



# FLUVANNA COUNTY BOARD OF SUPERVISORS

## REGULAR MEETING AGENDA

Morris Room, Fluvanna Administration Building

April 1, 2020

Regular Meeting – 4:00 pm

Budget Work Session – 7:00 pm

TAB	AGENDA ITEMS
<b>1 - CALL TO ORDER</b>	
<b>2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>	
<b>3 – ADOPTION OF AGENDA</b>	
A	Resolution Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government During the COVID-19 Pandemic Disaster – Eric Dahl, County Administrator
B	Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster – Eric Dahl, County Administrator
C	Resolution Authorizing the Adoption of the Temporary Emergency Amendment to Employee Leave Policy – Jessica Rice, HR Manager
<b>4 – COUNTY ADMINISTRATOR’S REPORT</b>	
<b>5 – PUBLIC COMMENTS #1</b> (5 minutes each)	
<b>6 – PUBLIC HEARING</b>	
<b>7 – ACTION MATTERS</b>	
D	FY20 Bank Franchise Tax Refund for Branch Banking and Trust Company for Tax Years 2012-2014 – Mary Anna Twisdale, Director of Finance
E	FY21 Employee Health Insurance Plan – Jessica Rice, HR Manager
<b>7A – APPOINTMENTS</b>	
<b>8 – PRESENTATIONS</b> (normally not to exceed 10 minutes each)	
F	VDOT Secondary Six Year Plan Review and Discussion— Bethel Kefyalew, VDOT, Louisa Residency, Darryl Shifflett, Program Management Specialist Sr., VDOT Culpeper District
<b>9 – CONSENT AGENDA</b>	
G	Minutes of March 11, 2020 – Caitlin Solis, Clerk to the Board
H	Minutes of March 18, 2020 – Caitlin Solis, Clerk to the Board
I	Child Abuse Prevention Month Proclamation – Rocky Reed, DSS CPS Supervisor
J	EMSMC Inc. Amendment 1 – Cyndi Toler, Purchasing Officer
K	CRMF - Boiler Tube Replacement at Courts Building – Dale Critzer, Assistant Director of Public Works
L	CRMF - Safety Handrail for MAACA Sidewalk – Dale Critzer, Assistant Director of Public Works
<b>10 – UNFINISHED BUSINESS</b>	
	TBD

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**11 – NEW BUSINESS**

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TBD

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

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**13 – CLOSED MEETING AND DINNER RECESS**

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TBD

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**RECESS – DINNER BREAK**

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**RECONVENE @ 7:00pm**

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**A - CALL TO ORDER**

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**B - BUDGET WORK SESSION**

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FY21 Budget Discussion – Eric Dahl, County Administrator

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**14 – ADJOURN**

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A handwritten signature in black ink, appearing to read 'Eric Dahl', is written over a horizontal line.

County Administrator Review

## **PLEDGE OF ALLEGIANCE**

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

## **GENERAL RULES OF ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## **RULES OF PROCEDURE FOR PUBLIC HEARINGS**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.



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

**TAB A**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Resolution Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government During the COVID-19 Pandemic Disaster				
<b>MOTION(s):</b>	<b>I move the Fluvanna County Board of Supervisors adopt the Resolution entitled "Resolution Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government During the COVID-19 Pandemic Disaster."</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>	In order to maintain Fluvanna County Government operations during the COVID-19 pandemic disaster, a resolution adopting procedures for electronic public meetings and public hearings is proposed to ensure the continuity of government.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution 15-2020				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				





## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 15-2020

#### **A RESOLUTION AUTHORIZING THE ADOPTION OF PROCEDURES FOR ELECTRONIC PUBLIC MEETINGS AND PUBLIC HEARINGS TO ENSURE THE CONTINUITY OF GOVERNMENT DURING THE COVID-19 PANDEMIC DISASTER**

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic;

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread;

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate;

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19;

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

WHEREAS, on March 18, 2020, the Board of Supervisors of Fluvanna County (the “Board”) found that COVID-19 constitutes a “public health Emergency”;

WHEREAS, the Board confirmed the declaration of local emergency made by the local director of emergency management on March 18, 2020, specifically finding that the COVID-19 Pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”;

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months;

WHEREAS, on April 1, 2020, the Board, pursuant to Virginia Code § 15.2-1413, adopted an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster (“Emergency Ordinance”);

WHEREAS, through its Emergency Ordinance, the Board specifically found that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat”;

WHEREAS, through its Emergency Ordinance, the Board further found that the COVID-19 pandemic may make it unsafe or impossible to assemble in one location a quorum for public bodies including the Board, the School Board, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Board or to which the Board appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and

WHEREAS, through its Emergency Ordinance, the Board adopted certain procedures to ensure the continuity of government during the COVID-19 Pandemic disaster (“Continuity Procedures”) specifically as permitted under, suspended any deadlines applicable to Public Entities and their staff during the COVID-19 disaster, and authorized Public Entities, at their discretion, to postpone non-emergency public hearings and action items during the disaster;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby incorporates by reference and adopts the Continuity Procedures prescribed in the Emergency Ordinance, a copy of which is attached hereto; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Continuity Procedures and to develop any specific procedures as applicable and appropriate for Fluvanna County, provided that such specific procedures are consistent with the terms and conditions of the Emergency Ordinance; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Emergency Ordinance including for any applicable period upon the re-adoption of the Emergency Ordinance by the Board.

THE FOREGOING WAS ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1st day of April 2020, in accordance with Virginia Code 15.2-1413, by the following vote:

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

Attest:

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John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



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

**TAB B**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster				
<b>MOTION(s):</b>	<b>I move the Fluvanna County Board of Supervisors adopt the Ordinance entitled "Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster."</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>During the COVID-19 emergency and in the event there is not a physical quorum for a Board of Supervisors meeting, staff is recommending to approve an emergency ordinance under Virginia Code 15.2-1413, which makes virtual/telephone meetings during a disaster allowed for the "continuity of government" and also matters directly related to the emergency. There are certain functions of government that must still proceed and this will allow for continuity of government.</p> <p>This will <u>not allow for all normal business matters of the County to be handled</u>, but for matters that are necessary for continuity of government functions and related to the emergency.</p> <p>Under Virginia Code 15.2-1413, such can be done notwithstanding any contrary provision of law (such as FOIA). But meetings should be as public as possible under the circumstances, such as streaming, conference call, etc.</p> <p>This Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set forth in Virginia Code §15.2-1427 and 15.2-1413, but in no event shall such ordinance be effective for more than 6 months.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Ordinance				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				



## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### **EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.**

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic;

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread;

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate;

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19;

WHEREAS, on March 18, 2020, the Board of Supervisors of Fluvanna County (the “Board”) found that COVID-19 constitutes a “public health Emergency”;

WHEREAS, the Board confirmed the declaration of local emergency made by the local director of emergency management on March 18, 2020;

WHEREAS, the Board finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;”

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months;

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work”;

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Board may convene solely by electronic means “to

address the emergency” and the Board’s Bylaws and Rules of Practices and Procedures specifically incorporate such provisions;

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Fluvanna County, Virginia:

1. That the COVID-19 pandemic is a disaster that may make it unsafe or impossible to assemble in one location a quorum for public bodies including the Board, the School Board, the Planning Commission, Board of Zoning Appeals, Board of Equalization and all local and regional boards, commissions, committees and authorities created by the Board or to which the Board appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
  - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
  - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
  - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
  - d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
  - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
  - f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set forth in Virginia Code §15.2-1427 and 15.2-1413, but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Board or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration to the extent possible.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

THE FOREGOING WAS ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1st day of April 2020, in accordance with Virginia Code 15.2-1413, by the following vote:

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

Attest: \_\_\_\_\_

John M. Sheridan, Chair Board of Supervisors

APPROVED AS TO FORM:

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

**TAB C**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Resolution Authorizing the Adoption of the Temporary Emergency Amendment to Employee Leave Policy				
<b>MOTION(s):</b>	<b>I move to approve the resolution titled “A RESOLUTION FOR A TEMPORARY EMERGENCY AMMENDMENT TO EMPLOYEE LEAVE POLICY”, effective March 15, 2020 through June 30, 2020, as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager				
<b>PRESENTER(S):</b>	Jessica Rice, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Effective March 15, 2020.				
<b>DISCUSSION:</b>	<ol style="list-style-type: none"> <li>1) The County’s Personnel Policy currently outlines procedures for accruing and using sick leave in accordance with EEOC, ADA, FLSA, and other wage and hour laws, as well as the State retirement plan provisions.</li> <li>2) In response to the COVID-19 pandemic, President Trump signed the Families First Coronavirus Preparedness Act, which includes provisions for 80 hours of paid Emergency Sick Leave, for employees who become ill, or have been exposed to someone who is ill as a result of the coronavirus. The County is amending this provision, allowing for 84 hours of leave for Law Enforcement and E911 personnel to equally cover 14 days of their scheduled base hours. As per the Act, these provisions are effective for April 2, 2020 through June 30, 2020.</li> <li>3) For the dates of March 15, 2020 through April 1, 2020, employees who are required to not work in accordance with CDC guidelines relating to the coronavirus pandemic, shall be granted paid Emergency Sick Leave equal to their regularly scheduled hours for any time missed.</li> <li>4) Employees will adhere to prescriptive guidelines regarding medical care and health and hygiene, as well as procedural requirements for County operations.</li> <li>5) Employees who exhausted their allotted paid emergency sick leave, will be required to draw from their own sick leave or accrued annual leave if needed.</li> </ol>				
<b>FISCAL IMPACT:</b>	Sick leave is a sunk cost. The fiscal impact is equal to lost productivity during the period of paid sick leave. No additional funds will be required with the exception of potential overtime pay to cover shifts for Law Enforcement, E911, or Utilities.				

<b>POLICY IMPACT:</b>	Emergency amendment to Personnel Policy, Section 2.13.2 "Sick Leave", for the temporary period of March 15, 2020 through June 30, 2020.				
<b>LEGISLATIVE HISTORY:</b>	Aligned with provisions set forth in the Families First Coronavirus Preparedness Act, as signed into law by President Trump on March 18, 2020.				
<b>ENCLOSURES:</b>	Resolution titled "Temporary Emergency Amendment to Employee Leave Policy"; Emergency Temporary Amendment to Personnel Policy, Section 2.13.2 "Sick Leave" Effective Immediately				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>			<b>X</b>	<b>COAD</b>



**BOARD OF SUPERVISORS**

County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 16-2020**

**A RESOLUTION FOR A TEMPORARY EMERGENCY AMMENDMENT TO  
EMPLOYEE LEAVE POLICY**

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

WHEREAS, on March 18, 2020 the Senate passed and President Trump signed into law the Families First Coronavirus Response Act (the "Act") aimed at addressing the impact of the COVID-19 (hereinafter referred to as "coronavirus") outbreak on Americans;

WHEREAS, the provisions of the Act relate to an emergency expansion of the federal Family and Medical Leave Act ("FMLA") and paid Sick Leave which become effective on April 2, 2020; and

WHEREAS, to protect the health and welfare of its employees and the public the Board deems it advisable to make an emergency temporary amendment to its personnel Policy, Section 2.13.2 "Sick Leave", to address the coronavirus, allow for Emergency Sick Leave related to the coronavirus for the period of March 15, 2020 to April 1, 2020, and to highlight certain provisions of the Families First Coronavirus Act which is effective April 2, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby incorporates by reference and adopts the Emergency Temporary Amendment to Personnel Policy, Section 2.13.2 "Sick Leave" Effective Immediately (the "Amendment"), a copy of which is attached hereto; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement the Amendment and to develop procedures as applicable and appropriate for Fluvanna County, provided that such are consistent with the Amendment; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and the Amendment shall remain in effect until June 30, 2020, as set forth therein.

THE FOREGOING WAS ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1st day of April 2020, by the following vote:

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

Attest:

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John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



**Emergency Temporary Amendment to Personnel Policy, Section 2.13.2 “Sick Leave” Effective Immediately:**

Fluvanna County considers the health and welfare of its employees and the public of paramount importance. Therefore, in addition to requirements of the Families First Coronavirus Act, Fluvanna is implementing the following emergency modifications and clarifications to its Personnel Policy related to the coronavirus and employee health and welfare effective immediately.

1. If you experience symptoms of coronavirus, have been diagnosed with coronavirus, or have been exposed to a person experiencing symptoms of or diagnosed with coronavirus, then you must notify your supervisor immediately. You may not report to work, or if you are at work you must report the same to your supervisor (from a safe distance – at least 6 feet) immediately and go home. If you (or, as applicable, if the other person you were exposed to) are found not to have coronavirus, then so long as you are not sick, you may return to work. The County may require a doctor’s note confirming the same; or confirming you tested negative for the coronavirus consistent with CDC and EEOC guidelines.
2. If you are confirmed to have coronavirus, or diagnosed with a suspected but unconfirmed case, or have been exposed to someone confirmed, or diagnosed with a suspected but unconfirmed case, you will be asked to stay home for as long as is recommended by current CDC guidelines (current guidelines from the CDC - 14 days or until you test negative for the virus twice within 24 hours; subject to change as new guidelines are provided by the CDC).
3. The EEOC allows us to ask you about symptoms of the illness to determine if you might have coronavirus, such as asking you about:
  - a. Fever
  - b. Fatigue
  - c. Cough
  - d. Sneezing
  - e. Aches and pains
  - f. Runny or stuffy nose
  - g. Sore throat
  - h. Diarrhea
  - i. Headaches
  - j. Shortness of breath
4. The County can and will require you to leave if you exhibit symptoms consistent with coronavirus. When possible, we ask that employees continue to work from home.
5. For your safety and the safety of those around you, the County requires the following:
  - a. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
  - b. Avoid touching your eyes, nose, and mouth with unwashed hands.

- c. Avoid close contact with others, please try to distance yourself from others by 6 feet whenever practicable.
  - d. Refrain from shaking hands with others for the time being.
  - e. Cover your cough or sneeze into a tissue, then throw the tissue in the trash.
  - f. Clean and disinfect frequently touched objects and surfaces.
  - g. Stay home when you are sick.
  - h. Report any health, safety or coronavirus illness-related concerns to your supervisor immediately.
6. Except for suspensions, or termination related to violations of this policy, if an employee: (a) is required not to work under this policy under (1), (2) or (4) above; (b) seeks medical attention related to their symptoms or exposure promptly; and (c) returns to work as soon as practicable and in accordance with CDC guidelines if and when he or she tests negative or is otherwise eligible to return under this policy, then: an employee shall be entitled to paid Emergency Sick Leave equal to their regularly scheduled hours for any time missed related thereto during the period of March 15, 2020 through and including April 1, 2020. This Emergency Sick Leave only applies during the period of March 15, 2020 and April 1, 2020, and if not used shall not be subject to any carry-over and shall be lost. Such Emergency Sick Leave shall be in addition to other paid leave. As of April 2, 2020, the Families First Coronavirus Preparedness Act (the “Act”) will provide certain additional paid sick leave related to the coronavirus as set forth in such Act. The County will post notices related thereto as required under the Act.
- If testing is not available, or approval for the test is not provided, such shall not be a bar to employee’s ability to use Emergency leave as described herein so long as the employee has sought medical attention and otherwise complied with the requirements of this section.
7. It shall be insubordination to violate any of the above policies. It shall be insubordination to make any false statement or false report to Fluvanna County related to coronavirus, your symptoms, the symptoms of another or to make any false statement or claims to the County under this policy. Dependent upon the severity of an incident, misconduct or action, an employee will be subject to disciplinary action up and including termination.
8. Nothing herein changes the policy that if you are to be out on sick leave, including for coronavirus illness or exposure as set out herein, for 3 days or more, then you are expected to provide a doctor’s note related to such sick leave. If an employee is having difficulty obtaining a doctor’s note for such absence owing to the unique circumstances of the pandemic, then the County may extend the time allowed for providing a note for a reasonable period so long as the employee communicates the delay to the County in advance.
9. This emergency policy shall remain in effect through June 30, 2020 unless extended by Board of Supervisors in writing; except for the “Emergency Sick Leave” which is only applicable as set forth herein during the period of March 15, 2020 and April 1, 202. Where in conflict with

the employee policies, this policy shall control and shall be deemed a modification thereto. All other provisions of the employee policies are ratified and confirmed.



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

BOS2020-04-01 p.23/120

**TAB D**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	FY20 Bank Franchise Tax Refund for Branch Banking and Trust Company for Tax Years 2012-2014				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a budget transfer from the FY20 BOS Contingency to the FY20 Board of Supervisors budget for a BB&amp;T Bank Franchise Tax Refund in the amount of \$32,954 for the tax years 2012-2014 per the Commonwealth of Virginia Department of Taxation</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	Public Safety	
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Mary Anna Twisdale, Director of Finance				
<b>PRESENTER(S):</b>	Mary Anna Twisdale, Director of Finance				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Fluvanna County receives Bank Franchise Tax Fee Revenue through the State of Virginia each year.</li> <li>• Branch Banking and Trust filed revised Bank Franchise Tax returns for tax years 2012-2014.</li> <li>• Virginia Department of Taxation conducted an audit of the amended returns.</li> <li>• The Department of Taxation concluded overpayment of State Bank Franchise Taxes must be refunded to BB&amp;T for tax years 2012-2014.</li> <li>• Localities will be responsible for refunding the local portion of the Bank Franchise Taxes to BB&amp;T directly.</li> <li>• The determination has been reviewed by the Fluvanna County Commissioner of the Revenue and approved by the County Attorney.</li> </ul>				
<b>FISCAL IMPACT:</b>	Current BOS Contingency Balance \$72,259 Cost of Refund \$32,954 Remaining BOS Contingency Balance \$39,305				
<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
		<b>X</b>			







# **COMMONWEALTH of VIRGINIA**

## ***Department of Taxation***

TO: Commissioners of the Revenue & Other Local Officials

FROM: C. Keven Wright  
Director of Special Taxes and Services

SUBJECT: Bank Franchise Tax Refunds for Branch Banking and Trust Company  
Tax Years 2012-2014

DATE: February 27, 2020

I wanted to make you aware of a large refund request that may impact your locality. Branch Banking and Trust Company filed revised Bank Franchise Tax (BFT) returns for tax years 2012 through 2014. Virginia Tax conducted an audit of the amended returns. Branch Banking and Trust Company appealed the audit to the Tax Commissioner. The ruling is attached for your review. The table below indicates the original refunds requested and the approved refunds, exclusive of interest, based on the Determination.

Original Refund Requested	Adjusted Amended Refund
2012 - \$3,906,439	\$3,590,372
2013-\$3 ,569,940	\$3,050,539
2014- \$4,662,551	\$3,679,331
Total- \$12,138,930	\$10,320,242

Attached you will find a Local Tax Apportionment Schedule for 2012 – 2014, with the Department's computation of the local refunds.

If you have questions, please contact Becky Akers at [rebecca.akers@tax.virginia.gov](mailto:rebecca.akers@tax.virginia.gov) or at (804) 225-4410.



# COMMONWEALTH of VIRGINIA

## *Department of Taxation*

October 1, 2019

Mr. David M. Vistica  
Washington National Tax  
Deloitte Tax LLP  
555 12<sup>th</sup> Street, N.W., Suite 400  
Washington, D.C. 20004

Re: § 58.1-1824 Application: Bank Franchise Tax  
Branch Banking and Trust Company

Dear Mr. Vistica:

This is in response to your letter in which you seek correction of the bank franchise tax (BFT) assessments issued to Branch Banking and Trust Company (the "Bank") for the 2013 and 2014 tax years and protective claim for refund for the 2012 through 2014 tax years. I apologize for the delay in responding to your appeal.

### FACTS

For the tax years at issue, the Bank had investments in numerous subsidiaries that were reported in the Bank's official report of condition (the "Call Report"). The Bank timely filed amended BFT returns for the taxable years at issue, reporting a significant increase in its deduction for retained earnings and surplus of subsidiaries and requested refunds.

Under review, the Department requested additional documentation concerning the deductions for the surplus of subsidiaries. Based on the additional documentation, the Department granted deductions that were less than originally claimed. The Department also increased taxable capital on the 2014 return. The refunds were denied and assessments were issued for the 2013 and 2014 tax years.

The Bank filed a protective claim for refund, contending it had correctly reported its capital on the 2014 return and the deductions on its amended returns. The Bank also asserts the Department assessed the 2013 tax year beyond the statute of limitations. Further, if relief is not granted on the issue of the deduction, the Bank



Mr. David M. Vistica  
October 1, 2019  
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claims the Department failed to allow a historic rehabilitation tax credit to which it was entitled.

## DETERMINATION

### Statute of Limitations

Pursuant to *Virginia Code* § 58.1-104, the Department generally has authority to issue an assessment within three years of the due date of a timely filed return. Under *Virginia Code* § 58.1-1207, the 2013 BFT return was due March 1, 2013. Thus, the Department had until March 1, 2016, to issue an assessment. The 2013 assessment was issued in February 2017, beyond the statute of limitations.

### Total Equity Capital

The BFT is imposed on the net capital of a bank. *Virginia Code* § 58.1-1205 provides the computation for determining a bank's net capital. There is no provision under Virginia statute that requires or permits banks to combine capital among affiliated banks for purposes of determining its BFT liability. Instead, each bank must make a separate determination of its capital.

For the 2014 tax year, the Department adjusted the Bank's "total equity capital" to equal the amount reported on the Call Report. While Title 23 of the Virginia Administrative Code (VAC) 10-330-20 B 7 starts the BFT computation with total equity capital as reported on the Call Report, the Department has recognized that changes in United States Generally Accepted Accounting Principles (GAAP) and federal banking regulations have included items reported in a bank's equity beyond those items identified in Virginia's statute. See Public Document (P.D.) 05-165 (12/5/2005).

Under *Virginia Code* § 58.1-1205, the computation of net capital begins "by adding together its capital, surplus, undivided profits and one half of any reserve for loan losses net of applicable deferred tax . . . ." Title 23 VAC 10-330-20 defines "gross capital" to mean "the total of capital stock, surplus, and undivided profits and one half of any reserve for loan losses net of applicable deferred tax . . . ." Under the regulation, the gross capital of a bank is computed by adding the following accounts as reported on the Call Report: (1) preferred stock, (2) common stock, (3) surplus, (4) undivided profits and reserve for contingencies and other capital reserves, and (5) 50% of reserve for loan losses reduced by deferred tax. Under Virginia's regulation, any amounts not included in these five categories are not included in a bank's computation of total equity capital.

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October 1, 2019  
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For the 2012 through 2014 tax years, the Bank included "noncontrolling (minority) interests in consolidated subsidiaries" in computing its total equity capital reported on its Call Reports. The Bank argues this line was created as a result of the reclassification of liabilities related to minority interests in relegated entities from the liability section of the balance sheet. According to the Bank, it was required to report a lower-tiered subsidiary as a noncontrolling interest because it was held outside the consolidated group included in the Call Report.

Financial Accounting Standards Board (FASB) Statement No. 160 made a number of amendments to Accounting Research Bulletin (ARB) 51 with regard to consolidating financial statements of related entities. Included in the amendments was a change in the way noncontrolling interests in other entities were reported in the financial statements. Instead of reporting the noncontrolling or minority interests in the liability section of the balance sheet, FASB Statement No. 160 began requiring entities to report noncontrolling interests in the consolidated statement of financial position with equity but separate from the parent's equity. Under the provisions of FASB Statement No. 160, the total equity capital reported on the Call Report included a separate item in its equity section for "noncontrolling (minority) interests in consolidated subsidiaries." The description of the equity accounts included in determining a bank's capital subject to BFT does not include noncontrolling or minority holdings in a subsidiary.

#### Deduction for Surplus

Under GAAP, banks are required to include majority-owned subsidiaries in a consolidated Call Report. Accordingly, a Call Report filed by a bank may include the bank and its subsidiaries. Before consolidation, a parent bank will include the investment in its subsidiary as an asset. The subsidiary reports a corresponding equity owned by the parent bank in the equity section of its balance sheet. When the entities are consolidated, an elimination adjustment is made to offset the intercompany transaction. In the elimination, the parent bank's asset will be offset by the subsidiary's equity owned by the bank.

*Virginia Code* § 58.1-1206 A 4 permits a deduction equal to the "amount of retained earnings and surplus of subsidiaries to the extent included in the gross capital of the bank." Title 23 VAC 10-330-30 E explains that the intent of the deduction is to remove the amount of increase in the bank's recorded investment in its subsidiaries resulting from undistributed earnings of such subsidiaries from the gross capital of a bank. This reduces the possibility that the bank would be taxed on the activities of its subsidiaries. Under the regulation, the deduction is limited to the amount included in gross capital that represents the undistributed earnings of its subsidiaries during the period of the bank's investment in such subsidiaries.

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For reporting purposes, the regulatory requirements applicable to the Call Report conform to GAAP. Under ARB No. 51, retained earnings of a purchased subsidiary at the date of acquisition are not included in consolidated financial statements. Consequently, the only undistributed earnings of a subsidiary that should be included in a bank's consolidated financial statement would be the subsidiary's retained earnings during the period of the bank's investment.

Such increases are generally reflected in a subsidiary's undivided profits or retained earnings. In some instances, however, the increase may be reflected in the subsidiary's surplus. As such, the deduction is permitted for the subsidiary's retained earnings and surplus.

Pursuant to Title 23 VAC 10-330-20 B, "surplus" is defined as the amount shown on the Call Report including "reserves for contingencies and other capital account reserves." For purposes of the Call Report, the surplus account includes capital contributions, adjustments arising from treasury stock transactions, and any amount received for common stock in excess of its par value.

Unlike retained earnings, a subsidiary's surplus at the date of acquisition is not eliminated in consolidated financial statements under GAAP. Consequently, the clear language of the statute permits a deduction for any amount of a subsidiary's surplus included in the Call Report of a bank. Such surplus, including reserves, treasury stock, and amounts paid in excess of par, should be readily identifiable on the subsidiary's year end financial statements. See P.D. 06-69 (8/18/2006).

The Department denied the deductions for surplus because Title 23 VAC 10-330-30 E restricts the deduction to undistributed earnings. In addition, the deduction reported on the 2014 return far exceeded the amount reported on the Call Report.

The term "undistributed earnings" is not defined for BFT purposes. Generally, the term "undistributed earnings" is used along with a number of terms to describe retained earnings, which are earnings or profits that are not paid as distributions to the entity's owners. The Virginia Supreme Court has used the terms "undistributed earnings" and "retained earnings" interchangeably. See *Segaloff v. Segaloff*, 59 Va. Cir. 55, 2002 Va. Cir. LEXIS 131 (2002). *Virginia Code* § 58.1-1206, however, permits a deduction for surplus in addition to retained or undistributed earnings. See also P.D. 06-69 (8/18/2006).

As to the amount of the deduction claimed by the Bank, *Virginia Code* § 58.1-1206 A 4 limits the deduction to the extent retained earnings and surplus are included in the gross capital of the bank. In conjunction with its review, the Department requested the Bank to provide a reconciliation of its deduction to amounts reported on

Mr. David M. Vistica  
October 1, 2019  
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the Call Report. The reconciliation provided by the Bank indicated that a significant amount of the deduction for retained earnings and surplus claimed on its amended returns had been eliminated before being reported on the Call Reports. In accordance with the statute, the Bank would not be permitted to deduct retained earnings and surplus not included in gross capital.

#### Historic Rehabilitation Tax Credit

In 2009, the Bank received a Historic Rehabilitation Tax Credit (the "Credit") from a pass-through entity. In subsequent years, the Bank became eligible to claim additional Credits received through various pass-through entities.

Under *Virginia Code* § 58.1-339.2, any individual, trust, estate, or corporation is entitled to the Credit equal to 25% of eligible expenses. Credits granted to partnerships are allocated to the partners either in proportion to their ownership interest or as agreed. The credit may be carried over for up to 10 tax years.

As permitted under the statute, the portion of the Credit that was not used on the 2010 BFT return was carried forward to 2011 and 2012. Credits earned in subsequent taxable years were likewise carried forward to 2012, 2013 and 2014 and claimed on the Bank's original BFT returns. When the Bank filed amended returns, the state BFT tax liability was reduced to \$0. As a result, the Bank had no BFT liability on which to apply the Credits that had been carried forward. Thus, the Bank did not report any Credit on the amended returns.

The Bank asserts the Department has not reflected available Credits against the assessments made for the 2013 and 2014 tax years. A review of the audit reports confirms the Department failed to adjust Credit carryovers to reflect the full amounts that were eligible to be claimed in its audit findings and resulting assessments.

When the Bank amended its deduction of retained earnings, it also amended its claims for the Credit in accordance with the resulting state BFT liability. Because the Credit carryovers were amended, the Department was obligated to adjust the Credit carryovers when it disallowed the deduction.

#### Mathematical Errors

During the course of considering the Bank's appeal, a number of minor transposition errors were discovered on the amended returns. The Bank has provided documentation to verify the correct amounts.

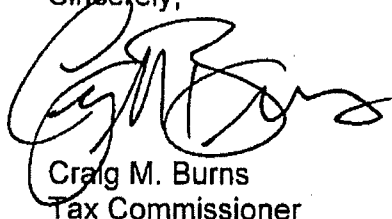
Mr. David M. Vistica  
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### CONCLUSION

In accordance with this determination, the adjustment to increase equity capital for the 2014 tax year by including noncontrolling (minority) interests in consolidated subsidiaries is reversed. In addition, the Department will allow a deduction for both retained earnings and surplus of the Bank's subsidiaries to the extent included in gross capital. Finally, the Credit carryovers must be corrected to show the amounts that should have been claimed for the 2012 through 2014 tax years. The enclosed schedules display the adjustments (including mathematical errors) to be made as a result of this determination. The overpayments of state BFT, including applicable interest, will be refunded shortly. The Department will notify the affected localities and refunds of the local portion of the BFT will be issued by those localities.

The *Code of Virginia* sections, regulations, and public documents cited are available on-line at [www.tax.virginia.gov](http://www.tax.virginia.gov) in the Laws, Rules & Decisions section of the Department's web site. If you have any questions regarding this determination, you may contact David T. Mason in the Department's Office of Tax Policy, Appeals and Rulings, at (804) 371-6041.

Sincerely,



Craig M. Burns  
Tax Commissioner

Enclosure

AR/1289o

<b>SUMMARY OF REFUNDS DUE TO BB&amp;T</b>				
<b>LOCALITY</b>	<b>2012 REFUND TO BANK</b>	<b>2013 REFUND TO BANK</b>	<b>2014 REFUND TO BANK</b>	<b>TOTAL DUE TO BANK</b>
Accomack County	\$3,425	\$3,214	\$4,176	\$10,815
Albemarle County	\$42,246	\$36,003	\$44,391	\$122,640
Amelia County	\$4,537	\$3,739	\$3,946	\$12,223
Amherst County	\$15,197	\$11,832	\$14,117	\$41,146
Arlington County	\$158,647	\$142,710	\$168,167	\$469,524
Augusta County	\$9,829	\$8,354	\$13,063	\$31,247
Bath County	\$8,855	\$7,616	\$7,544	\$24,015
Bedford County	\$15,643	\$14,601	\$18,136	\$48,380
Bland County	\$9,254	\$7,855	\$9,265	\$26,374
Buckingham County	\$6,482	\$5,424	\$5,596	\$17,502
Campbell County	\$8,822	\$7,450	\$8,895	\$25,166
Carroll County	\$2,994	\$2,637	\$0	\$5,631
Charles City County	\$3,947	\$3,239	\$3,689	\$10,875
Chesterfield County	\$70,433	\$64,154	\$81,011	\$215,599
City of Alexandria	\$52,131	\$49,269	\$57,996	\$159,396
City of Bristol	\$7,093	\$6,158	\$7,748	\$20,999
City of Buena Vista	\$4,543	\$4,267	\$8,635	\$17,446
City of Charlottesville	\$24,895	\$26,411	\$27,675	\$78,981
City of Chesapeake	\$80,870	\$72,711	\$89,443	\$243,023
City of Colonial Heights	\$16,790	\$14,632	\$19,005	\$50,426
City of Covington	\$12,970	\$10,940	\$13,821	\$37,731
City of Danville	\$29,046	\$22,670	\$25,140	\$76,856
City of Emporia	\$11,537	\$10,333	\$11,916	\$33,786
City of Fairfax	\$100,397	\$75,294	\$132,942	\$308,634
City of Falls Church	\$31,101	\$26,705	\$30,354	\$88,159
City of Franklin	\$8,232	\$10,864	\$13,174	\$32,270
City of Fredericksburg	\$72,761	\$60,929	\$66,605	\$200,295
City of Galax	\$7,356	\$5,770	\$6,888	\$20,014
City of Hampton	\$9,855	\$11,697	\$15,840	\$37,392
City of Harrisonburg	\$24,376	\$21,610	\$29,382	\$75,369
City of Hopewell	\$11,516	\$10,242	\$12,664	\$34,422
City of Lexington	\$8,737	\$7,402	\$8,433	\$24,571
City of Lynchburg	\$90,394	\$60,041	\$74,530	\$224,965
City of Manassas	\$59,796	\$47,845	\$56,510	\$164,151
City of Martinsville	\$29,962	\$25,356	\$28,748	\$84,066
City of Newport News	\$21,402	\$20,198	\$24,120	\$65,720
City of Norfolk	\$119,411	\$76,450	\$100,045	\$295,906
City of Petersburg	\$10,408	\$8,560	\$9,940	\$28,908
City of Poquoson	\$9,520	\$8,894	\$10,802	\$29,215
City of Portsmouth	\$31,820	\$27,777	\$34,350	\$93,947
City of Radford	\$5,971	\$5,221	\$6,246	\$17,438
City of Richmond	\$71,455	\$97,105	\$76,924	\$245,484
City of Roanoke	\$24,813	\$22,282	\$26,231	\$73,326
City of Salem	\$20,423	\$16,252	\$19,256	\$55,931



SUMMARY OF REFUNDS DUE TO BB&T				
<b>LOCALITY</b>	<b>2012 REFUND TO BANK</b>	<b>2013 REFUND TO BANK</b>	<b>2014 REFUND TO BANK</b>	<b>TOTAL DUE TO BANK</b>
City of Staunton	\$9,941	\$9,020	\$10,393	\$29,355
City of Suffolk	\$40,470	\$29,940	\$33,567	\$103,977
City of Virginia Beach	\$161,162	\$141,347	\$170,923	\$473,432
City of Waynesboro	\$6,358	\$5,112	\$6,198	\$17,667
City of Williamsburg	\$9,372	\$8,136	\$10,823	\$28,330
City of Winchester	\$93,497	\$78,059	\$96,502	\$268,059
Cumberland County	\$2,422	\$2,153	\$2,423	\$6,999
Dinwiddie County	\$2,999	\$2,704	\$3,161	\$8,864
Fairfax County	\$545,843	\$464,315	\$568,435	\$1,578,593
Fauquier County	\$13,128	\$11,310	\$13,828	\$38,267
Fluvanna County	\$11,613	\$9,529	\$11,812	\$32,954
Franklin County	\$21,518	\$16,319	\$20,459	\$58,295
Frederick County	\$22,204	\$19,391	\$21,987	\$63,583
Gloucester County	\$15,836	\$14,101	\$16,491	\$46,429
Greene County	\$6,368	\$5,318	\$6,726	\$18,413
Hanover County	\$42,244	\$38,107	\$42,773	\$123,124
Henrico County	\$144,178	\$123,029	\$161,870	\$429,077
Henry County	\$20,330	\$15,515	\$18,527	\$54,373
James City County	\$3,208	\$4,268	\$4,916	\$12,392
King & Queen County	\$3,261	\$2,965	\$3,102	\$9,329
King George County	\$10,581	\$9,017	\$10,268	\$29,866
Loudoun County	\$57,965	\$53,224	\$67,850	\$179,038
Mecklenburg County	\$3,011	\$2,544	\$3,093	\$8,648
Middlesex County	\$9,517	\$7,963	\$9,532	\$27,012
Montgomery County	\$2,556	\$2,117	\$2,494	\$7,167
Nelson County	\$10,281	\$9,348	\$10,967	\$30,596
Page County	\$9,665	\$8,562	\$9,957	\$28,184
Patrick County	\$3,723	\$3,067	\$3,965	\$10,755
Pittsylvania County	\$6,240	\$5,138	\$6,048	\$17,425
Prince George County	\$6,413	\$5,274	\$6,385	\$18,072
Prince William County	\$86,598	\$77,827	\$94,538	\$258,962
Rappahannock County	\$2,896	\$2,549	\$2,867	\$8,312
Roanoke County	\$17,618	\$15,564	\$19,663	\$52,845
Rockbridge County	\$15,615	\$13,117	\$16,958	\$45,690
Rockingham County	\$4,689	\$3,929	\$4,539	\$13,157
Russell County	\$2,491	\$2,236	\$2,549	\$7,276
Scott County	\$2,751	\$2,108	\$2,439	\$7,298
Smyth County	\$3,329	\$0	\$0	\$3,329
Spottsylvania County	\$26,090	\$22,371	\$27,464	\$75,925
Stafford County	\$38,767	\$34,048	\$41,920	\$114,734
Sussex County	\$2,237	\$2,172	\$2,249	\$6,658
Town of Abingdon	\$35,327	\$7,573	\$8,328	\$51,228
Town of Altavista	\$4,789	\$3,768	\$4,388	\$12,944
Town of Amherst	\$8,739	\$10,714	\$12,824	\$32,277

<b>SUMMARY OF REFUNDS DUE TO BB&amp;T</b>				
<b>LOCALITY</b>	<b>2012 REFUND TO BANK</b>	<b>2013 REFUND TO BANK</b>	<b>2014 REFUND TO BANK</b>	<b>TOTAL DUE TO BANK</b>
Town of Appomattox	\$12,503	\$10,204	\$12,269	\$34,976
Town of Ashland	\$19,163	\$16,055	\$18,862	\$54,080
Town of Berryville	\$7,996	\$6,644	\$8,167	\$22,807
Town of Big Stone Gap	\$3,765	\$3,104	\$3,705	\$10,575
Town of Blacksburg	\$6,581	\$5,924	\$7,385	\$19,890
Town of Blackstone	\$4,013	\$3,284	\$7,180	\$14,477
Town of Bluefield	\$9,660	\$9,615	\$11,151	\$30,426
Town of Boones Mill	\$6,378	\$5,336	\$6,226	\$17,940
Town of Bridgewater	\$9,758	\$8,524	\$10,336	\$28,618
Town of Broadway	\$9,412	\$7,956	\$11,919	\$29,287
Town of Brookneal	\$3,567	\$3,376	\$3,554	\$10,497
Town of Buchanan	\$2,748	\$2,325	\$2,534	\$7,607
Town of Chilhowie	\$5,448	\$4,780	\$5,659	\$15,887
Town of Christiansburg	\$5,335	\$4,686	\$6,308	\$16,329
Town of Clifton Forge	\$6,488	\$5,480	\$5,708	\$17,676
Town of Clintwood	\$5,990	\$4,379	\$5,484	\$15,853
Town of Coeburn	\$4,891	\$3,844	\$4,223	\$12,959
Town of Colonial Beach	\$7,878	\$6,420	\$7,896	\$22,193
Town of Courtland	\$4,150	\$0	\$0	\$4,150
Town of Craigsville	\$2,420	\$2,009	\$0	\$4,429
Town of Culpeper	\$10,972	\$9,360	\$9,937	\$30,269
Town of Damascus	\$5,203	\$4,306	\$4,952	\$14,461
Town of Dayton	\$6,319	\$5,441	\$6,570	\$18,330
Town of Dublin	\$3,242	\$3,019	\$3,479	\$9,740
Town of Elkton	\$2,376	\$1,976	\$2,432	\$6,784
Town of Exmore	\$8,454	\$6,890	\$8,108	\$23,453
Town of Farmville	\$12,012	\$11,509	\$13,589	\$37,110
Town of Fries	\$4,521	\$3,400	\$3,578	\$11,500
Town of Front Royal	\$18,725	\$15,250	\$18,192	\$52,167
Town of Gate City	\$1,552	\$1,292	\$1,414	\$4,258
Town of Glasgow	\$3,144	\$2,502	\$0	\$5,646
Town of Gordonsville	\$2,481	\$2,859	\$4,123	\$9,463
Town of Grottoes	\$2,263	\$2,117	\$0	\$4,380
Town of Haymarket	\$10,913	\$9,506	\$12,175	\$32,594
Town of Haysi	\$3,770	\$3,051	\$3,559	\$10,380
Town of Herndon	\$6,310	\$5,504	\$6,944	\$18,758
Town of Hillsville	\$8,026	\$6,736	\$11,320	\$26,082
Town of Honaker	\$3,369	\$2,957	\$0	\$6,326
Town of Kenbridge	\$3,814	\$3,007	\$0	\$6,821
Town of Keysville	\$5,617	\$4,508	\$5,366	\$15,491
Town of Lebanon	\$9,440	\$4,773	\$9,337	\$23,550
Town of Leesburg	\$28,283	\$22,585	\$25,720	\$76,588
Town of Lovettsville	\$9,242	\$7,840	\$9,346	\$26,428
Town of Middleburg	\$9,042	\$5,557	\$6,712	\$21,311

<b>SUMMARY OF REFUNDS DUE TO BB&amp;T</b>				
<b>LOCALITY</b>	<b>2012 REFUND TO BANK</b>	<b>2013 REFUND TO BANK</b>	<b>2014 REFUND TO BANK</b>	<b>TOTAL DUE TO BANK</b>
Town of Middletown	\$3,905	\$3,022	\$4,039	\$10,966
Town of Mineral	\$7,525	\$6,204	\$7,526	\$21,255
Town of Mount Jackson	\$8,045	\$6,618	\$7,270	\$21,934
Town of Narrows	\$4,497	\$0	\$0	\$4,497
Town of New Market	\$2,280	\$1,832	\$2,085	\$6,197
Town of Newsoms	\$1,239	\$0	\$0	\$1,239
Town of Nickelsville	\$2,043	\$1,588	\$1,687	\$5,318
Town of Onley	\$8,101	\$7,138	\$8,427	\$23,666
Town of Orange	\$5,942	\$5,142	\$6,025	\$17,109
Town of Pearisburg	\$5,103	\$4,263	\$7,319	\$16,685
Town of Pembroke	\$2,084	\$1,850	\$0	\$3,934
Town of Pocahontas	\$1,827	\$0	\$0	\$1,827
Town of Pound	\$3,626	\$3,057	\$0	\$6,683
Town of Pulaski	\$3,906	\$3,190	\$3,787	\$10,883
Town of Purcellville	\$13,512	\$11,690	\$15,782	\$40,984
Town of Remington	\$3,734	\$3,187	\$3,649	\$10,569
Town of Rich Creek	\$5,464	\$8,025	\$9,483	\$22,971
Town of Richlands	\$19,086	\$15,581	\$18,236	\$52,903
Town of Rocky Mount	\$15,257	\$12,759	\$14,408	\$42,425
Town of Rural Retreat	\$3,799	\$5,790	\$6,324	\$15,912
Town of Saltville	\$13,110	\$9,566	\$9,523	\$32,199
Town of Scottsville	\$9,595	\$8,135	\$9,889	\$27,619
Town of Smithfield	\$7,210	\$5,649	\$8,822	\$21,681
Town of South Boston	\$16,028	\$13,043	\$15,265	\$44,336
Town of South Hill	\$13,747	\$11,404	\$14,058	\$39,210
Town of Strasburg	\$4,658	\$3,857	\$4,560	\$13,076
Town of Stuart	\$13,787	\$11,173	\$12,420	\$37,380
Town of Surry	\$1,638	\$1,445	\$0	\$3,083
Town of Tazewell	\$17,076	\$13,866	\$15,199	\$46,141
Town of Timberville	\$2,245	\$2,028	\$0	\$4,273
Town of Urbanna	\$4,119	\$3,412	\$3,799	\$11,330
Town of Vienna	\$25,613	\$23,161	\$28,643	\$77,417
Town of Vinton	\$6,316	\$5,330	\$6,430	\$18,076
Town of Wakefield	\$5,894	\$5,080	\$6,232	\$17,206
Town of Warrenton	\$40,091	\$33,802	\$39,359	\$113,252
Town of Wise	\$3,407	\$2,844	\$6,458	\$12,708
Town of Woodstock	\$15,977	\$18,426	\$17,830	\$52,233
Town of Wytheville	\$12,297	\$10,116	\$11,650	\$34,064
Warren County	\$237	\$979	\$1,576	\$2,792
Washington County	\$4,551	\$3,579	\$4,276	\$12,406
Westmoreland County	\$3,230	\$3,086	\$3,508	\$9,824
York County	\$13,604	\$12,149	\$14,810	\$40,563

Accomack County	\$3,727	\$302	\$3,425
Albemarle County	\$45,965	\$3,719	\$42,246
Amelia County	\$4,937	\$399	\$4,537
Amherst County	\$16,534	\$1,338	\$15,197
Arlington County	\$172,613	\$13,966	\$158,647
Augusta County	\$10,694	\$865	\$9,829
Bath County	\$9,635	\$780	\$8,855
Bedford County	\$17,020	\$1,377	\$15,643
Bland County	\$10,068	\$815	\$9,254
Buckingham County	\$7,053	\$571	\$6,482
Campbell County	\$9,599	\$777	\$8,822
Carroll County	\$3,258	\$264	\$2,994
Charles City County	\$4,295	\$347	\$3,947
Chesterfield County	\$76,634	\$6,200	\$70,433
City of Alexandria	\$56,721	\$4,589	\$52,131
City of Bristol	\$7,718	\$624	\$7,093
City of Buena Vista	\$4,943	\$400	\$4,543
City of Charlottesville	\$27,086	\$2,192	\$24,895
City of Chesapeake	\$87,989	\$7,119	\$80,870
City of Colonial Heights	\$18,268	\$1,478	\$16,790
City of Covington	\$14,112	\$1,142	\$12,970
City of Danville	\$31,603	\$2,557	\$29,046
City of Emporia	\$12,553	\$1,016	\$11,537
City of Fairfax	\$109,235	\$8,838	\$100,397
City of Falls Church	\$33,838	\$2,738	\$31,101
City of Franklin	\$8,957	\$725	\$8,232
City of Fredericksburg	\$79,166	\$6,405	\$72,761
City of Galax	\$8,003	\$648	\$7,356
City of Hampton	\$10,722	\$868	\$9,855
City of Harrisonburg	\$26,522	\$2,146	\$24,376
City of Hopewell	\$12,530	\$1,014	\$11,516
City of Lexington	\$9,506	\$769	\$8,737
City of Lynchburg	\$98,352	\$7,958	\$90,394
City of Manassas	\$65,060	\$5,264	\$59,796
City of Martinsville	\$32,600	\$2,638	\$29,962
City of Newport News	\$23,286	\$1,884	\$21,402
City of Norfolk	\$129,923	\$10,512	\$119,411
City of Petersburg	\$11,325	\$916	\$10,408
City of Poquoson	\$10,358	\$838	\$9,520
City of Portsmouth	\$34,621	\$2,801	\$31,820
City of Radford	\$6,496	\$526	\$5,971
City of Richmond	\$77,746	\$6,290	\$71,455
City of Roanoke	\$26,998	\$2,184	\$24,813
City of Salem	\$22,221	\$1,798	\$20,423
City of Staunton	\$10,816	\$875	\$9,941
City of Suffolk	\$44,033	\$3,563	\$40,470
City of Virginia Beach	\$175,350	\$14,187	\$161,162

**Locality**      **Original Taxes Assignable**      **Amended Taxes Assignable**      **Refund Due Bank**

City of Waynesboro	\$6,917	\$560	\$6,358
City of Williamsburg	\$10,197	\$825	\$9,372
City of Winchester	\$101,728	\$8,231	\$93,497
Cumberland County	\$2,636	\$213	\$2,422
Dinwiddie County	\$3,263	\$264	\$2,999
Fairfax County	\$593,894	\$48,052	\$545,843
Fauquier County	\$14,284	\$1,156	\$13,128
Fluvanna County	\$12,636	\$1,022	\$11,613
Franklin County	\$23,412	\$1,894	\$21,518
Frederick County	\$24,159	\$1,955	\$22,204
Gloucester County	\$17,230	\$1,394	\$15,836
Greene County	\$6,929	\$561	\$6,368
Hanover County	\$45,963	\$3,719	\$42,244
Henrico County	\$156,870	\$12,692	\$144,178
Henry County	\$22,120	\$1,790	\$20,330
James City County	\$3,491	\$282	\$3,208
King & Queen County	\$3,549	\$287	\$3,261
King George County	\$11,513	\$931	\$10,581
Loudoun County	\$63,067	\$5,103	\$57,965
Mecklenburg County	\$3,276	\$265	\$3,011
Middlesex County	\$10,355	\$838	\$9,517
Montgomery County	\$2,781	\$225	\$2,556
Nelson County	\$11,186	\$905	\$10,281
Page County	\$10,515	\$851	\$9,665
Patrick County	\$4,051	\$328	\$3,723
Pittsylvania County	\$6,789	\$549	\$6,240
Prince George County	\$6,977	\$565	\$6,413
Prince William County	\$94,221	\$7,623	\$86,598
Rappahannock County	\$3,151	\$255	\$2,896
Roanoke County	\$19,169	\$1,551	\$17,618
Rockbridge County	\$16,990	\$1,375	\$15,615
Rockingham County	\$5,102	\$413	\$4,689
Russell County	\$2,710	\$219	\$2,491
Scott County	\$2,994	\$242	\$2,751
Smyth County	\$3,622	\$293	\$3,329
Spottsylvania County	\$28,387	\$2,297	\$26,090
Stafford County	\$42,179	\$3,413	\$38,767
Sussex County	\$2,434	\$197	\$2,237
Town of Abingdon	\$38,437	\$3,110	\$35,327
Town of Altavista	\$5,210	\$422	\$4,789
Town of Amherst	\$9,509	\$769	\$8,739
Town of Appomattox	\$13,603	\$1,101	\$12,503
Town of Ashland	\$20,850	\$1,687	\$19,163
Town of Berryville	\$8,700	\$704	\$7,996
Town of Big Stone Gap	\$4,097	\$331	\$3,765
Town of Blacksburg	\$7,160	\$579	\$6,581
Town of Blackstone	\$4,367	\$353	\$4,013

**Locality****Original Taxes Assignable****Amended Taxes Assignable****BOS2 Refund Due Bank**

Town of Bluefield	\$10,511	\$850	\$9,660
Town of Boones Mill	\$6,939	\$561	\$6,378
Town of Bridgewater	\$10,617	\$859	\$9,758
Town of Broadway	\$10,240	\$829	\$9,412
Town of Brookneal	\$3,882	\$314	\$3,567
Town of Buchanan	\$2,989	\$242	\$2,748
Town of Chilhowie	\$5,928	\$480	\$5,448
Town of Christiansburg	\$5,804	\$470	\$5,335
Town of Clifton Forge	\$7,059	\$571	\$6,488
Town of Clintwood	\$6,517	\$527	\$5,990
Town of Coeburn	\$5,322	\$431	\$4,891
Town of Colonial Beach	\$8,571	\$694	\$7,878
Town of Courtland	\$4,515	\$365	\$4,150
Town of Craigsville	\$2,633	\$213	\$2,420
Town of Culpeper	\$11,938	\$966	\$10,972
Town of Damascus	\$5,661	\$458	\$5,203
Town of Dayton	\$6,876	\$556	\$6,319
Town of Dublin	\$3,527	\$285	\$3,242
Town of Elkton	\$2,585	\$209	\$2,376
Town of Exmore	\$9,199	\$744	\$8,454
Town of Farmville	\$13,069	\$1,057	\$12,012
Town of Fries	\$4,919	\$398	\$4,521
Town of Front Royal	\$20,374	\$1,648	\$18,725
Town of Gate City	\$1,688	\$137	\$1,552
Town of Glasgow	\$3,421	\$277	\$3,144
Town of Gordonsville	\$2,699	\$218	\$2,481
Town of Grottoes	\$2,462	\$199	\$2,263
Town of Haymarket	\$11,874	\$961	\$10,913
Town of Haysi	\$4,102	\$332	\$3,770
Town of Herndon	\$6,866	\$556	\$6,310
Town of Hillsville	\$8,733	\$707	\$8,026
Town of Honaker	\$3,665	\$297	\$3,369
Town of Kenbridge	\$4,150	\$336	\$3,814
Town of Keysville	\$6,112	\$495	\$5,617
Town of Lebanon	\$10,270	\$831	\$9,440
Town of Leesburg	\$30,772	\$2,490	\$28,283
Town of Lovettsville	\$10,056	\$814	\$9,242
Town of Middleburg	\$9,838	\$796	\$9,042
Town of Middletown	\$4,249	\$344	\$3,905
Town of Mineral	\$8,188	\$662	\$7,525
Town of Mount Jackson	\$8,753	\$708	\$8,045
Town of Narrows	\$4,893	\$396	\$4,497
Town of New Market	\$2,481	\$201	\$2,280
Town of Newsoms	\$1,348	\$109	\$1,239
Town of Nickelsville	\$2,223	\$180	\$2,043
Town of Onley	\$8,814	\$713	\$8,101
Town of Orange	\$6,465	\$523	\$5,942

Town of Pearisburg	\$5,552	\$449	\$5,103
Town of Pembroke	\$2,268	\$183	\$2,084
Town of Pocahontas	\$1,987	\$161	\$1,827
Town of Pound	\$3,946	\$319	\$3,626
Town of Pulaski	\$4,250	\$344	\$3,906
Town of Purcellville	\$14,702	\$1,190	\$13,512
Town of Remington	\$4,062	\$329	\$3,734
Town of Rich Creek	\$5,945	\$481	\$5,464
Town of Richlands	\$20,766	\$1,680	\$19,086
Town of Rocky Mount	\$16,600	\$1,343	\$15,257
Town of Rural Retreat	\$4,133	\$334	\$3,799
Town of Saltville	\$14,264	\$1,154	\$13,110
Town of Scottsville	\$10,440	\$845	\$9,595
Town of Smithfield	\$7,845	\$635	\$7,210
Town of South Boston	\$17,439	\$1,411	\$16,028
Town of South Hill	\$14,958	\$1,210	\$13,747
Town of Strasburg	\$5,068	\$410	\$4,658
Town of Stuart	\$15,001	\$1,214	\$13,787
Town of Surry	\$1,782	\$144	\$1,638
Town of Tazewell	\$18,579	\$1,503	\$17,076
Town of Timberville	\$2,443	\$198	\$2,245
Town of Urbanna	\$4,481	\$363	\$4,119
Town of Vienna	\$27,867	\$2,255	\$25,613
Town of Vinton	\$6,872	\$556	\$6,316
Town of Wakefield	\$6,413	\$519	\$5,894
Town of Warrenton	\$43,621	\$3,529	\$40,091
Town of Wise	\$3,707	\$300	\$3,407
Town of Woodstock	\$17,384	\$1,406	\$15,977
Town of Wytheville	\$13,380	\$1,083	\$12,297
Warren County	\$257	\$21	\$237
Washington County	\$4,952	\$401	\$4,551
Westmoreland County	\$3,515	\$284	\$3,230
York County	\$14,802	\$1,198	\$13,604
<b>TOTAL</b>	<b>\$3,906,439</b>	<b>\$316,067</b>	<b>\$3,590,372</b>

**Locality****Original Taxes Assignable****Amended Taxes Assignable****Refund Due Bank**

BOS2000-04-01-10/12

Accomack County	\$3,761	\$547	\$3,214
Albemarle County	\$42,133	\$6,130	\$36,003
Amelia County	\$4,376	\$637	\$3,739
Amherst County	\$13,847	\$2,015	\$11,832
Arlington County	\$167,009	\$24,299	\$142,710
Augusta County	\$9,777	\$1,423	\$8,354
Bath County	\$8,913	\$1,297	\$7,616
Bedford County	\$17,087	\$2,486	\$14,601
Bland County	\$9,193	\$1,338	\$7,855
Buckingham County	\$6,348	\$924	\$5,424
Campbell County	\$8,718	\$1,268	\$7,450
Carroll County	\$3,086	\$449	\$2,637
Charles City County	\$3,790	\$551	\$3,239
Chesterfield County	\$75,078	\$10,924	\$64,154
City of Alexandria	\$57,658	\$8,389	\$49,269
City of Bristol	\$7,207	\$1,049	\$6,158
City of Buena Vista	\$4,994	\$727	\$4,267
City of Charlottesville	\$30,908	\$4,497	\$26,411
City of Chesapeake	\$85,091	\$12,380	\$72,711
City of Colonial Heights	\$17,123	\$2,491	\$14,632
City of Covington	\$12,803	\$1,863	\$10,940
City of Danville	\$26,530	\$3,860	\$22,670
City of Emporia	\$12,092	\$1,759	\$10,333
City of Fairfax	\$88,115	\$12,821	\$75,294
City of Falls Church	\$31,252	\$4,547	\$26,705
City of Franklin	\$12,714	\$1,850	\$10,864
City of Fredericksburg	\$71,303	\$10,374	\$60,929
City of Galax	\$6,753	\$983	\$5,770
City of Hampton	\$13,689	\$1,992	\$11,697
City of Harrisonburg	\$25,290	\$3,680	\$21,610
City of Hopewell	\$11,986	\$1,744	\$10,242
City of Lexington	\$8,662	\$1,260	\$7,402
City of Lynchburg	\$70,264	\$10,223	\$60,041
City of Manassas	\$55,991	\$8,146	\$47,845
City of Martinsville	\$29,673	\$4,317	\$25,356
City of Newport News	\$23,637	\$3,439	\$20,198
City of Norfolk	\$89,467	\$13,017	\$76,450
City of Petersburg	\$10,018	\$1,458	\$8,560
City of Poquoson	\$10,408	\$1,514	\$8,894
City of Portsmouth	\$32,506	\$4,729	\$27,777
City of Radford	\$6,110	\$889	\$5,221
City of Richmond	\$113,639	\$16,534	\$97,105
City of Roanoke	\$26,076	\$3,794	\$22,282
City of Salem	\$19,019	\$2,767	\$16,252
City of Staunton	\$10,556	\$1,536	\$9,020
City of Suffolk	\$35,038	\$5,098	\$29,940
City of Virginia Beach	\$165,414	\$24,067	\$141,347



City of Waynesboro	\$5,982	\$870	\$5,112
City of Williamsburg	\$9,521	\$1,385	\$8,136
City of Winchester	\$91,350	\$13,291	\$78,059
Cumberland County	\$2,520	\$367	\$2,153
Dinwiddie County	\$3,164	\$460	\$2,704
Fairfax County	\$543,374	\$79,059	\$464,315
Fauquier County	\$13,236	\$1,926	\$11,310
Fluvanna County	\$11,151	\$1,622	\$9,529
Franklin County	\$19,097	\$2,778	\$16,319
Frederick County	\$22,693	\$3,302	\$19,391
Gloucester County	\$16,502	\$2,401	\$14,101
Greene County	\$6,224	\$906	\$5,318
Hanover County	\$44,596	\$6,489	\$38,107
Henrico County	\$143,977	\$20,948	\$123,029
Henry County	\$18,157	\$2,642	\$15,515
James City County	\$4,995	\$727	\$4,268
King & Queen County	\$3,470	\$505	\$2,965
King George County	\$10,552	\$1,535	\$9,017
Loudoun County	\$62,286	\$9,062	\$53,224
Mecklenburg County	\$2,977	\$433	\$2,544
Middlesex County	\$9,319	\$1,356	\$7,963
Montgomery County	\$2,478	\$361	\$2,117
Nelson County	\$10,940	\$1,592	\$9,348
Page County	\$10,020	\$1,458	\$8,562
Patrick County	\$3,589	\$522	\$3,067
Pittsylvania County	\$6,013	\$875	\$5,138
Prince George County	\$6,172	\$898	\$5,274
Prince William County	\$91,078	\$13,251	\$77,827
Rappahannock County	\$2,983	\$434	\$2,549
Roanoke County	\$18,214	\$2,650	\$15,564
Rockbridge County	\$15,350	\$2,233	\$13,117
Rockingham County	\$4,598	\$669	\$3,929
Russell County	\$2,617	\$381	\$2,236
Scott County	\$2,467	\$359	\$2,108
Spottsylvania County	\$26,180	\$3,809	\$22,371
Stafford County	\$39,845	\$5,797	\$34,048
Sussex County	\$2,542	\$370	\$2,172
Town of Abingdon	\$8,863	\$1,290	\$7,573
Town of Altavista	\$4,410	\$642	\$3,768
Town of Amherst	\$12,538	\$1,824	\$10,714
Town of Appomattox	\$11,942	\$1,738	\$10,204
Town of Ashland	\$18,789	\$2,734	\$16,055
Town of Berryville	\$7,775	\$1,131	\$6,644
Town of Big Stone Gap	\$3,633	\$529	\$3,104
Town of Blacksburg	\$6,933	\$1,009	\$5,924
Town of Blackstone	\$3,843	\$559	\$3,284
Town of Bluefield	\$11,252	\$1,637	\$9,615

**Locality****Original Taxes Assignable****Amended Taxes Assignable**

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**Refund Due Bank**

Town of Boones Mill	\$6,245	\$909	\$5,336
Town of Bridgewater	\$9,975	\$1,451	\$8,524
Town of Broadway	\$9,311	\$1,355	\$7,956
Town of Brookneal	\$3,951	\$575	\$3,376
Town of Buchanan	\$2,721	\$396	\$2,325
Town of Chilhowie	\$5,594	\$814	\$4,780
Town of Christiansburg	\$5,484	\$798	\$4,686
Town of Clifton Forge	\$6,413	\$933	\$5,480
Town of Clintwood	\$5,125	\$746	\$4,379
Town of Coeburn	\$4,499	\$655	\$3,844
Town of Colonial Beach	\$7,513	\$1,093	\$6,420
Town of Craigsville	\$2,351	\$342	\$2,009
Town of Culpeper	\$10,954	\$1,594	\$9,360
Town of Damascus	\$5,039	\$733	\$4,306
Town of Dayton	\$6,367	\$926	\$5,441
Town of Dublin	\$3,518	\$499	\$3,019
Town of Elkton	\$2,312	\$336	\$1,976
Town of Exmore	\$8,063	\$1,173	\$6,890
Town of Farmville	\$13,469	\$1,960	\$11,509
Town of Fries	\$3,979	\$579	\$3,400
Town of Front Royal	\$17,847	\$2,597	\$15,250
Town of Gate City	\$1,512	\$220	\$1,292
Town of Glasgow	\$2,928	\$426	\$2,502
Town of Gordonsville	\$3,346	\$487	\$2,859
Town of Grottoes	\$2,477	\$360	\$2,117
Town of Haymarket	\$11,124	\$1,618	\$9,506
Town of Haysi	\$3,571	\$520	\$3,051
Town of Herndon	\$6,441	\$937	\$5,504
Town of Hillsville	\$7,883	\$1,147	\$6,736
Town of Honaker	\$3,461	\$504	\$2,957
Town of Kenbridge	\$3,519	\$512	\$3,007
Town of Keysville	\$5,275	\$767	\$4,508
Town of Lebanon	\$5,586	\$813	\$4,773
Town of Leesburg	\$26,431	\$3,846	\$22,585
Town of Lovettsville	\$9,175	\$1,335	\$7,840
Town of Middleburg	\$6,503	\$946	\$5,557
Town of Middletown	\$3,536	\$514	\$3,022
Town of Mineral	\$7,260	\$1,056	\$6,204
Town of Mount Jackson	\$7,745	\$1,127	\$6,618
Town of New Market	\$2,144	\$312	\$1,832
Town of Nickelsville	\$1,859	\$271	\$1,588
Town of Onley	\$8,354	\$1,216	\$7,138
Town of Orange	\$6,017	\$875	\$5,142
Town of Pearisburg	\$4,989	\$726	\$4,263
Town of Pembroke	\$2,165	\$315	\$1,850
Town of Pound	\$3,577	\$520	\$3,057
Town of Pulaski	\$3,733	\$543	\$3,190

Town of Purcellville	\$13,680	\$1,990	\$11,690
Town of Remington	\$3,729	\$542	\$3,187
Town of Rich Creek	\$9,391	\$1,366	\$8,025
Town of Richlands	\$18,234	\$2,653	\$15,581
Town of Rocky Mount	\$14,932	\$2,173	\$12,759
Town of Rural Retreat	\$6,776	\$986	\$5,790
Town of Saltville	\$11,195	\$1,629	\$9,566
Town of Scottsville	\$9,520	\$1,385	\$8,135
Town of Smithfield	\$6,611	\$962	\$5,649
Town of South Boston	\$15,264	\$2,221	\$13,043
Town of South Hill	\$13,346	\$1,942	\$11,404
Town of Strasburg	\$4,514	\$657	\$3,857
Town of Stuart	\$13,076	\$1,903	\$11,173
Town of Surry	\$1,691	\$246	\$1,445
Town of Tazewell	\$16,227	\$2,361	\$13,866
Town of Timberville	\$2,373	\$345	\$2,028
Town of Urbanna	\$3,993	\$581	\$3,412
Town of Vienna	\$27,105	\$3,944	\$23,161
Town of Vinton	\$6,238	\$908	\$5,330
Town of Wakefield	\$5,945	\$865	\$5,080
Town of Warrenton	\$39,557	\$5,755	\$33,802
Town of Wise	\$3,328	\$484	\$2,844
Town of Woodstock	\$21,563	\$3,137	\$18,426
Town of Wytheville	\$11,839	\$1,723	\$10,116
Warren County	\$1,146	\$167	\$979
Washington County	\$4,188	\$609	\$3,579
Westmoreland County	\$3,611	\$525	\$3,086
York County	\$14,218	\$2,069	\$12,149
<b>TOTAL</b>	<b>\$3,569,940</b>	<b>\$519,401</b>	<b>\$3,050,539</b>

Accomack County	\$5,292	\$1,116	\$4,176
Albemarle County	\$56,254	\$11,863	\$44,391
Amelia County	\$5,000	\$1,054	\$3,946
Amherst County	\$17,889	\$3,772	\$14,117
Arlington County	\$213,106	\$44,939	\$168,167
Augusta County	\$16,554	\$3,491	\$13,063
Bath County	\$9,559	\$2,016	\$7,544
Bedford County	\$22,983	\$4,847	\$18,136
Bland County	\$11,741	\$2,476	\$9,265
Buckingham County	\$7,091	\$1,495	\$5,596
Campbell County	\$11,272	\$2,377	\$8,895
Charles City County	\$4,675	\$986	\$3,689
Chesterfield County	\$102,659	\$21,648	\$81,011
City of Alexandria	\$73,494	\$15,498	\$57,996
City of Bristol	\$9,818	\$2,070	\$7,748
City of Buena Vista	\$10,943	\$2,308	\$8,635
City of Charlottesville	\$35,071	\$7,396	\$27,675
City of Chesapeake	\$113,344	\$23,902	\$89,443
City of Colonial Heights	\$24,083	\$5,079	\$19,005
City of Covington	\$17,514	\$3,693	\$13,821
City of Danville	\$31,859	\$6,718	\$25,140
City of Emporia	\$15,101	\$3,184	\$11,916
City of Fairfax	\$168,468	\$35,526	\$132,942
City of Falls Church	\$38,465	\$8,111	\$30,354
City of Franklin	\$16,694	\$3,520	\$13,174
City of Fredericksburg	\$84,404	\$17,799	\$66,605
City of Galax	\$8,728	\$1,841	\$6,888
City of Hampton	\$20,073	\$4,233	\$15,840
City of Harrisonburg	\$37,234	\$7,852	\$29,382
City of Hopewell	\$16,048	\$3,384	\$12,664
City of Lexington	\$10,686	\$2,253	\$8,433
City of Lynchburg	\$94,446	\$19,916	\$74,530
City of Manassas	\$71,611	\$15,101	\$56,510
City of Martinsville	\$36,430	\$7,682	\$28,748
City of Newport News	\$30,566	\$6,446	\$24,120
City of Norfolk	\$126,780	\$26,735	\$100,045
City of Petersburg	\$12,596	\$2,656	\$9,940
City of Poquoson	\$13,688	\$2,886	\$10,802
City of Portsmouth	\$43,530	\$9,179	\$34,350
City of Radford	\$7,916	\$1,669	\$6,246
City of Richmond	\$97,480	\$20,556	\$76,924
City of Roanoke	\$33,240	\$7,010	\$26,231
City of Salem	\$24,402	\$5,146	\$19,256
City of Staunton	\$13,171	\$2,777	\$10,393
City of Suffolk	\$42,537	\$8,970	\$33,567
City of Virginia Beach	\$216,598	\$45,675	\$170,923
City of Waynesboro	\$7,854	\$1,656	\$6,198

**Locality**      **Original Taxes Assignable**      **Amended Taxes Assignable**      **Refund Due Bank**

City of Williamsburg	\$13,715	\$2,892	\$10,823
City of Winchester	\$122,291	\$25,788	\$96,502
Cumberland County	\$3,071	\$648	\$2,423
Dinwiddie County	\$4,006	\$845	\$3,161
Fairfax County	\$720,337	\$151,902	\$568,435
Fauquier County	\$17,523	\$3,695	\$13,828
Fluvanna County	\$14,969	\$3,157	\$11,812
Franklin County	\$25,926	\$5,467	\$20,459
Frederick County	\$27,863	\$5,876	\$21,987
Gloucester County	\$20,898	\$4,407	\$16,491
Greene County	\$8,524	\$1,797	\$6,726
Hanover County	\$54,203	\$11,430	\$42,773
Henrico County	\$205,127	\$43,256	\$161,870
Henry County	\$23,479	\$4,951	\$18,527
James City County	\$6,229	\$1,314	\$4,916
King & Queen County	\$3,931	\$829	\$3,102
King George County	\$13,012	\$2,744	\$10,268
Loudoun County	\$85,981	\$18,131	\$67,850
Mecklenburg County	\$3,919	\$826	\$3,093
Middlesex County	\$12,079	\$2,547	\$9,532
Montgomery County	\$3,161	\$667	\$2,494
Nelson County	\$13,898	\$2,931	\$10,967
Page County	\$12,618	\$2,661	\$9,957
Patrick County	\$5,025	\$1,060	\$3,965
Pittsylvania County	\$7,664	\$1,616	\$6,048
Prince George County	\$8,091	\$1,706	\$6,385
Prince William County	\$119,801	\$25,263	\$94,538
Rappahannock County	\$3,633	\$766	\$2,867
Roanoke County	\$24,918	\$5,255	\$19,663
Rockbridge County	\$21,490	\$4,532	\$16,958
Rockingham County	\$5,752	\$1,213	\$4,539
Russell County	\$3,230	\$681	\$2,549
Scott County	\$3,091	\$652	\$2,439
Spottsylvania County	\$34,804	\$7,339	\$27,464
Stafford County	\$53,122	\$11,202	\$41,920
Sussex County	\$2,850	\$601	\$2,249
Town of Abingdon	\$10,554	\$2,226	\$8,328
Town of Altavista	\$5,560	\$1,172	\$4,388
Town of Amherst	\$16,251	\$3,427	\$12,824
Town of Appomattox	\$15,548	\$3,279	\$12,269
Town of Ashland	\$23,902	\$5,040	\$18,862
Town of Berryville	\$10,349	\$2,182	\$8,167
Town of Big Stone Gap	\$4,696	\$990	\$3,705
Town of Blacksburg	\$9,358	\$1,973	\$7,385
Town of Blackstone	\$9,098	\$1,919	\$7,180
Town of Bluefield	\$14,131	\$2,980	\$11,151
Town of Boones Mill	\$7,890	\$1,664	\$6,226

Town of Bridgewater	\$13,098	\$2,762	\$10,336
Town of Broadway	\$15,104	\$3,185	\$11,919
Town of Brookneal	\$4,503	\$950	\$3,554
Town of Buchanan	\$3,212	\$677	\$2,534
Town of Chilhowie	\$7,172	\$1,512	\$5,659
Town of Christiansburg	\$7,993	\$1,686	\$6,308
Town of Clifton Forge	\$7,234	\$1,525	\$5,708
Town of Clintwood	\$6,949	\$1,465	\$5,484
Town of Coeburn	\$5,352	\$1,129	\$4,223
Town of Colonial Beach	\$10,006	\$2,110	\$7,896
Town of Culpeper	\$12,592	\$2,655	\$9,937
Town of Damascus	\$6,275	\$1,323	\$4,952
Town of Dayton	\$8,326	\$1,756	\$6,570
Town of Dublin	\$4,409	\$930	\$3,479
Town of Elkton	\$3,082	\$650	\$2,432
Town of Exmore	\$10,275	\$2,167	\$8,108
Town of Farmville	\$17,221	\$3,631	\$13,589
Town of Fries	\$4,534	\$956	\$3,578
Town of Front Royal	\$23,053	\$4,861	\$18,192
Town of Gate City	\$1,792	\$378	\$1,414
Town of Gordonsville	\$5,224	\$1,102	\$4,123
Town of Haymarket	\$15,429	\$3,254	\$12,175
Town of Haysi	\$4,510	\$951	\$3,559
Town of Herndon	\$8,800	\$1,856	\$6,944
Town of Hillsville	\$14,345	\$3,025	\$11,320
Town of Keysville	\$6,800	\$1,434	\$5,366
Town of Lebanon	\$11,832	\$2,495	\$9,337
Town of Leesburg	\$32,593	\$6,873	\$25,720
Town of Lovettsville	\$11,843	\$2,497	\$9,346
Town of Middleburg	\$8,506	\$1,794	\$6,712
Town of Middletown	\$5,119	\$1,079	\$4,039
Town of Mineral	\$9,537	\$2,011	\$7,526
Town of Mount Jackson	\$9,213	\$1,943	\$7,270
Town of New Market	\$2,642	\$557	\$2,085
Town of Nickelsville	\$2,137	\$451	\$1,687
Town of Onley	\$10,678	\$2,252	\$8,427
Town of Orange	\$7,635	\$1,610	\$6,025
Town of Pearisburg	\$9,275	\$1,956	\$7,319
Town of Pulaski	\$4,799	\$1,012	\$3,787
Town of Purcellville	\$19,999	\$4,217	\$15,782
Town of Remington	\$4,624	\$975	\$3,649
Town of Rich Creek	\$12,017	\$2,534	\$9,483
Town of Richlands	\$23,109	\$4,873	\$18,236
Town of Rocky Mount	\$18,259	\$3,850	\$14,408
Town of Rural Retreat	\$8,013	\$1,690	\$6,324
Town of Saltville	\$12,067	\$2,545	\$9,523
Town of Scottsville	\$12,531	\$2,643	\$9,889

**Locality**      **Original Taxes Assignable**      **Amended Taxes Assignable**      **Refund Due Bank**

Town of Smithfield	\$11,179	\$2,357	\$8,822
Town of South Boston	\$19,344	\$4,079	\$15,265
Town of South Hill	\$17,815	\$3,757	\$14,058
Town of Strasburg	\$5,779	\$1,219	\$4,560
Town of Stuart	\$15,739	\$3,319	\$12,420
Town of Tazewell	\$19,261	\$4,062	\$15,199
Town of Urbanna	\$4,814	\$1,015	\$3,799
Town of Vienna	\$36,297	\$7,654	\$28,643
Town of Vinton	\$8,148	\$1,718	\$6,430
Town of Wakefield	\$7,897	\$1,665	\$6,232
Town of Warrenton	\$49,876	\$10,518	\$39,359
Town of Wise	\$8,184	\$1,726	\$6,458
Town of Woodstock	\$22,594	\$4,765	\$17,830
Town of Wytheville	\$14,763	\$3,113	\$11,650
Warren County	\$1,997	\$421	\$1,576
Washington County	\$5,419	\$1,143	\$4,276
Westmoreland County	\$4,446	\$938	\$3,508
York County	\$18,767	\$3,958	\$14,810
<b>TOTAL</b>	<b>\$4,662,551</b>	<b>\$983,220</b>	<b>\$3,679,331</b>





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

**TAB E**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	FY21 Employee Health Insurance Plan				
<b>MOTION(s):</b>	<p><b>I move that the Board of Supervisors approve discontinuation of Fluvanna County's current Cigna 4-tier Health, Dental and Vision plans effective on the expiration date of June 30, 2020.</b></p> <p><b>I move that the Board of Supervisors accept the proposed The Local Choice/Anthem (TLC) Health Insurance Plan effective July 1, 2020, and authorize the County Administrator to execute the TLC Program Adoption Agreement and Memorandum of Understanding.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Jessica Rice, HR Manager				
<b>PRESENTER(S):</b>	Jessica Rice, HR Manager				
<b>RECOMMENDATION:</b>	Accept the Anthem/TLC health plan and cancel the County's Cigna health coverage for Fiscal Year 2021				
<b>TIMING:</b>	On or before May 1 <sup>st</sup> , 2020				
<b>DISCUSSION:</b>	<ol style="list-style-type: none"> <li>1) In response to large insurance premium increases year after year, and minimal leverage for negotiations, the County solicited health insurance proposals from our current carrier Cigna, Benefit Plan Administrators Inc. (BPA), and The Local Choice/Anthem (TLC) for FY21.</li> <li>2) Cigna proposed a total premium increase of 19.47%, BPA proposed a 1.3% increase, and TLC proposed a 21.74% decrease from our current rates.</li> <li>3) Our current health insurance plan, through Cigna, offers 4 tiers of dependant coverage with 3 different deductible options. Currently, employees may select dental and vision coverage independent from their health insurance coverage.</li> <li>4) The TLC plans bundle health insurance, dental, and vision coverage and provide the same 3 deductible options. However, TLC only offers 3 tiers of dependant coverage.</li> <li>5) If the BOS decides not to renew the Cigna insurance contract for FY21 and elects the TLC program, the total cost of insurance would be reduced by approximately \$357,000 and the BOS would set employee premium rates during FY21 budget adoption.</li> </ol>				
<b>FISCAL IMPACT:</b>	County savings of up to \$357,000, depending upon employee premium rates				

<b>POLICY IMPACT:</b>	Change of Health, Dental, Vision carrier for the County's health insurance plan.				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	The Local Choice Program Adoption Agreement, HIPAA Memorandum of Understanding				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>		<b>X</b>	<b>COAD</b>
<b>INSURANCE PLAN</b>		<b>FY20 Cigna w/Dental &amp; Vision</b>	<b>FY21 BPA w/Dental &amp; Vision</b>	<b>FY21 Cigna w/Dental &amp; Vision</b>	<b>FY21 TLC Anthem Proposal</b>
<b>EMPLOYEE ONLY</b>					
<b>OA - HDHP</b>		\$604.92	\$683.89	\$712.29	\$505.00
<b>OA - 500</b>		\$727.27	\$683.89	\$867.37	\$622.00
<b>OA - 250</b>		\$793.46	\$683.89	\$932.52	\$692.00
<b>EMPLOYEE + CHILD(REN)</b>					
<b>OA - HDHP</b>		\$1,179.93	\$1,266.04	\$1,383.88	
<b>OA - 500</b>		\$1,412.41	\$1,266.04	\$1,678.58	
<b>OA - 250</b>		\$1,538.17	\$1,266.04	\$1,802.36	
<b>EMPLOYEE + SPOUSE</b>					
<b>OA - HDHP</b>		\$1,265.92	\$1,405.35	\$1,491.39	\$934.00
<b>OA - 500</b>		\$1,522.89	\$1,405.35	\$1,817.08	\$1,151.00
<b>OA - 250</b>		\$1,661.87	\$1,405.35	\$1,953.88	\$1,280.00
<b>EMPLOYEE + FAMILY</b>					
<b>OA - HDHP</b>		\$1,853.39	\$2,016.71	\$2,175.46	\$1,364.00
<b>OA - 500</b>		\$2,220.49	\$2,016.71	\$2,640.78	\$1,679.00
<b>OA - 250</b>		\$2,419.05	\$2,016.71	\$2,836.21	\$1,868.00

April 3, 2020

Cigna Health and Life Insurance Company  
8505 East Orchard Rd.  
Greenwood Village, CO 80111

Cigna HealthCare – Carolinas  
ATTN: Margaret Casey  
11016 Rushmore Drive, Suite 300  
Charlotte, NC 28277

VIA Regular Mail and federal express; VIA email to: john.oates@cigna.com and email to: margaret.casey@cigna.com; and copy via facsimile to (866) 278-1586

RE: Termination of Benefit Plan for Fluvanna County

To Whom it May Concern:

Pursuant Section 12B of Fluvanna County's ADMINISTRATIVE SERVICES CONTRACT (LEVEL FUNDING) with Cigna Health and Life Insurance Company for the plan year beginning July 1, 2019 and ending on June 30, 2020 and the terms and conditions of that contract and the policy, please be advised that the Fluvanna County, policy number 00618741, is hereby notifying you of discontinuation of service effective as of the expiration date on June 30, 2020. The County looks forward to receiving the end of the year information and reporting and your administration of the run out of claims as required under the Contract.

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

Sincerely,

Eric Dahl  
County Administrator

Cc: Kristina M. Hofmann, Assistant Fluvanna County Attorney



WHEREAS, the Department of Human Resource Management of the Commonwealth of Virginia (hereinafter referred to as the "Department"), has established the Health Benefits Program (hereinafter referred to as the "Program") effective July 1, 1990, and

WHEREAS, the Governor has approved such Program; and

WHEREAS, pursuant to 2.2-1204 of the Code of Virginia, local employers may, by making proper application and complying with the regulations governing the Program, participate in the Program; and

WHEREAS, \_\_\_\_\_  
(hereinafter called the "Employer") is eligible to participate in the Program and become a party to any agreements established to carry out the funding of the Program, and wishes to adopt said Program for the benefit of its eligible employees, and to become a party to said agreements;

NOW, THEREFORE, by this instrument of writing, effective as of \_\_\_\_\_, 20, \_\_\_\_ (*today's date*), the Employer, acting herein by and through its duly authorized representatives, hereby adopts the Program for all of its eligible employees and subscribes to the provisions of the regulations and all agreements related thereto by and between the Department and any third party, effective \_\_\_\_\_, 20\_\_\_\_ (*effective date of coverage*), all in accordance with the following:

- (1) The Employer agrees to comply with the regulations governing the Program and the duties of Employers set forth therein. These duties include but are not limited to the following:
  - Complete an employer application and execute an adoption agreement;
  - Remit employer and employee contributions to the Department or its designee as set forth in regulations;
  - Provide employees with enrollment forms, process and certify the same;
  - Serve as a channel of communication between the Department and employees;
  - Otherwise assist in administration of the Program as requested by the Department.
- (2) The employer agrees to be bound by all of the terms, provisions, conditions and limitations of the Program and any agreements which are pertinent to any entity defined as an "Employer" therein, with respect to its employees eligible for participation in the Program.
- (3) The Employer agrees that the Department of Human Resource Management shall act as Plan Administrator for the Employer and its employee-participants under the Program in the same manner in which the Department acts for state employee-participants.
- (4) The Employer agrees to provide 90 days notice to the Department in the event it wishes to cease participation in the Program. The Employer shall be obligated to pay any and all contributions otherwise required through the date of termination and interest related thereto as well as any adverse experience adjustment which may apply with respect to the year the termination occurred.

- (5) The Employer understands and agrees that non-payment of contributions shall be considered a breach of the adoption agreement and the employer may be obligated to pay damages. In the event that the Employer terminates participation, such termination can only be prospective and the employer shall be obligated to pay the greater of past contributions or actual claims incurred during such period and any interest and damages that may be associated with such non-payment. In no event will the Department return to the Employer contributions made for ineligible employees.
- (6) The Employer agrees to furnish from time to time such information with reference to its employee participants as may be required by the Plan Administrator.
- (7) The Employer agrees to reimburse the Department for expenses or settlement incurred by the Department as a result of any employee's bringing a cause of action based on the Employer's disregard of the regulations or violation of this adoption agreement.
- (8) The Effective Date of the Program shall mean, in regard to the Employer and its employee participants.

IN WITNESS WHEREOF, this agreement has been executed on behalf of the Employer, and its seal hereunto affixed by its duly authorized representatives on this day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
(Witness) (Decision Maker)

It is hereby certified that the Employer is eligible to become signatory to the Health Benefits Program and that its participation in the Program has been approved.

Department of Human Resource Management

Dated: \_\_\_\_\_ By: \_\_\_\_\_

The Office of Health Benefits Programs of the Department of Human Resource Management has adopted revised practices to assure the privacy and confidentiality of health information for the employees of the Commonwealth of Virginia and to comply with the privacy requirements specified by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. It is important that each employee within your agency's Benefits Office knows, understands and abides by these new practices. These practices are intended to restrict access to the health information by your benefits staff and minimize exposure to the federal penalties and sanctions associated with the HIPAA Privacy Regulation.

### **HIPAA Overview**

The Health Insurance Portability and Accountability Act (HIPAA) was signed into law by President Clinton, August 21, 1996. The Act was conceived to guarantee that health insurance coverage is available to workers and their families in the event of a job change or job loss. The original scope was expanded to require the Secretary of Health and Human Services (the Secretary) to include provisions for standardizing the data content and format for electronic transactions (EDI), guarantee the privacy of confidential personal health care information and secure the physical access to records.

#### **Title I – Health Insurance Portability**

Title I protects health coverage by:

- Increasing a new hire's ability to obtain health coverage for self and dependents.
- Lowering an individual's chance of losing health care coverage through a job or through individual health insurance.
- Helping an individual maintain continuous health coverage for self and dependents in the event of a job change.
- Helping individuals buy health insurance coverage if coverage is lost under an employer's group plan.

HIPAA provides special enrollment rights that limit the use of pre-existing condition exclusions; prohibits group health plans from discriminating by denying coverage or excessively charging someone with past or present poor health, and provides special provisions to renew employer health plans.

#### **Title II – Administrative Simplification**

Privacy and security of data must be assured in an environment where employee health care data is more accessible by providers and employers, therefore the Secretary was given the authority to create national standards to protect individuals' medical records and other personal health information, and set boundaries on the use and release of health records by establishing safeguards that health care plans must achieve.

The regulations identify the following required procedures for the Health Plan:

- Provide information to members about their privacy rights and how their information can be used.
- Adopting clear privacy procedures.
- Training employees who work with protected information to understand privacy procedures.
- Appointing a Privacy Official responsible for assuring that the privacy procedures are adopted and followed.
- Securing protected health information (PHI) so that it is available to only those with a legitimate need to know. Personally identifiable health information (PHI) means information, in any form, that relates to:
  - (A) any physical or mental health or condition of an individual;
  - (B) provisions of health care to an individual; or
  - (C) any payment for health care to an individual.

In response to the regulations, the Office of Health Benefits Programs:

- will be providing Privacy Notice and Plan Amendments for all employees eligible for the Health Benefits Plan for State and Local Employees to the employer's Benefits Office for distribution,
- has adopted and will maintain privacy procedures,
- has appointed a Privacy Official, and
- will implement procedures to secure protected health information

In order to ensure the security of the protected health information, we recommend that all employees be directed to the Claims Administrator with all claim issues. If the employer's Benefits Office is asked to assist in the claim resolution, they must be mindful of the HIPAA privacy regulations. Benefit Administrators must have a complete understanding and abide by the HIPAA privacy policies established by the Office of Health Benefits. Additionally, employers must establish and enforce sanctions for those employees who violate these policies. For those employer contacts with an e-mail address on file, our office will forward an electronic copy of the HIPAA Privacy training information and copies of the Office of Health Benefits Privacy Policies and Procedures manual. For the employers without e-mail access, we will forward copies of the documents under separate cover.

Enclosed you will find a Memorandum of Understanding regarding the Privacy of Protected Health Information. **Please sign and return this memorandum to our office\_\_\_\_\_.**



## Privacy of Protected Health Information

Pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, and its implementing regulation, the Standards for Privacy of Individually Identifiable Health Information, 65 Fed. Reg. Section 84,462 et seq. (Dec. 28, 2000) and all subsequent provisions and Federal guidance ("HIPAA Privacy Rule"), The Office of State and Local Health Benefits Programs (OHB), and plan sponsor, named on the signature page of this agreement, wish to enter into an agreement that addresses the requirements of the HIPAA Privacy Rule with respect to the local plan sponsor's role in administering the health benefits plan for the group's employees.

- I. This agreement is intended to ensure that the plan sponsor will establish and implement appropriate safeguards (including certain administrative requirements) for Protected Health Information (PHI) as regulated by the Office of Health and Human Services and outlined in the OHB HIPAA implementation package. As used in this agreement PHI means individually identifiable health information maintained and transmitted in any form or medium, including, without limitation, all information (including demographic, medical, and financial information), data, documentation, and materials that is created or received by a health care provider, health plan, plan sponsor, or health care clearinghouse, and relates to:
  - a. the past, present, or future physical or mental health or condition of an individual;
  - b. the provision of health care to an individual; or
  - c. the past, present, or future payment for the provision of health care to an individual, and that identifies or could reasonably be used to identify an individual.
  
- II. The plan sponsor acknowledges and agrees that in providing administrative assistance to employees and The Health Benefits Plan for State and Local Employees,
  - a. The plan sponsor may, receive, use, or disclose PHI. However, the sharing of PHI is restricted to those individuals who have a need to know the information in order to assist the affected individual and the information will be maintained in the strictest of confidence.
  - b. When requesting, using or disclosing PHI the plan sponsor must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.
  - c. All protected information received by the plan sponsor should be secured and accessible only to benefits personnel who have been authorized to assist the employee.
  
- III. As a member of The Local Choice (TLC) program it is understood that the employee handbooks serve as part of the TLC wraparound plan document for plan sponsors who participate in the program. It is further understood that such booklets have been amended (as prescribed by the HIPAA privacy rule) to permit the TLC program to release PHI to the plan sponsor so that the plan sponsor has the ability to analyze renewals, or to secure other coverage outside of the TLC program. Furthermore, the plan sponsor agrees to:

1. not use or further disclose protected health information other than as permitted or required by the plan documents or as required by law;
2. ensure that any subcontractors or agents to whom the plansponsor provides protected health information agree to the same restrictions;
3. not use or disclose the protected health information for employment-related actions;
4. report to the group health plan any use or disclosure that is inconsistent with the plan documents or this regulation;
5. make the protected health information accessible to individuals;
6. allow individuals to amend their information;
7. provide an accounting of its disclosures;
8. make its practices available to the Secretary for determining compliance;
9. return and destroy all protected health information when no longer needed, if feasible; and
10. ensure that the firewalls have been established between those functions required to administer the health benefits plan and all other functions conducted by the employer.

- IV. The plan sponsor acknowledges that any infraction of these referenced regulations by the plan sponsor or plan sponsor representative may result in sanctions or penalties for noncompliance. These penalties are imposed by the Office of Civil Rights (OCR), which include criminal fines of up to \$250,000 and imprisonment for up to 10 years. The severity of the penalties varies depending on the violation (see the implementation package for more specific information). The plan sponsor agrees that any such penalty imposed by OCR, which is resultant of any action, or inaction taken by one of their representatives, will be the responsibility of the plan sponsor.
- V. The undersigned hereby agree to the provisions contained in this memorandum of understanding:

by: \_\_\_\_\_  
 Name Date  
 (Title)  
 (Plan sponsor's Name)

by: \_\_\_\_\_  
 Gene Raney  
 Director, State and Local  
 Health Benefits Programs

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

**TAB F**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	VDOT Quarterly Report and Secondary Six Year Plan Discussion				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>XX</b>		
<b>STAFF CONTACT(S):</b>	Calvin Hickman, Director of Public Works				
<b>PRESENTER(S):</b>	Bethel Kefyalew, VDOT Residency Administrator				
<b>RECOMMENDATION:</b>	Information Only				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Quarterly VDOT update and Secondary Six Year Plan discussion. SSYP Public Hearing will be held May 20, 2020.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	VDOT Monthly Report, Draft 2020 SSYP				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



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

**TAB G**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors March 11, 2020 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, March 11, 2020, 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 March 11, 2020.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Morris Room  
March 11, 2020  
Budget Work Session 7:00pm**

- MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair (entered meeting at 7:26pm)  
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 7:01pm Chair Sheridan called to order the Regular Meeting of March 11, 2020.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**FY21 BUDGET REVIEW**  
*Budget Changes since March 4, 2020*—Eric Dahl, County Administrator  
FY21 Budget Highlights:

- Convenience Center Fees
- Employee Pay Raises
- Health Insurance provider and structure change
- Sheriff’s Office Pay Adjustment Plan
- New Registrar Office location - \$5,000 wedge for new office furniture
- Drug Court - \$45,000 possible one-time cost could be taken out of BOS Contingency Balance
- E911 technology - \$6,105
- Personnel Change (Moved from Planning to Building Inspections) - \$62,465
- Registrar Relocation Rent - \$45,600
- Board of Equalization
- Additional School request - \$679,146 over last year
- ZXR Capital Project to FY20

*Budget Discussion* – Eric Dahl, County Administrator

- The Board decided to remove the Drug Court costs out of the FY21 budget and taking the funds from the BOS Contingency balance.
- The Board asked Sherriff Hess to explain how compression of salary comes about. After a brief discussion, \$69,875 was added to the FY21 budget for the Sherriff’s Office salaries.
- Mr. Dahl asked the Board how they feel about the relocation options for the Registrar’s Office. The Board agreed to add the \$46,000 rent to the FY21 budget and suggested taking the \$5,000 from the Contingency Balance because the furnishings are a one-time expense.
- After a lengthy discussion, the Board elected to go with Health Insurance Option #2 and keep the \$357,234 savings for switching to Anthem: The Local Choice.
- Capital Improvements Plan:
  - The Board discussed using proffer money for the Pleasant Grove playground expansion or using the proffer money towards a spray park pad. After a discussion, the Board asked Mr. Spitzer to look for a grant to match the \$56,500 in proffer money.
  - Historic Courthouse Exterior renovation. It was suggested to look for state grants to restore historic buildings.
  - Restroom Upgrade to Dog Park
  - Design cost for new Admin building

- Sheriff’s Office asked for \$75,000 for secure sally port and \$130,000 for Sheriff Office vehicles
- Fire and Rescue requested \$635,000 and of that \$64,000 was funded for Chief 1 vehicle. After a lengthy discussion, it was suggested that the County look into building up debt services to build up enough funds to replace apparatus in the future.
- Mr. O’Brien suggested looking at debt funding to fund large portions of budget requests over multiple years

13 - CLOSED MEETING

MOTION:	At 10:03pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, A.6 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds and Public Safety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 10:34pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, March 11, 2020 at 10:35pm.				
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



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

**TAB H**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors March 18, 2020 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, March 18, 2020, 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 March 18, 2020.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
March 18, 2020  
Budget Work Session 4:00 pm Morris Room  
Regular Meeting 7:00pm Circuit Court Room

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair (via telephone conference call) \*  
Mozell Booker, Fork Union District (via telephone conference call) \*  
Patricia Eager, Palmyra District (via telephone conference call) \*  
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

*\*Due to health concerns, Mrs. Booker, Mrs. Eager and Mr. O’Brien are attending the meeting via phone conference call.*

- Tony O’Brien, (Calling from 30 Chatham Lane)
- Mozell Booker, (Calling from 258 Bass Lane)
- Patricia Eager, (Calling from 1107 Mechum Creek Drive)

**WORK SESSSION – CALL TO ORDER**

At 4:01pm Chair Sheridan called to order the Work Session of March 18, 2020.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**BUDGET DISCUSSION**

- Due to increases in Veteran and Elderly real estate tax relief, the final Budget surplus was updated to \$526,196, reflecting an overall slight decrease in tax revenue from the previous meeting.
- Mr. Chuck Winkler was asked to discuss the school budget with the Board of Supervisors.
- Mr. Mel Sheridan addressed the Board of Supervisors to explain the updates to the revenue numbers including real estate, real estate tax relief for the elderly, and veterans tax relief, land use, business personal property and personal property.
- The Board revisited the vehicle requests in the CIP to discuss whether they wanted to fund out of the budget or with debt service.
- Mr. Sheridan revisited the health insurance discussion and asked the Board to give the County staff an additional one percent raise to even out the raise the schools received last fiscal year.
- After a lengthy discussion, the Board of Supervisors agreed to advertise a real estate tax rate at \$.945 and associated budget.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 5:56pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, and Prospective Industry.				
<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>	5-0				

<b>MOTION:</b>	At 7:04pm, 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

VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

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

At 7:05pm Chair Sheridan called to order the Regular Meeting of March 18, 2020.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- Mr. Dahl updated the Board on the changes made to the March 18, 2020 agenda.

**3 - ADOPTION OF AGENDA**

MOTION:	Accept the Agenda, for the March 18, 2020 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

*Resolution to Declare a Local Emergency* – Eric Dahl, County Administrator  
Beginning Thursday, March 12, 2020, County Public Safety and Emergency Management Staff determined that the threat of COVID-19, forecast to impact Central Virginia, was great enough to warrant coordinated local government action to prevent or alleviate any potential loss, hardship, or suffering. A Declaration of Local Emergency grants Fluvanna County access to state and federal resources in order to address any public safety needs that may arise as a result of the anticipated effects of COVID-19.

This action is consistent with the requirements of the Code of Virginia Emergency Services and Disaster Law.  
**Code of Virginia § 44-146.21. Declaration of local emergency.**

(a) A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. Should the County need to take extraordinary emergency actions, and as long as the Commonwealth and locality cost thresholds are met, this will allow for reimbursement to the locality.

MOTION:	Adopt the resolution entitled “RESOLUTION FOR THE DECLARATION OF LOCAL EMERGENCY.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

*Resolution for Making Procurements During a Public Health Emergency* – Eric Dahl, County Administrator  
Once an emergency is recognized, the policy under 2.2-4303(F) can be used as needed to procure related items without following all the procurement steps (but still using as much competition as possible in the circumstances). Contracts are thereafter ratified by the Board. A public health/safety/welfare is the type of emergency contemplated by the statute. This would be recognition by the Board of Supervisors that it anticipates emergency procurements, supports the same, and will ratify as needed.

MOTION:	Adopt the resolution entitled “A Resolution For Making Procurements During A Public Health Emergency.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

*Resolution to Amend the Fluvanna County Board of Supervisors Bylaws*– Eric Dahl, County Administrator

Due to recent health emergency concerns from Coronavirus (COVID-19), the Fluvanna County Board of Supervisors Bylaws and Rules of Practices and Procedures need to be amended to include Section XXVIII Meetings Conducted Through Telephonic, Video, Electronic or Other Electronic Communication to allow the Board of Supervisors to meet by other electronic means, due to a disability, medical condition, personal matter or declared state of emergency.

MOTION:	Adopt the resolution entitled “A Resolution to Amend the Fluvanna County Board of Supervisors Bylaws and Rules of Practices and Procedures to Add Section XXVIII Meetings Conducted Through Telephonic, Video, Electronic or Other Electronic Communication.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Parks and Recreation Partnering with SNAP

- Dance with SNAP (Special Needs Activity Parties)
  - Dance was held on March 7 at the Fluvanna Community Center from 4 - 7pm
  - 27 Special Needs students were in attendance along with 12 parents/caregivers
  - On hand were 18 volunteer helpers; 6 of them were FUMA Cadets
- Entertainment
  - Event DJ was Andy Eak of ACE Entertainment
  - Candid Photos by Jon Lane
  - There was also food and drinks
- Next event
  - Friday, May 1 from 4 - 8pm at Carysbrook Gym;must register through SNAP at: [snapfluvanna@gmail.com](mailto:snapfluvanna@gmail.com)

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Mar 25	7:00 PM	Budget Work Session	Morris Room
Wed	Apr 1	4:00 PM 7:00 PM	Regular BOS Meeting Budget Work Session - TBD	Morris Room Morris Room
Wed	Apr 8	7:00 PM	BOS Special Meeting- Public Hearing for FY21 Budget & CY20 Tax Rate	Morris Room
Wed	Apr 15	7:00 PM	BOS Regular Meeting - Adopt FY21 Budget & CY20 Tax Rate	Morris Room

5 - PUBLIC COMMENTS #1

At 8:01pm Chair Sheridan opened the first round of Public Comments.

- Patty Reynard, Broken Island, expressed her concerns over taxes and the impact the COVID-19 health crisis will have on the public.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 8:06pm.

6 - PUBLIC HEARING

ZMP 19:02 – 2428 Richmond Road LLC – Douglas Miles, Community Development Director

A request to amend the Fluvanna County Zoning Map to conditionally rezone, from A-1 Agricultural, General to I-1, Industrial, Limited, approximately 7.5 acres of Tax Map 4, Section A, front portion of Parcel 27.

MOTION:	Deferred ZMP 19:02, a request to amend the Fluvanna County Zoning Map with respect to approximately 7.5 acres of Tax Map 4, Section A, Parcel 27, to conditionally rezone the same from A-1 Agricultural, General to I-1, Industrial, Limited along with the Statement of Proffers dated January 2, 2020.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

*ZTA 19:04 Vehicle Impound Facility Text Amendment* – Douglas Miles, Community Development Director  
Amend the Fluvanna County Zoning Ordinance to define Vehicle Impound Facility and to permit the land use by Special Use Permit in the A-1, B-1 and I-1 Zoning Districts and also by right in the I-2 Zoning District. Further, Zoning Ordinance Section 22-17-5 Uses not Provided for, indicates “if in any district established under this chapter, a use is not specifically permitted and an application is made by a property owner to the administrator for such use, then the zoning administrator shall refer the application to the Planning Commission”

<b>MOTION:</b>	Deferred ZTA 19:04, An Ordinance To Amend Chapter 22 Zoning Of The Fluvanna County Code By The Addition Of A Definition under 22-22-1 Definitions; Uses Permitted By Special Use Permit in A-1 Zoning Under 22-4-2.2 , In B-1 Zoning Under 22-9-2.2 and in I-1 Zoning Under 22-11-2.2 and Uses Permitted By Right in I-2 Zoning Under 22-12-2.1 To Permit A Vehicle Impound Facility.				
<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**

*FY20 Self Contained Breathing Apparatus Funding* – Mary Anna Twisdale, Director of Finance

- Fluvanna County applied for the Assistance to Firefighters grant for the past two years to replace SCBA equipment. The grant was not awarded to the County either year.
- The current SCBAs are expired and at end of life.
- This equipment is necessary for firefighter safety.
- The County has applied again for the grant but needs to make an emergency purchase to secure the equipment now.
- Grant award approval/denial is anticipated by end of calendar year 2020.
- The Board cash funded \$100,000 in the FY19 and \$100,000 in the FY20 CIP for this equipment and appropriated \$618,000 from grant funding to cash funding on November 6, 2019, for total cash funding of \$818,000.
- The estimated cost of the equipment is:
  - Four Cascade Systems - \$156,276
  - SCBA - \$767,568.94
  - 1 Fit Test Machine - \$9,820
  - Portable Cylinders - \$5,125
  - **For a total of \$938,789.94**

Current Unassigned Fund Balance \$3,009,239

Cost of additional funding request \$121,000

Remaining Unassigned Fund Balance \$2,888,239

<b>MOTION:</b>	Approve a supplemental appropriation of \$121,000 from Unassigned Fund Balance to the CIP project budget for the Fire and Rescue SCBA Equipment.				
<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>				

*Authorization to advertise a Public Hearing on Ordinance amendment of Code Chapter 8, section 8-1 and 8-3* – Debbie Smith, Emergency Management Coordinator.

This amendment allows Fluvanna County to become an Office of Emergency Medical Services agency and establish a Fluvanna Department of Emergency Services enabling the County Contract crew to function under the County’s OEMS License.

<b>MOTION:</b>	Deferred authorization of County staff to advertise a Public Hearing to be held on April 15, 2020 in order to receive public comment on a proposed amendment of Chapter 8 of the Fluvanna County Code.				
<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>				

*Advertisement of Proposed Fiscal Year 2021 Operations Budget, Tax Rates, & Capital Improvement Plan – Liz McIver, Management Analyst.*

This action will allow adequate time to hear public comments on April 8, 2020 and adopt the budget on April 15, 2020, in accordance with Virginia Code Section 15.2-2504; then proceed with preparing for the June 5th tax billing cycle.

<b>MOTION:</b>	Authorize staff to advertise the FY21 Budget, Tax Rates, and Capital Improvement Plan (CIP) for a public hearing on April 8, 2020; the proposed budget amount for FY21 is \$83,220,343				
	The advertised tax rates are as follows:				
	Real Property			\$ .945 per \$100	
	Mobile Homes			\$ .945 per \$100	
	Personal Property (Residential)			\$4.35 per \$100	
	Personal Property (Business & Public Utilities)			\$2.90 per \$100	
	Machinery and Tools			\$1.90 per \$100	
<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	No
<b>RESULT:</b>	4-1				

*Lieutenant of Investigations Position – Jessica Rice, Human Resources Manager, Eric Hess, Sheriff*

- The Investigations Division currently has a Sergeant as the ranking officer of the Division.
- Over the past year, the Sergeant has completed intensive and specialized training and is now assisting agencies at the State level with investigations.
- The amount of responsibility within the agency, and in upholding the requirements at the State and Federal levels has increased drastically. The position is now being required to testify in larger court cases as well as maintain new equipment and technology locally.
- The Lieutenant of Investigations has a clear and definitive skill level and set of responsibilities that exceed the expectations of the Sheriff’s Office Sergeants.
- The current Sergeant of Investigations will be promoted to the Lieutenant position, and the Sergeant of Investigations job description will be inactive and archived.
- The current Sergeant of Investigations has received compensation for the additional training and certifications received throughout the year, per our County Policy, and will not be receiving additional compensation as a result of this promotion.

<b>MOTION:</b>	Approve the new Lieutenant of Investigations position description, as presented.				
<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>	5-0				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

*CVEC Update – Galen Creekmore, CVEC Key Accounts & Member Engagement Representative*

Mr. Creekmore is presenting updates to the Board on the CVEC fiber project in Fluvanna County as well as CVEC’s recent \$28,000,000 USDA grant award.

<b>MOTION:</b>	Defer the CVEC Update presentation by Galen Creekmore, CVEC Key Accounts & Member Engagement Representative.				
<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>	5-0				

*Census 2020 Update – Kelly Belanger Harris, Assistant County Administrator presented Census 2020 updates to the Board of Supervisors.*

- Census Day 2020 is April 1. The US Census Bureau is increasing efforts to educate the public about the upcoming Census. Following a meeting with Kathleen O’Connell, Partnership Specialist, US Census Bureau, I’ll share upcoming Census-related events and information with the Board.

- Last census resulted in \$17,776,199,831 funding coming into the state of Virginia.

*VDOT SMART SCALE Round 4 Applications* – Douglas Miles, Community Development Director

- VDOT’s SMART SCALE road improvements funding process is about picking the right transportation projects for funding and ensuring the best use of the state tax dollars. Transportation projects are scored based on an objective, outcome based process that is transparent to the public and allows decision-makers to award the funding to Virginia localities regardless of size and geographic location in the State of Virginia. VDOT State funding for road projects enhances Fluvanna County’s road network for better economic development opportunities and public safety vehicles road access.

VDOT SMART SCALE Funding Projects - Round 4 - Fluvanna County Submittals
Turkeysag Trl (1015) and Route 53 intersection - VDOT Roundabout
South Boston Rd (600) and Lake Monticello Rd (618) - Safety improvements
Ruritan Lake Road (619) and Route 53 - Safety improvements
Troy Rd (631) and Route 15 intersection - Safety improvements
Troy Rd (631) and Route 250 intersection - Safety improvements
Fluvanna County is authorized to submit five (5) requests by Friday, April 3rd
and Fluvanna Planning met with VDOT and the TJ PDC Staff on March 10, 2020

**9 - CONSENT AGENDA**

The following items were discussed before approval:

- Accounts Payable Report for February 2020 – Mary Anna Twisdale, Finance Director

The following items were approved under the Consent Agenda for March 18, 2020:

- Minutes of February 26, 2020 – Caitlin Solis, Clerk to the Board
- Minutes of March 4, 2020 – Caitlin Solis, Clerk to the Board
- Resolution Recognizing Nicholas Coleman Thornton – Eagle Scout – Caitlin Solis, Clerk to the Board
- Accounts Payable Report for February 2020 – Mary Anna Twisdale, Finance Director
- CB&I Change Order # 2 – Cyndi Toler, Purchasing Officer
- Erosion and Sediment Control Fee Application Waiver – Eric Dahl, County Administrator

<b>MOTION:</b>	Approve the consent agenda, for the March 18, 2020 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for February 2020, in the amount of \$1,944,499.82.				
<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**

*Advertise Revised Rates for the Fork Union Sanitary District Water System* – Eric Dahl, County Administrator

<b>MOTION:</b>	Approve County Staff and the County Attorney to prepare and advertise a Notice of a Public Hearing to be held on the first available date while keeping the health of the public in mind during the recent health crisis, for a proposed increase to the monthly water rates at the Fork Union Sanitary District Water System, as follows: Base Monthly Charge (includes first 2,000 gallons of water usage) - \$ 21.42, and, For each 1,000 gallons used from 2,001 to 300,000 gallons - \$ 11.22, and, For each 1,000 gallons used in excess of 300,000 gallons - \$ 11.22				
<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>				

*Public Hearing Advertisement for FY20 ZXR Budget Amendment* – Liz McIver, Management Analyst

- No motion needed, Public Hearing will remain on April 15, 2020.



**11 - NEW BUSINESS**

-Mr. O’Brien asked to have the late payment penalty looked at to see if they could be reduced. Mr. Payne agreed to review the statute.

-Mr. Payne mentioned the litigation on the deferred public hearing for 2428 Richmond Road had been postponed and rescheduled. The trial date was scheduled to be tried on March 19 and 20, 2020 but has been released until July 9 and 10, 2020.

**12 - PUBLIC COMMENTS #2**

At 8:56pm Chair Sheridan opened the second round of Public Comments.

- Patty Reynard, Broken Island, asked if the Board meetings could be held at the schools. Commented on work release programs in the school and commented on taxes and the economy overall.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:02pm.

**14 - ADJOURN**

MOTION:	Adjourn the regular meeting of Wednesday, March 18, 2020 at 9:03pm.				
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



**BOARD OF SUPERVISORS**

County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 11-2020**

**A RESOLUTION FOR MAKING PROCUREMENTS DURING A PUBLIC HEALTH EMERGENCY**

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, March 18, 2020, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the County of Fluvanna takes public health issues very seriously and is closely monitoring the situation with respect to Coronavirus Disease 2019 (COVID-19) and;

**WHEREAS**, the County of Fluvanna hereby resolves that it adopts and approves the recommendations of the Virginia Department of Health that each person do the following to stop the spread of germs:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer only if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick.
- Avoid contact with sick people.
- Avoid non-essential travel and;

**WHEREAS**, The County hereby resolves that the it considers the Coronavirus Disease a public health emergency affecting public safety and welfare, and in such circumstances it finds that contracts may be awarded without competitive sealed bidding or competitive negotiation if they relate to services or supplies needed to assist in the fight against this disease for the benefit of the County, its employees, and citizens as allowed under Virginia Code Section 2.2-4303(F) and as approved by the County Administrator and County Attorney’s Office; with such contracts to be presented to the Board for ratification, if required and;

**WHEREAS**, such procurements shall be made with such competition as is practicable under the circumstances. The Board makes this resolution to support County staff in their efforts to combat the virus and to assist Fluvanna County law enforcement, EMS agencies and personnel, fire companies and other first responders in doing so and;

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the Regular Meeting of the Board held on the 18<sup>th</sup> day of March, 2020;

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

Attest:

\_\_\_\_\_  
John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 12-2020**

**A RESOLUTION TO AMEND THE FLUVANNA COUNTY BOARD OF SUPERVISORS BYLAWS AND RULES OF PRACTICES AND PROCEDURES TO ADD SECTION XXVIII MEETINGS CONDUCTED THROUGH TELEPHONIC, VIDEO, ELECTRONIC OR OTHER ELECTRONIC COMMUNICATION**

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, March 18, 2020, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the Fluvanna County Board of Supervisors previously adopted those “Fluvanna County Board of Supervisors Bylaws and Rules of Practices and Procedures” on January 8, 2020 (the “Bylaws”);

**WHEREAS**, the Fluvanna County Board of Supervisors wishes to add Section XXVIII entitled “Meetings Conducted Through Telephonic, Video, Electronic or Other Electronic Communication”, the language of which is attached hereto, as permitted by the Code of Virginia Sections 15.2-1415, 2.2-3707 and 2.2-3708.2;

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors hereby adopts as an addition to the Bylaws that Section XXVIII entitled “Meetings Conducted Through Telephonic, Video, Electronic or Other Electronic Communication” the language of which is attached hereto.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 18th day of March, 2020, by the following vote:

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

Attest:

\_\_\_\_\_  
John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS  
County of Fluvanna  
Palmyra, Virginia**

**RESOLUTION 13-2020**

**Recognizing Nicholas Coleman Thornton Award of Eagle Scout Status**

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Nicholas Coleman Thornton has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Nicholas has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 138 will convene an Eagle Scout Court of Honor on March 29, 2020 at Saints Peter and Paul Catholic Church, Palmyra, VA; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Nicholas’ family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 18th day of March, 2020, by the following vote:

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

Attest:

\_\_\_\_\_  
John M. Sheridan, Chair  
Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 14-2020**

**RESOLUTION FOR THE DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, The Commonwealth of Virginia is monitoring an outbreak of a respiratory illness referred to as the coronavirus (COVID-19), which has spread from Wuhan, Hubei Province, China to more than 80 other locations internationally, including the Commonwealth;

**AND WHEREAS**, County Public Safety and Emergency Management Staff, and the Director of Emergency Management, determined that given recent confirmed occurrences of COVID-19 within the Commonwealth and in neighboring states, as well as information from the Centers for Disease Control and Prevention, it is anticipated that the disease will spread and is enough to warrant coordinated local government action to prevent or alleviate any potential loss, hardship, or suffering;

**AND WHEREAS**, a State of Emergency throughout the Commonwealth was previously declared by the Governor on March 12, 2020;

**AND WHEREAS**, on March 12, 2020, Governor Northam authorized state and local governments to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions as much as possible;

**AND WHEREAS**, On March 13, 2020, the President of the United States of America declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”), allowing State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations eligible to apply for Public Assistance; and

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Virginia Code Section 44-146.21, the acting Director of Emergency Management has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively to Thursday, March 12, 2020 to which declaration the Board of Supervisors hereby consents; and

**BE IT FURTHER RESOLVED** that during the existence of said local emergency, the Director of Emergency Management and the Emergency Management Coordinator, of Fluvanna County respectively, shall have the powers, functions, and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate and recover from the effects of said local emergency;

**AND, BE IT FURTHER RESOLVED**, that the said emergency shall continue until declared discontinued by the Director of Emergency Management, such declaration to be ratified at the next regular or special Board meeting.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 18<sup>th</sup> day of March, 2020:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X

Patricia B. Eager, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X				X	
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

A Copy, teste:

\_\_\_\_\_  
Caitlin Solis  
Clerk to the Board of Supervisors  
Fluvanna County, Virginia

\_\_\_\_\_  
John M. Sheridan  
Chair, Board of Supervisors  
Fluvanna County, Virginia

DRAFT

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

**TAB I**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	Child Abuse Prevention Month Proclamation				
<b>MOTION(s):</b>	<b>I move the Fluvanna County Board of Supervisors proclaiming the month of April 2020 as Celebrating Children Month in Fluvanna County in observation of Child Abuse Prevention Month.</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>	Rocky Reed, DSS CPS Supervisor				
<b>PRESENTER(S):</b>	Rocky Reed, DSS CPS Supervisor				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Short presentation about local CPS numbers and what DSS staff is experiencing.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Proclamation, Power Point presentation slides				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**PROCLAMATION 03-2020**

**Child Abuse Prevention Month**

**WHEREAS**, in Federal fiscal year 2017, 4.1 million reports were made to child protective services; and

**WHEREAS** child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

**WHEREAS**, our children are our most valuable resources and will shape the future of the [State or jurisdiction]; and

**WHEREAS**, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children;

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare, education, health, community- and faith-based organizations, and businesses and law enforcement agencies; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families;

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment.

**WHEREAS**, Prevention remains the best defense for our children and families;

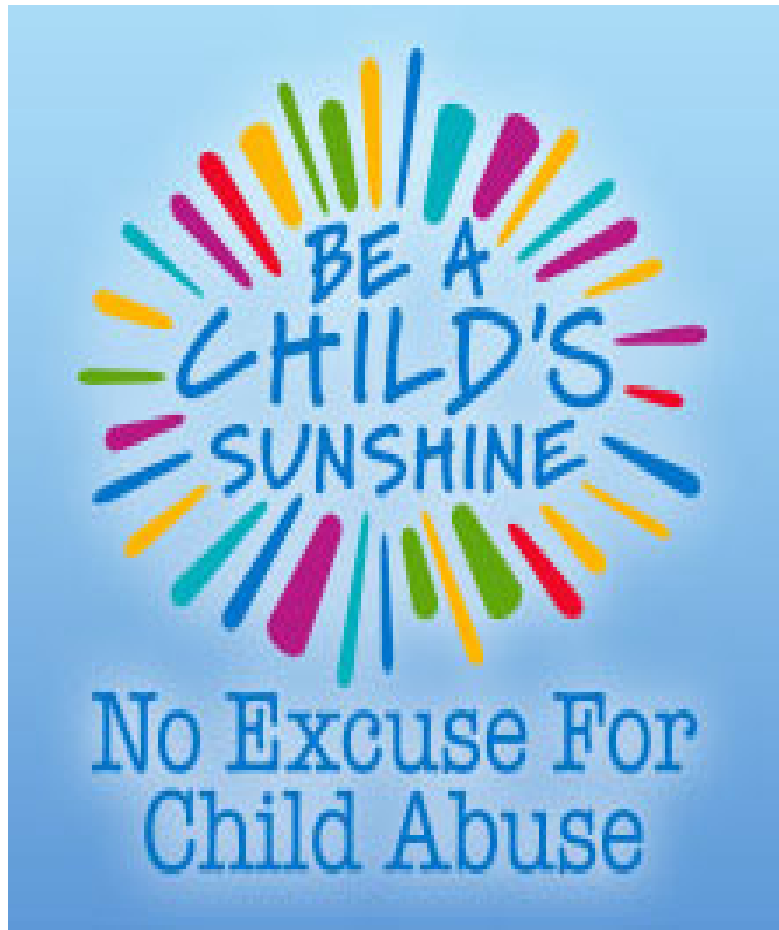
**NOW, THEREFORE**, the Fluvanna County Board of Supervisors does hereby proclaim April 2020 as **NATIONAL CHILD ABUSE AND NEGLECT PREVENTION MONTH** in Fluvanna County and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Passed and adopted this 1<sup>st</sup> day of April, 2020.

---

John M. Sheridan  
Chair, Board of Supervisors





**Fluvanna County  
Department of Social Services**

**Child Protective Services Unit**

RoShelle "Rocky" Reed-Supervisor

Sara Philipp

Rosa Figueroa

Jyniya Booker

Brianna Fleming

Latesha Williams

## **FCDSS MISSION**

TO BE A LEADER IN COLLABORATION WITH OTHER COMMUNITY AGENCIES, TO SERVE COUNTY CITIZENS PROMOTING SELF-RELIANCE, WELL-BEING AND THE BEST POSSIBLE QUALITY OF LIFE.

## **FCDSS VISION**

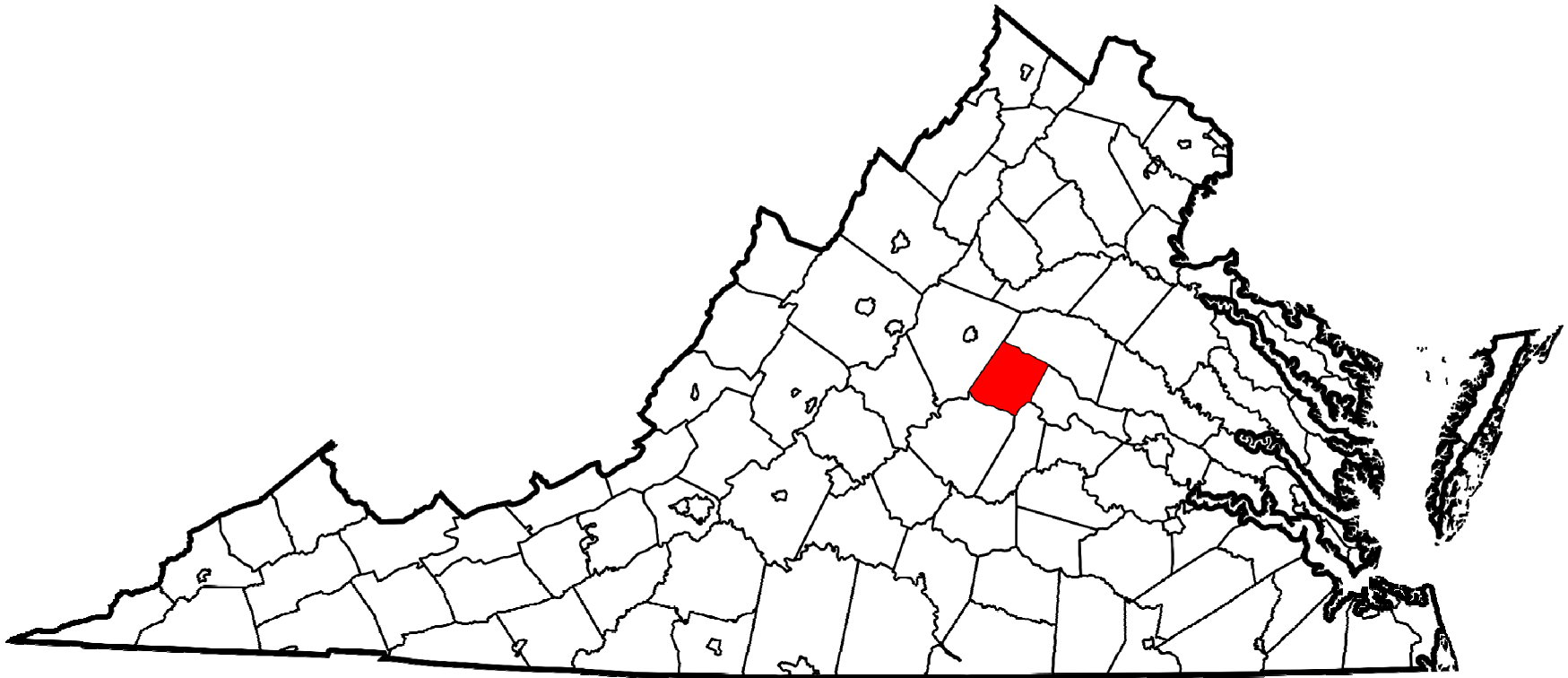
A COMMUNITY WHERE INDIVIDUALS AND FAMILIES HAVE ACCESS TO SUPPORT AND PROTECTION, WHICH PROMOTES HEALTH, INDEPENDENCE, AND OPPORTUNITIES.

# How many children were reported as victims of abuse or neglect in Virginia?

During State Fiscal Year (SFY) 2019, there were **58,234** children reported as possible victims of abuse or neglect. They were participants in **37,359** completed reports that were accepted by Virginia's city and county departments of social services. There were **1,577** reports of substance-exposed newborns.



# Let's Talk About Fluvanna County



# Referral Reporter Source

7/1/2018 to 6/30/2019 (VDSS)

Self Ref. Allg. Abuser	Self Ref. Allg. Victim	Child Advocacy	Medical/Hospital	Counselor/Therapist	Social Serv./Social Worker	Court/Probation/GAL
1	1	2	22	27	13	3

Daycare	Parent/Relative	School	Unknown	Law Enforcement	Landlord	Foster Parent
2	33	66	37	85	1	1

Total Referrals
307

# CPS Referrals Type of Abuse

7/1/2018 to 6/30/2019 (VDSS Report)

Abuse/ Neglect Type	Referrals	Accepted	Family Assessment	Investigated	Founded	Appealed	Unfounded
Invalid	241	0	0	0	0	0	0
Medical Neglect	3	1	1	0	0	0	0
Mental Abuse/Neglect	31	25	23	2	2	0	0
Physical Abuse	34	31	23	7	0	0	7
Physical Neglect	121	110	91	9	4	0	5
Sexual Abuse	16	12	0	10	3	0	7
Substance Exposed Infant	4	3	3	0	0	0	0
Total	450	182	141	28	9	0	19



## CPS Cases with other Agencies

7/1/2018 to 6/30/2019

Law Enforcement	Commonwealth Attorney
80	59

## Fluvanna Foster Care Cases

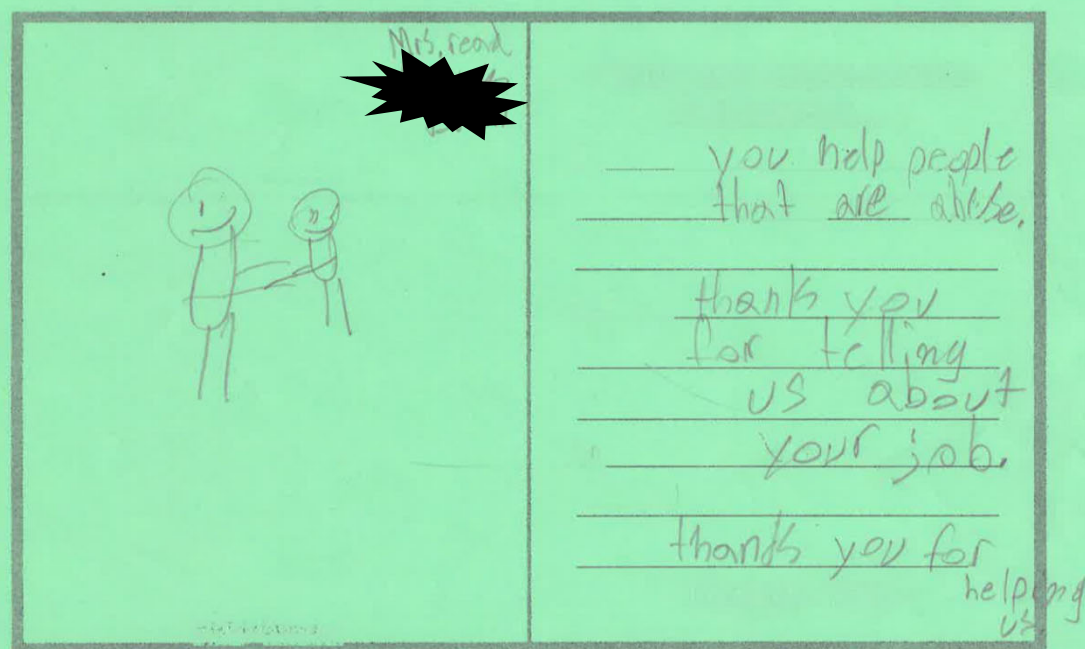
7/1/2018 to 6/30/2019

Foster Care Children
29

# Virginia Juvenile and Domestic Relations District Court Child Protection Data

7/1/2018 to 6/30/2019

Petitions Filed Alleging Abuse & Neglect	14
Cases with Emergency Removal Order Issued	5
Cases with Preliminary Removal Orders at Adjudicatory Hearing	5
Cases with Preliminary Removal Orders at Preliminary Hearing	8
Family Abuse Emergency Protective Orders Issued	77
Family Abuse Protective Order Petitions Filed	31
Family Abuse Protective Orders Issued	38





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

**TAB J**

<b>MEETING DATE:</b>	April 1, 2020				
<b>AGENDA TITLE:</b>	EMSMC Inc Amendment 1				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the EMSMC Amendment #1 with the EMS Management &amp; Consultants Inc with a 90 day extension the contract expiration date, and authorize the County Administrator to execute the Amendment, subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<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>• The current contract for Emergency Services billing expires in May 2020</li> <li>• This service will need to be vetted and an RFP will be issued prior to awarding a new contract</li> <li>• Due to the state of emergency this process has been delayed</li> <li>• EMSMC is offering a 90 day extension so that services will remain intact.</li> <li>• No other contract terms are effected.</li> </ul>				
<b>FISCAL IMPACT:</b>	Na				
<b>POLICY IMPACT:</b>	Na				
<b>LEGISLATIVE HISTORY:</b>	Na				
<b>ENCLOSURES:</b>	EMSMC Inc Amendment 1				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>x</b>		<b>x</b>		



**Amendment No. 1**

**THIS FIRST AMENDMENT TO AGREEMENT** entered into the 18th day of March 2020, by and between COUNTY OF FLUVANNA, (hereinafter “Client”) and EMS MANAGEMENT & CONSULTANTS, INC., a North Carolina Corporation, the address of which is PO Box 863, Lewisville, North Carolina, 27023 (hereinafter “contractor”)

**WITNESSETH:**

**WHEREAS**, the parties entered into a Billing Services Agreement dated May 20, 2015 whereby the contractor agreed to provide billing and collection services for the Client.

**WHEREAS**, now the parties wish to amend the Agreement to clarify the terms pertaining to:  
Period of Performance

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

**ITEM ONE:** Section V. Period of Performance

The Period of Performance shall be extended through August 31, 2020.

In all other aspects, the Agreement dated May 20, 2015 will remain in force and effect

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment the day and year first written above.

Each person whose signature appears hereon represents, warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement on behalf of the party on whose behalf this Agreement is executed.

EMS|MC:

CLIENT:

EMS Management & Consultants, Inc.

County of Fluvanna

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act”

---

(Signature of Finance Officer)

---

(Print Name)





# Capital Reserve Maintenance Fund Request

## Form 3.10

TAB K

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$6,900.00** for the purpose(s) of:

**Replacement of the flexible hot water tubes for boiler #2 in the Courts building**

### Section 1 - REQUEST

Requesting Department/Agency <b>Public Works PW20-010</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request <b>03/23/2020</b>
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY20</b>

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>All tubes and associated parts to complete install</b>	1	\$5,808.00	\$5,808.00
<b>Contingency for unforeseen issues</b>	1	\$1,000.00	\$1,000.00
			\$0.00
			\$0.00

Total Request: **\$6,808.00**

Description and justification for proposed use.

**We discovered water leaking on the floor around the #2 boiler in the Courts Building mechanical room . Upon investigation we found the water tubes that are used for space heating throughout the building had cracked and leaking on floor . The tubes will need to be replaced as a set along with re-insulating. All work will be done in-house by our HVAC technician so no outside labor cost will be incurred .**

Department/Agency Head Name <b>Dale Critzer / Assistant Public Works Director</b>	Signature <i>Dale Critzer</i>	Date <b>03/23/2020</b>
--	----------------------------------	---------------------------

### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2020.03.24 15:08:19 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2020.03.24 15:09:32 -04'00'	Date

### Section 3 - BOARD OF SUPERVISORS

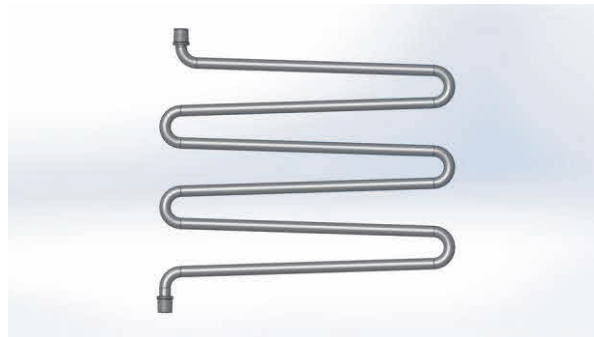
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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## Bryan "Flexible Water Tube"

# Removal and Replacement of Flexible Water Tubes

Bryan Steam, the originator and leader in the production of flexible tube water and steam boilers for over 90 years, is pleased to provide you with the technical and service information you need to keep your Bryan Boiler running. This Removal and Replacement of Flexible Water Tubes instruction will give you the information you need to remove and replace tubes on all models of Bryan Steam Boilers.



Instructions cover both:



Welded-Ferrule



End-Form



**B BRYAN® BOILERS**  
*Originators of the "Flexible Water Tube" design*

## 1 Removal and Replacement of Flexible Water Tubes

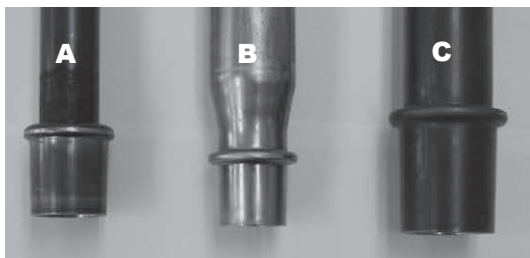
Follow this easy step-by-step procedure to remove or replace the flexible water tubes in Bryan Boilers. This process requires no rolling or welding. Follow the steps as outlined for the most efficient and least time consuming procedure. We have changed to end-formed tubes for the following boilers, DR, AB, RV, and RW. End-formed tubes are interchangeable and can be mixed with welded ferrule tubes on the same boiler.

### Tools Required

Required tools for tube replacement may vary depending on the type of tube being removed or replaced.

Hammer	For 1" tubes use 2 pound hammer For 1 ½" tubes use 4 pound hammer
Socket Wrench	9/16" Deep Well
Tube Puller (Available from Bryan)	For 1" tubes use P/N 28905 For 1 ½" tubes use P/N 28910
Tube Driver (Available from Bryan)	 For 1" tubes use P/N 28906.1 The driver shown is used to drive all 1" end-formed or welded tubes and is an alternate driver for 1 ½" tubes.
	 For 1 ½" tubes use P/N 28903 The driver with curved end shown is the preferred driver for all 1 ½" end-formed or welded tubes.

Bryan Boilers is currently supplying boilers with product enhancements to our flexible tubes. Most flexible tubes will no longer have a separate ferrule welded to each end. We have developed a way to form the ferrule from the tube material directly on the bent tube see figure 1. We identify these tubes as "End-Formed".



**Figure 1**

- A. 1" End-Formed Tube.
- B. Triple-Flex 1 ½" End-Formed Tube.
- C. 1 ½" End-Formed Tube.

If you have an old driver that looks like Figure 2-B, your driver will need to be modified by grinding to match Figure 2-A before using on end-formed tube.



**Figure 2**

The new drivers and current tube pullers will work for all tubes regardless if end-formed or welded ferrule.

## 1.1 Removal of Flexible Water Tubes



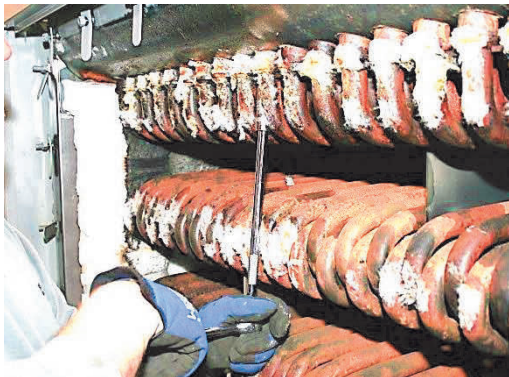
### CAUTION:

GOGGLES OR SAFETY GLASSES SHOULD BE WORN TO PREVENT INJURY. Before removing tube(s), boiler must be completely drained of water. If boiler outlet and return are equipped with shutoff valves, close both to avoid draining the entire system.

Begin by removing the insulated jacket side panels or doors, exposing the inner tube access panels. On some models (L, LM, and RW Series) tube access is from both sides.



1. **Remove lower tube clamps.** On most models a stud and clamp are required over the tube flange. Remove the retaining nut and clamp before attempting to remove tube(s). To facilitate removal, you may need to soak with a good penetrating fluid.



2. **Remove upper tube clamps.** Follow the same procedure as step 1 above.
3. **Loosen tube-ends.** Insert tube puller between the tube-end and header. Apply pressure to the puller and strike the side of the tube two or three times with a hammer to help loosen the tube-end in the upper and lower header.



4. **Pull lower tube-end (outer row of tubes).** Wedge the tube puller under the flange of the tube. Drive the tube puller with several blows with a hammer on the end of handle. Alternate with downward blows to lift tube-end. Hold the leverage and repeat to drive the wedge further.



5. **Clear tube-end from the header.** Continue driving wedge under and leveraging flange up until it pops the end of the tube free from the hole in the header.





6. **Pull upper tube-end.** Repeat the procedure to pull the tube-end of the same tube from the upper header.



7. **Remove outer row tube.** Remove the tube and repeat with the other outer row tubes to gain access to rear tube, two adjacent outer tubes must be removed first to access the inner tube removal.



8. **Pull inner row tube-ends.** Repeat the procedure in steps 4 through 7 to remove inner tube(s).

## 1.2 Installation of Flexible Water Tubes



### CAUTION:

**DO NOT OVERDRIVE TUBES!** Overdriving tubes can cause damage to tubes and boiler header holes. Use only approved Bryan Steam tube driver and specified hammer. The end-formed tube fitting is designed to deform if overdriven to minimize damage to vessel tube hole.

**NOTE:** Before placing a new tube into the headers, clean the holes by wiping gently with emery cloth to be sure that there are no burrs. If replacement tube has been sitting for a long period of time and shows rust, repeat the cleaning procedure on the tube-end. With a small brush, apply a thin coating of gray pipe dope around the inside of the hole. Pipe dope may also be applied to tube-end. Pipe dope is not used to seal the tube in the tube hole. Pipe dope is used as a lubricant to prevent galling between the tube-end and tube hole surfaces. Cutting oil may be mixed with the pipe dope for easier application.

# No!



Figure 1-1  
**INCORRECT!** Two person team using an oversized driver and an oversized hammer.

# No!



Figure 1-2  
**INCORRECT!** Two person team using the correct driver and an oversized hammer

# Yes!



Figure 1-3  
**CORRECT!** One person with correct driver and specified hammer.

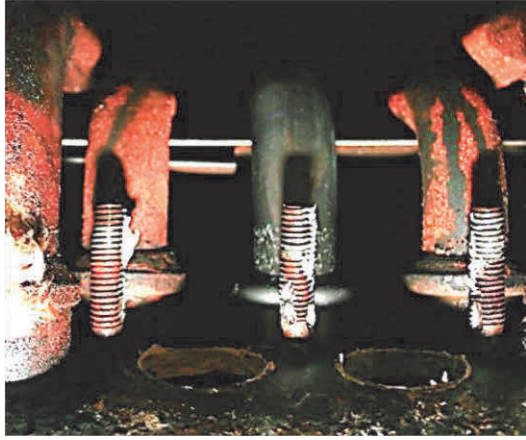
**Incorrect-** This is an overdriven tube. The flange has bottomed out.



Figure 1-2

**Correct-** This tube is not overdriven. The flange has not bottomed out.





1.

**To replace tubes, start with the inner tube.** Insert the lower tube-end in the bottom header first then the top tube-end in the top header. Replace all tubes before driving.



2.

**Drive upper and lower tube-end(s).** DO NOT DRIVE THE TUBE-END DOWN TO THE FLANGE. With a driver tool positioned on the flange, strike the end of the driver with the hammer. After a few hits, the feel of the strike will change to a solid feeling. The tone will also change from a "ting" sound to more of a "tong" sound. This indicates the tube has seated.



**CAUTION:** End-formed tubes will not require as much force as a welded ferrule to seat properly. Damage to the end-form may result.



3.

**Replace the tube clamps.** If your unit is equipped with studs and clamps, reinstall the tube clamps and secure with nuts. Tighten the nut only till snug. Do not try to compress the tube-ends into the holes with the clamps, because the clamps might break or the studs might shear.

**NOTE:** A spacer is needed if intermixing the welded-ferrule 1 1/2" with end-formed 1 1/2" tubes. The flange on the end-form tube will require a 3/8" tube-retaining nut placed sideways between the flange and the clamp.

4. **Refill the boiler with water.** Fill until pressure is slightly under the relief valve set pressure. Inspect all tube-ends for leaks.



**CAUTION:** If a leak is detected, pressure in the boiler must be reduced to zero before adjusting tube(s). Adjusting tubes under pressure could result in personal injury.

Adjust leaking tube by striking the flange once or twice with the driver and hammer as shown in step 2. Refill the boiler with water. If leaking continues, remove leaking tube and inspect tube-end and hole for defects. Replace tube if necessary.











# Capital Reserve Maintenance Fund Request

## Form 3.10

TAB L

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$4,000.00** for the purpose(s) of:  
Installation of a safety handrail for the MACCA sidewalk at Carysbrook

### Section 1 - REQUEST

Requesting Department/Agency <b>Public Works PW20-009</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request <b>03/17/2020</b>	
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY20</b>	
Reserve Fund Purpose Category: <b>Ongoing facility or equipment maintenance requirements</b>			
Description of Project/Repair	Qty	Unit Price	Total Price
<b>Prepare Area , Build Forms and Pour Concrete</b>	1	\$2,850.00	\$2,850.00
<b>Handrail Fabrication, Setting and Painting</b>	1	\$650.00	\$650.00
<b>Contingency for unforeseen issues</b>	1	\$500.00	\$500.00
			\$0.00
<b>Total Request:</b>			<b>\$4,000.00</b>

Description and justification for proposed use.

The edges of the sidewalk on the left side that enters the Fluvanna MACAA space at Carysbrook has a safety issue where the sidewalk has no hand rail along the edge for customers safety . The edge has a small drop off which could lead to a fall while walking or a wheel chair rolling off the edge . Having the added handrail would give stability when walking and guard against wheel chair roll off .

Department/Agency Head Name <b>Dale Critzer / Assistant Director of Public Works</b>	Signature <i>Dale Critzer</i>	Date <b>03/17/2020</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2020.03.17 15:13:16 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2020.03.17 14:23:50 -04'00'	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**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 Balance and Investment Report
<input type="checkbox"/>	Building Inspections Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



## MEMORANDUM

**Date:** April 1, 2020  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY19 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$16,632,750</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$9,125,690</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$7,507,060</b>
Less: FY19/FY20 Automatic Carryover – PARC – 07.01.19	-\$5,000
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
Less: FY19-20 County Carryover Request – 12.4.19	-\$40,635
Less: FY19-20 Schools Carryover Request – 12.4.19	-\$250,000
Less: FY20 Self Contained Breathing Apparatus Funding – 03.18.20	-\$121,000
<b>Current FY20 Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$5,888,239</b>
Less: FY20 Zion Crossroads Water Project (Future Commitment)	-\$3,000,000
<b>Current FY20 Unassigned Fund Balance – Including Zion Crossroads</b>	<b>\$2,888,239</b>



## MEMORANDUM

**Date:** April 1, 2020  
**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 – 09.18.19	-\$28,500
Less: FY20 Convenience Center Budget Transfer – 01.22.20	-\$50,000
<b>Available:</b>	<b>\$72,259</b>



## MEMORANDUM

**Date:** April 1, 2020  
**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
Less: DSS Conference Room Pain & Carpet – 01.22.20	-\$4,370
Less: Geo-Thermal Water Pump Replacement – 01.22.20	-\$5,000
<b>FY20 Available:</b>	<b>\$303,322</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
Less: FCHS Track Repair – 01.08.20	-\$4,425
Less: FCHS Grinder Pump Replacement – 01.08.20	-\$12,014
Less: FCHS Testing, Cleaning and Tuning of (3) Boilers – 02.19.20	-\$14,850
Less: Air Quality Testing at Abrams Academy – 02.19.20	-\$9,955
<b>FY20 Available:</b>	<b>\$354,105</b>