was incorrect:</p> <ul style="list-style-type: none"> <li>• "I move the Board of Supervisors approve the following Board, Commission, or Committee Appointment: Social Services Board, Martha Brown, November 6, 2019 to December 31, 2023"</li> </ul> <p>The Board of Supervisors will need to approve the following Social Services Board appointment term correction to reflect Martha Brown is taking over an unexpired term that began November 6, 2019 and ends on June 30, 2023</p>				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				



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

**TAB K**

<b>MEETING DATE:</b>	December 4, 2019				
<b>AGENDA TITLE:</b>	FEMA FY19 Assistance to Firefighters Grant				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the application for the FY19 Assistance to Firefighters Grant for Self-Contained Breathing Apparatus (SCBA) and related Equipment.</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>	Debbie Smith, Emergency Management Coordinator				
<b>PRESENTER(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Now				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Grant funds will help replace all current end of life SCBA's, cascade systems, fit testing machine and training to Firefighter's at each station to be certified on inspecting and completing repairs to SCBA.</li> <li>All Current County SCBA's are at end of life.</li> <li>Projected cost is \$818,000.00</li> </ul>				
<b>FISCAL IMPACT:</b>	<ul style="list-style-type: none"> <li>Grant award for Fluvanna County demographics is a million with a 10% County match.</li> </ul>				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>XX</b>			



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

<b>*FY19 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>*\$2,941,789</b>
Less: FY20 ZXR Waterworks Operations Plan Development – 07.02.19	-\$53,250
Less: FY20 Water and Sewer Master Plan – 07.02.19	-\$235,570
Less: FY20 Fluvanna Rescue Ambulance CIP – 08.21.19	-\$190,000
Less: FY20 Support 56 Water Rescue Truck – 11.04.19	-\$83,000
Less: FY20 Self Contained Breathing Apparatus Funding – 11.04.19	-\$618,000
Less: FY20 Water Distribution System Optimization Study – 11.20.19	-\$22,366
<b>Current (Unaudited) Unassigned Fund</b>	<b>*\$1,739,603</b>

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



## MEMORANDUM

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

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The FY20 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$211,744</b>
Less: FY20 Purchase of TMP 51-A-130 – 08.07.19	-\$60,985
Less: FY20 Sheriff's Office Evidence Storage Building	-\$28,500
<b>Available:</b>	<b>\$122,259</b>



## MEMORANDUM

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

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The FY20 Capital Reserve account balances are as follows:

### County Capital Reserve:

<b>FY20 Budget Allocation:</b>	<b>\$250,000</b>
FY19 Carryover	\$86,389
Add: FY19 Closed CRM Projects 6/30/19	\$51,538
<b>Total FY20 Budget:</b>	<b>\$387,927</b>
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
Less: Additional excavation & material for ADA Trail erosion repair – 10.16.19	-\$4,983
Less: John Deere Backhoe/Bobcat Mini Excavator Repair – 10.16.19	-\$14,000
Less: E911 UPS Battery Replacement – 11.06.19	-\$16,600
Less: Treasurer’s Office Front Lobby Concrete Floor – 11.06.19	-\$18,663
<b>FY20 Available:</b>	<b>\$312,692</b>

**Schools Capital Reserve:**

<b>FY20 Budget Allocation:</b>	<b>\$250,000</b>
FY19 Carryover	\$194,149
<b>Total FY20 Budget:</b>	<b>\$444,149</b>
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
Less: FCHS Turf Inspection and Leveling – 11.06.19	-\$9,800
<b>FY20 Available:</b>	<b>\$395,349</b>

## Culpeper District, Louisa Residency

### Fluvanna County Monthly Report: December 2019

#### Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

#### Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
1/22/19	Route 656	No	Yes
<p>*Of the 819 fatalities in VA in 2018, 126 were related to distracted driving and 298 were motor vehicle occupants not wearing a seatbelt.</p> <p>**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.</p>			

[Link to Smart Scale Information](#)

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

SmartScale Round 4 Key Dates:

- November 6, 2019, Project Development Workshop
- March 1 - April 1, 2020, Pre-application Deadline
- August 3, 2020, Application Deadline



#### Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Pre Advertisement Conference (Aug 2019)	Advertisement	NOV 2019
Route 680 – Rural Rustic (UPC:107558)	CN Completed		
Route 629 Bridge Replacement (UPC 104848)	CN Completed		
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	Floodplain Analysis	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
6	9.74	12.27	From Rt. 640 (Haden Martin Rd) to Rt. 650 (Mountain Hill Rd)	2.53	Center
15	10.23	21.58	From Rt. 673 (Bethel Church Rd) to Rt. 250 (Richmond Rd) (Exclude 35mph zone within town limits)	11.35	Center
53	0	2.41	From Albemarle County Line to Rt. 636 (Garden Ln/Nahor Manor Rd)	2.41	Center
53	0	4.77	From Albemarle County Line to Rt. 600 (S. Boston Rd)	4.77	Edge
*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. **Edge line rumble strips studies show that single vehicle run-off-road fatal and injury crashes can be reduced by nearly 29%.					

**State-Force and District-Wide Bridge Projects:**

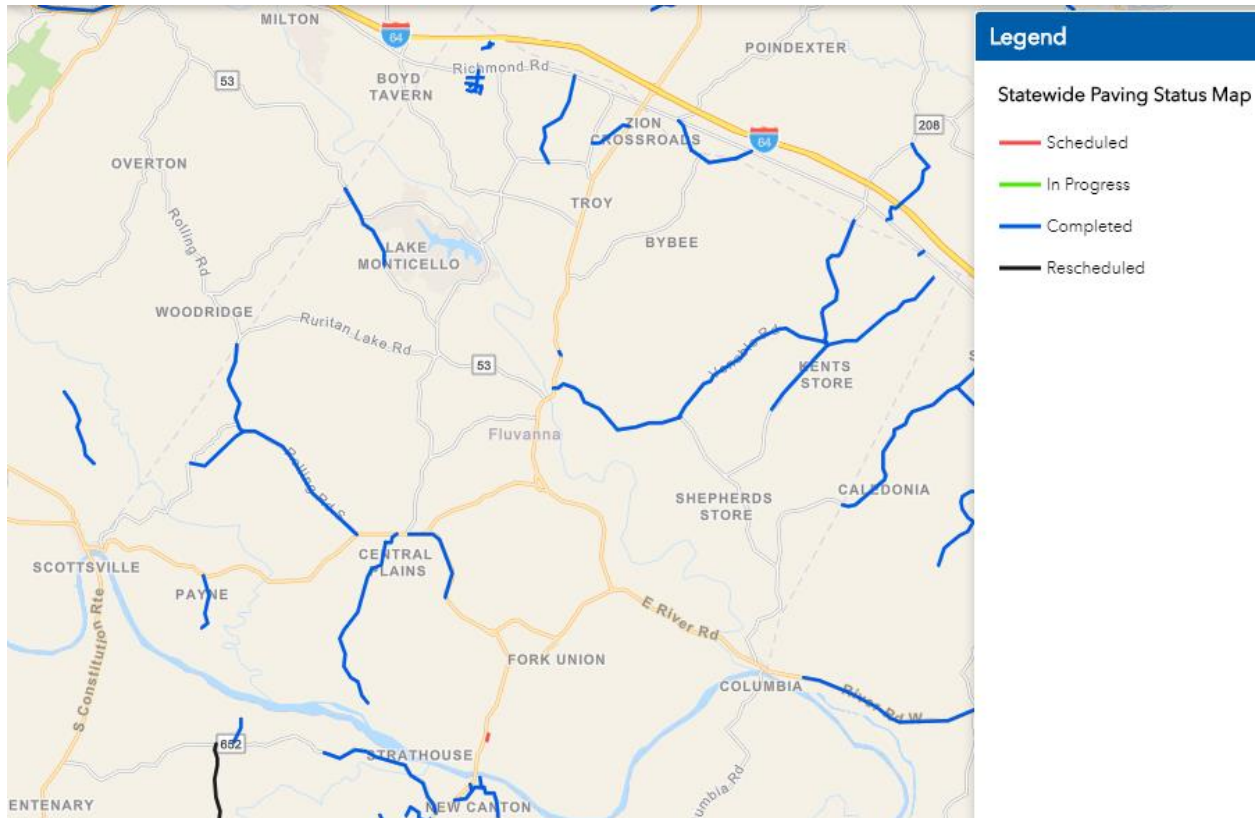
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980);
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement; Completed**
- **Route 616 Soil Nailing Slope Repair; Completed**

**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
- Route 53 High School Speed Limit Reduction
- Route 15 at Route 644 Speed Study
- Digital Speed Display Signs (ongoing)
- Rt. 613 Bybees Church Rd, Centerline Markings

### Completed Studies:

- Route 53 shoulder safety improvements (proximity 4800 block +/-); Curve warning signs installed
- 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 and grading work completed

## Area Land Use

Fluvanna County Plan/Plat Reviews - Received October-November 2019							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Albemarle Fire Arms AM-E	15-6690 James Madsion Hwy, Fork Union, VA 23033	Preliminary Plan,	John Wilson	10/2/2019	11/15/2019	11/12/2019	Review Complete -
County Waste LLC	250-TMP 5-7-9A	Pre-Application Plan, Preliminary Plan,	John Wilson	10/3/2019	10/10/2019	10/7/2019	Revision Required Review Complete -
Lane Self Storage	15-0.2 Miles south of 15/250 Intersection	Site Plan,	John Wilson	10/17/2019	11/29/2019	11/7/2019	Acceptable Review Complete -
Central Virginia Electric Cooperative	644-1224 Salem Church Road	Site Plan,	John Wilson	10/24/2019	12/6/2019	10/31/2019	Revision Required Review Complete -
Raymond B Hellinger Family Subdivision	619-1841 Ruritan Lake Rd Scottsville VA	Final Plat Review,	Mark Wood	10/24/2019	12/6/2019		Acceptable Review Underway
Herndon and Kirby Property	611-Paynes Mill Road	Preliminary Plat Review,	John Wilson	10/24/2019	12/6/2019	10/30/2019	Review Complete -
Village Oaks Clubhouse	618-Opposite 100 Crofton Place, Palmyra, VA	Site Plan,	Mark Wood	10/31/2019	12/16/2019		Acceptable Review Underway
Sun Tribe Solar LLC/ Carysbrook Elementary	15-Carysbrook Elementary School	Preliminary Plan,	John Wilson	11/11/2019	11/14/2019	11/14/2019	Review Complete -
Mechanical Building Solutions	15-TMP 5-9-2	Preliminary Plan,	John Wilson	11/11/2019	11/14/2019	11/14/2019	Acceptable Review Complete -
Village Oaks Townhomes	618-TMP 9-A-14C	Preliminary Plan,	John Wilson	11/11/2019	11/14/2019	11/14/2019	Revision Required Review Complete -
Tractor Supply Co	600-TMP 18-A-53	Preliminary Plan,	John Wilson	11/11/2019	11/14/2019	11/14/2019	Acceptable Review Complete -
Greenberry's Final Site Plan	1021-Zion Station Road	Site Plan,	Mark Wood	11/13/2019	12/27/2019		Acceptable 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 **269** Work Orders in FY20. Top actives have been dead animal removal and fallen tree/limb clearing.

### BOS Manual:

[http://www.virginiadot.org/business/resources/local\\_assistance/BOSmanual.pdf](http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf)

Alan Saunders, P.E.  
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VDOT Louisa Residency  
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