



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

March 17, 2021

Budget Work Session at 4:00 pm

Regular Meeting at 7:00 pm

Due to the continuing Public Health Emergency, Board of Supervisors Meetings continue to meet with modifications. **Physical (in-person) access to meetings has been suspended.** Those wishing to participate via Zoom may call Fluvanna Clerk to the Board, Caitlin Solis, at (434) 591-1910 or email her at: csolis@fluvannacounty.org no later than 1 hour prior to the meeting or may go to FluvannaCounty.org to find the Zoom link on the Board of Supervisors meeting page.

TAB AGENDA ITEMS

A – CALL TO ORDER

B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

C – BUDGET DISCUSSION

D – CLOSED MEETING AND DINNER RECESS

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR'S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None.

7 – ACTION MATTERS

- A Audio Upgrades for the Library – Mary Anna Twisdale, Director of Finance
- B Historic Courthouse – Historic Structures Report – Mary Anna Twisdale, Director of Finance
- C Advertisement of Proposed Fiscal Year 2022 Operations Budget, Tax Rates, & Capital Improvement Plan – Liz McIver, Management Analyst
- D Authorization to Advertise To Hold a Public Hearing for a Temporary Ordinance for the Postponement of Penalty and Interest on the First Half Taxes of 2021 – Eric Dahl, County Administrator

7A – APPOINTMENTS

- E Board, Committee and Commission Appointments – Caitlin Solis, Clerk to the Board

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

None.

9 – CONSENT AGENDA

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- F Minutes of February 24, 2021 – Caitlin Solis, Clerk to the Board of Supervisors
- G Minutes of March 3, 2021 – Caitlin Solis, Clerk to the Board of Supervisors
- H Closed Landfill Environmental Monitoring Programs – Cyndi Toler, Purchasing Officer
- I FY21 DCJS Body-Worn Camera Grant Award – Sean Peterson, Chief of Field Operations
- J Adoption of Road Name-Belladora Lane – Andrew Wills, Building Official
- K CRMF – Bus Engine Replacements – Don Stribling, FCPS
- L CRMF – Lektriever Filing System Repair – Douglass Miles, Community Development Director
- M FY21 Sheriff Department Insurance Claim – 2018 Dodge Charger VIN#0415 – Liz Mclver, Management Analyst

10 – UNFINISHED BUSINESS

- N Strategic Initiatives 2021 – Eric Dahl, County Administrator, & Kelly Belanger Harris, Assistant County Administrator

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



County Administrator Review

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

PLEDGE OF ALLEGIANCE

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

GENERAL RULES OF ORDER

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

RULES OF PROCEDURE FOR PUBLIC HEARINGS

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

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

TAB A

MEETING DATE:	March 17, 2021						
AGENDA TITLE:	Audio Upgrades for the Library						
MOTION(s):	I move the Board of Supervisors approve a budget transfer of up to \$13,000 from the CARES contingency budget to the CARES EDP Equipment budget for upgrades to the Audio system at the Library.						
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):				
		X					
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other		
		X					
STAFF CONTACT(S):	Mary Anna Twisdale, Director of Finance Andy Notman, Director of IT						
PRESENTER(S):	Mary Anna Twisdale, Director of Finance						
RECOMMENDATION:	N/A						
TIMING:	Normal						
DISCUSSION:	<ul style="list-style-type: none"> • Due to COVID19 the Board of Supervisors meetings were moved from the County Courthouse to the Library. • The current Audio system at the Library does not adequately support the virtual BOS and Planning Commission meetings. • Below are the recommended upgrades with an estimated cost of \$11,000-\$13,000 <p>Major Components</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1 Episode DYN-8D-100 8 Episode 350T-IC-8 1 Soundcraft GB2R-16 10 Sense-300-GM18-C 1 WattBox 600-12 1 Strong AV Rack-27U 10 XLR-10-C 1 AVS-Cable pack 1 AVS-16/2 </td> <td style="width: 50%; vertical-align: top;"> 8x50watt 4-Zone Digital Amplifier / for Ceiling Speakers 100 Watt Full range In-Ceiling Speaker (Flush, white) 16 Channel Rack Mixer w/ 6 Aux Sends, EQ, 16 inputs 18" Condenser Gooseneck Mic w/ powered Desktop Microphone On/Off Base Pro-Grade 12-Outlet Sequencing Power Conditioner 55" AV Rack, wheel, Lockable glass door, ventilation 10' XLR Cable w/ black PVC Insulation Interconnect cable pack, RCA, ¼" 3.5mm, USB Converter 500' Box Pro-Grade 16/2 Speaker wire </td> </tr> </table>					1 Episode DYN-8D-100 8 Episode 350T-IC-8 1 Soundcraft GB2R-16 10 Sense-300-GM18-C 1 WattBox 600-12 1 Strong AV Rack-27U 10 XLR-10-C 1 AVS-Cable pack 1 AVS-16/2	8x50watt 4-Zone Digital Amplifier / for Ceiling Speakers 100 Watt Full range In-Ceiling Speaker (Flush, white) 16 Channel Rack Mixer w/ 6 Aux Sends, EQ, 16 inputs 18" Condenser Gooseneck Mic w/ powered Desktop Microphone On/Off Base Pro-Grade 12-Outlet Sequencing Power Conditioner 55" AV Rack, wheel, Lockable glass door, ventilation 10' XLR Cable w/ black PVC Insulation Interconnect cable pack, RCA, ¼" 3.5mm, USB Converter 500' Box Pro-Grade 16/2 Speaker wire
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FISCAL IMPACT:	Utilize CARES Funds						
POLICY IMPACT:	N/A						
LEGISLATIVE HISTORY:	N/A						

ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB B

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	Historic Courthouse – Historic Structures Report				
MOTION(s):	<p>1. I move the Board of Supervisors approve the use of \$20,000 from the Historic Courthouse CIP funds to pay for the services of a qualified architectural firm to provide a Historic Structures Report of the Fluvanna County Historic Courthouse.</p> <p>2. I move the Board of Supervisors approve a supplemental appropriation of \$10,000 from the Fluvanna County Historical Society to the Historic Courthouse CIP Project to assist with funding for a Historic Structures Report.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Calvin Hickman, Public Works Director Mary Anna Twisdale, Director of Finance				
PRESENTER(S):	Mary Anna Twisdale, Director of Finance				
RECOMMENDATION:	N/A				
TIMING:	Normal				
DISCUSSION:	<p>The Fluvanna Historical Society and County staff meet about collaborating to leverage external funding and grant resources to complete the exterior renovation of the Historic Courthouse. The County has already appropriated \$250K toward a Historic Courthouse CIP project, and those funds can aid as matching grant funds.</p> <p>To aid in restoration of the structure and leverage grant funds, staff is recommending engaging the services of a qualified architectural\engineering team to provide a Historic Structures Report for the Historic Courthouse. The Historic Structures Report and needs assessment helps to document the history, significance, and current condition of the building. The report will be used to guide current and future preservation activities. The delivered report must address the following items:</p> <ul style="list-style-type: none"> • Evaluation of the Building • Survey Existing Conditions • Document the Building • Develop Preservation and Repair Recommendations for the Future <p>Budget Estimate: \$25-30K</p>				

	It is the recommendation of staff to allocate the necessary \$20K out of the existing CIP funds already set aside for the project. The Historical Society Executive Committee has voted to donate \$10,000.00 towards the Historical Structures Report.				
FISCAL IMPACT:	None				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	March 17, 2021																						
AGENDA TITLE:	Advertisement of Proposed Fiscal Year 2022 Operations Budget, Tax Rates, & Capital Improvement Plan																						
MOTION(s):	<p>I move the Board of Supervisors authorize staff to advertise the FY22 Budget, Tax Rates, and Capital Improvement Plan (CIP) for a public hearing on April 14, 2021; the proposed budget amount for FY22 is \$xx,xxx,xxx</p> <p>The advertised tax rate are as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Real Property</td> <td style="text-align: right;">\$.xx per \$100</td> </tr> <tr> <td>Mobile Homes</td> <td style="text-align: right;">\$.xx per \$100</td> </tr> <tr> <td>Personal Property (Residential)</td> <td style="text-align: right;">\$4.35 per \$100</td> </tr> <tr> <td>Personal Property (Business & Public Utilities)</td> <td style="text-align: right;">\$2.90 per \$100</td> </tr> <tr> <td>Machinery and Tools</td> <td style="text-align: right;">\$1.90 per \$100</td> </tr> </table>					Real Property	\$.xx per \$100	Mobile Homes	\$.xx 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								
Real Property	\$.xx per \$100																						
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Personal Property (Business & Public Utilities)	\$2.90 per \$100																						
Machinery and Tools	\$1.90 per \$100																						
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																				
		X																					
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																		
		X																					
STAFF CONTACT(S):	Liz McIver, Management Analyst																						
PRESENTER(S):	Liz McIver, Management Analyst																						
RECOMMENDATION:	<p>Approve advertisement of public hearings to set the tax rates as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Real Property</td> <td style="text-align: right;">\$.xx per \$100</td> </tr> <tr> <td>Mobile homes</td> <td style="text-align: right;">\$.xx per \$100</td> </tr> <tr> <td>Personal Property (Residential)</td> <td style="text-align: right;">\$4.35 per \$100</td> </tr> <tr> <td>Personal Property (Business & Public Utilities)</td> <td style="text-align: right;">\$2.90 per \$100</td> </tr> <tr> <td>Machinery and Tools</td> <td style="text-align: right;">\$1.90 per \$100</td> </tr> </table> <p>Set advertised FY22 Operations Budget of:</p> <table style="margin-left: 40px;"> <tr> <td>General Fund Operations</td> <td style="text-align: right;">\$ xx,xxx,xxx</td> </tr> <tr> <td>Capital Improvements Program</td> <td style="text-align: right;">\$ x,xxx,xxx</td> </tr> <tr> <td>Enterprise Funds</td> <td style="text-align: right;">\$ x,xxx,xxx</td> </tr> <tr> <td style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$ xx,xxx,xxx</td> </tr> </table>					Real Property	\$.xx per \$100	Mobile homes	\$.xx 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	General Fund Operations	\$ xx,xxx,xxx	Capital Improvements Program	\$ x,xxx,xxx	Enterprise Funds	\$ x,xxx,xxx	TOTAL:	\$ xx,xxx,xxx
Real Property	\$.xx per \$100																						
Mobile homes	\$.xx 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																						
General Fund Operations	\$ xx,xxx,xxx																						
Capital Improvements Program	\$ x,xxx,xxx																						
Enterprise Funds	\$ x,xxx,xxx																						
TOTAL:	\$ xx,xxx,xxx																						
TIMING:	To meet the advertising deadline for the Fluvanna Review on March 18, 2021 for publication on March 25, 2021 and April 1, 2021, per Virginia Code Section 15.2-2506.																						
DISCUSSION:	N/A																						
FISCAL IMPACT:	Setting Operational Budget and Capital Improvement Plan for FY22																						
POLICY IMPACT:	This action will allow adequate time to hear public comments on April 14, 2021 and adopt the budget on April 21, 2021, in accordance with Virginia Code Section 15.2-2504; then proceed with preparing for the June 5 th tax billing cycle.																						
LEGISLATIVE HISTORY:	N/A																						
ENCLOSURES:	Draft Public Hearing Advertisements																						
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																		
		X																					



NOTICE OF FY 2022 BUDGET, PROPOSED TAX RATES AND CAPITAL IMPROVEMENT PLAN PUBLIC HEARING FLUVANNA COUNTY BOARD OF SUPERVISORS

Pursuant to Virginia Code Sec. 15.2-2506 a public hearing on the proposed FY 2022 County of Fluvanna budget and Capital Improvement Plan (CIP) will be held on Wednesday, April 14, 2021, beginning at 7:00 p.m. in the Meeting Room, Fluvanna County Library, Palmyra, Virginia, at which time citizens of the County will be given an opportunity to appear before, and be heard by the Board of Supervisors on the subject of the FY 2022 Budget and FY 2023-2026 CIP.

The budget totals **\$XX,XXX,XXX** in revenues and expenditures, which represents a **x.x%** increase from FY 2021. The proposed budget includes the following tax rates that would be effective for the tax year 2021.

2021 Proposed Tax Rates

	<u>2020</u>	<u>2021</u>
Real Property	\$ 0.925	\$0.xxx
Mobile Homes	\$ 0.925	\$0.xxx
Personal Property (Residential)	\$ 4.35	\$4.35
Personal Property (Business & Public Utilities)	\$ 2.90	\$2.90
Machinery and Tools	\$ 1.90	\$1.90

All levies above are per one hundred dollars of assessed valuation.

Anyone needing special assistance or accommodations due to a disability in order to attend the hearing should contact the County Administrator's office, at (434) 591-1910, not later than 5 p.m. on April 7, 2021. Additional information about the budget, proposed tax rates, or CIP can be obtained by calling the County Administrator's office at (434) 591-1910. A copy of the Proposed Budget and CIP is available in the County Administrator's Office, the Fluvanna County Library and on the County website at www.fluvannacounty.org.

TO: Fluvanna Review

THRU: Finance Department

Advertise on the following dates:

Thursday, March 25, 2021

Thursday, April 1, 2021

Authorized by: Fluvanna County Board of Supervisors

Bill to: Fluvanna County Board of Supervisors



Fluvanna County, Virginia

Proposed Budget for the Year Beginning July 1, 2021

	Adopted Budget FY21	Proposed Budget FY22	Increase/ (Decrease)	% Change
GOVERNMENTAL REVENUES				
Local	\$ 43,997,495	\$ 45,023,705	1,026,210	2.3%
State	\$ 30,625,343	\$ 31,375,088	749,745	2.4%
Federal	\$ 2,740,142	\$ 3,559,342	819,200	29.9%
SUBTOTAL GOVERNMENTAL REVENUES	\$ 77,362,980	\$ 79,958,135	\$ 2,595,155	3.4%
EXPENDITURES				
General Government Administration	\$ 3,119,909	\$ 2,968,286	(151,623)	-4.9%
Judicial Administration	\$ 1,227,692	\$ 1,234,176	6,484	0.5%
Public Safety	\$ 8,886,942	\$ 9,393,715	506,773	5.7%
Public Works	\$ 2,679,516	\$ 2,686,841	7,325	0.3%
Health and Welfare	\$ 6,516,833	\$ 6,663,828	146,995	2.3%
Education	\$ 42,410,257	\$ 43,859,368	1,449,111	3.4%
Parks and Recreation and Library	\$ 1,035,330	\$ 1,069,380	34,050	3.3%
Community Development	\$ 1,229,998	\$ 1,216,595	(13,403)	-1.1%
Nondepartmental	\$ 84,943	\$ 556,340	471,397	555.0%
Debt Service	\$ 8,961,242	\$ 8,931,527	(29,715)	-0.3%
SUBTOTAL GOVERNMENTAL EXPENDITURES	\$ 76,152,662	\$ 78,580,056	\$ 2,427,394	3.2%
CAPITAL FUND REVENUES				
Fund Balance Appropriation	\$ -	\$ 3,042,820	3,042,820	#DIV/0!
Grants	\$ 113,000	\$ 100,000	(13,000)	0.0%
Proceeds from Indebtedness	\$ -	\$ -	-	0.0%
SUBTOTAL CAPITAL REVENUES*	\$ 113,000	\$ 3,142,820	3,029,820	2681.3%
CAPITAL FUND EXPENDITURES	\$ 513,000	\$ 3,542,820	3,029,820	590.6%
ENTERPRISE FUND REVENUES				
Fork Union Sanitary District	\$ 416,324	\$ 408,645	(7,679)	-1.8%
Palmyra Sewer Fund*	\$ 25,000	\$ 25,000	-	0.0%
Zion Crossroads Water and Sewer Fund*	\$ 272,891	\$ 145,782	(127,109)	-46.6%
School Food Service	\$ 1,597,046	\$ 1,597,046	-	0.0%
SUBTOTAL ENTERPRISE REVENUES	\$ 2,311,261	\$ 2,176,473	(134,788)	-5.8%
ENTERPRISE FUND EXPENDITURES				
Fork Union Sanitary District	\$ 416,324	\$ 408,645	(7,679)	-1.8%
Palmyra Sewer Fund	\$ 249,831	\$ 266,992	17,161	6.9%
Zion Crossroads Water and Sewer Fund	\$ 858,378	\$ 881,870	23,492	0.0%
School Food Service	\$ 1,597,046	\$ 1,597,046	-	0.0%
SUBTOTAL ENTERPRISE EXPENDITURES	\$ 3,121,579	\$ 3,154,553	32,974	1.1%
GRAND TOTAL REVENUES	\$ 79,787,241	\$ 85,277,428	5,490,187	6.9%
GRAND TOTAL EXPENDITURES	\$ 79,787,241	\$ 85,277,429	5,490,188	6.9%

*Revenues are supplemented by transfers from the General Fund

County staff will also provide an informational briefing on the budget and contemplated FY22 expenditures for the Capital Improvements Program.

A copy of the Board of Supervisors proposed budget is on file in the office of the County Administrator, the Fluvanna County Library and www.fluvannacounty.org. Comments will be taken at the public hearing and written comments may be directed to the County Administrator, P.O. Box 540, Palmyra, VA 22963. Anyone needing special assistance or accommodation due to a disability in order to attend the hearing should contact the County Administrator's Office at (434) 591-1910, not later than 5:00 p.m. on April 7, 2021.

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

TAB D

MEETING DATE:	March 17, 2020				
AGENDA TITLE:	Authorization to Advertise To Hold a Public Hearing for a Temporary Ordinance for the Postponement of Penalty and Interest on the First Half Taxes of 2021				
MOTION(s):	I move the Board of Supervisors ratify the advertisement of a public hearing to be held on April 21, 2021 for "A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021."				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	This ordinance is designed to be temporary in nature and therefore will only apply to the payment of the first half taxes. It extends the time at which penalty and interest will be imposed until June 30 but not beyond. It does NOT extend the time for payment of taxes beyond June 5, merely suspending the penalty and interest. It will expire according to its terms after June 30. Since it is temporary in nature, it is not intended to be set out in the County Code.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



FLUVANNA COUNTY NOTICE OF PUBLIC HEARING

BY ORDER OF THE FLUVANNA COUNTY BOARD OF SUPERVISORS

Pursuant to Virginia Code Sec. 15.2-1427, the Board of Supervisors of Fluvanna County, Virginia (the “County”) will hold a public hearing at 4:00 p.m. on Wednesday, April 21, 2021 in the Fluvanna County Library in Palmyra, Virginia, located at 214 Commons Blvd, Palmyra, Virginia, 22963 for residents of the County to have the opportunity to be heard by the Board of Supervisors for the following items:

A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS as follows:

WHEREAS the Commonwealth of Virginia and the County of Fluvanna are currently subject to a pandemic infection of the virus commonly known as COVID 19; and

WHEREAS the citizens of Fluvanna County have been greatly inconvenienced by the consequences of the said pandemic, including a significant disruption of their lives and economic activities; and

WHEREAS it is anticipated that such inconveniences will not be remedied prior to the date due for payment of real and tangible personal property taxes on June 5, 2021, as required by County Code Section 20-1-2; and

WHEREAS the Board of Supervisors has determined that, it is appropriate to postpone the imposition of penalty and interest for late payment of such taxes until June 30, 2021;

NOW THEREFORE BE IT ORDAINED

- (1) that the penalty and interest provisions for failing to pay real estate and tangible personal property taxes on June 5, 2021, as set out in Chapter 20, Article 1, Sec. 2.1, of the Fluvanna County Code shall not apply to the payment of such taxes made after June 5, 2021, but not later than June 30, 2021: provided that payment of such taxes after June 30, 2021, shall thereafter be subject to the penalty and interest provisions as set out in Chapter 20, Article 1, Sec. 2.1.

(2) The foregoing amendment shall expire and shall be of no further effect after June 30, 2021.

Complete information concerning this temporary ordinance is available in the County Administration Office, located at 132 Main Street, Palmyra, Virginia 22963, between 8:00 a.m. and 4:30 p.m., Monday through Friday. Persons requiring accommodation to facilitate participation are encouraged to contact the Office of the County Administrator at 132 Main Street, Palmyra, Virginia 22963 or at (434) 591-1910, at least five days prior to the meeting.

TO: Fluvanna Review THRU: County Administration

Advertise on the following date(s): Thursday, April 8, 2021 and Thursday, April 15, 2021

**Authorized by: Fluvanna County Administrator
Bill to: Fluvanna County Board of Supervisors**

TO BE PUBLISHED IN THE FLUVANNA REVIEW NO LATER THAN APRIL 23, 2020

**FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT**

TAB E

MEETING DATE:	March 17, 2021		
AGENDA TITLE:	Board, Commission, and Committee Appointments		
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):		
Board/Commission/Committee	Appointees	Begins Term	Ends Term
Rivanna River Basin Commission - Citizen Representative Position	Marvin Moss	April 1, 2021	March 31, 2025

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Rivanna River Basin Commission	Marvin Moss	Reappt	Columbia	Seeking reappointment to the Rivanna River Basin Commission
DISCUSSION:	Marvin Moss (currently serving) has indicated his interest in serving another term on the Rivanna River Basin Commission.			
ENCLOSURES:	Candidate Application			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Marvin F. Moss		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) PO Box 394 Palmyra, VA 22963		Physical Address (if different) 14054 James Madison Hwy Palmyra, VA 22963	
Years Lived in Fluvanna 26	Cell Phone – preferred?	Home Phone – preferred? 589-4839	Email mmoss8@enturylink.net
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.): Graduate of West Point. US Army for 10 years obtaining rank as major. Decorated Vietnam veteran. Legislative Director, US Congressman; Chief of Staff US Senate 1977-1995			
<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p style="margin: 0; font-size: 1.2em; letter-spacing: 0.2em;">RECEIVED</p> <p style="margin: 5px 0 0 20px; color: red;">MAR 03 2021</p> <p style="margin: 0; font-size: 0.8em;">Fluvanna County Administration</p> </div>			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Former member and chair, Fluvanna BOS. Citizen member & former chair, Rivanna River Basin Commission			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Former President Fluvanna Heritage Trail Foundation. President of the Fluvanna Historical Society			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To continue my involvement in the regional effort to protect the waters of the Rivanna River.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i> Marvin Moss		Date Feb 23, 2021	

PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestal District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
X	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

- BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
- The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
- The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
- Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
- The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
- This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	
Renewal Date:	Remarks:
Renewal Date:	
Renewal Date:	
Renewal Date:	

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

TAB F

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors February 24, 2021 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, February 24, 2021, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for February 24, 2021.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library, 214 Commons Blvd.
Palmyra, VA 22963
February 24, 2021
Special Called Meeting 6:30pm
Budget Work Session 7:00pm**

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Tony O’Brien, Rivanna District, Vice Chair
Mozell Booker, Fork Union District
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

**Due to health concerns, Mrs. Eager is attending the meeting virtually/by telephone
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)*

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

At 6:37pm, Chair Sheridan called to order the Work Session of February 24, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

CLOSED MEETING

MOTION:	At 6:38pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6, of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:30pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

BUDGET REVIEW – AGENCY PRESENTATIONS

Fluvanna SPCA – Katelyn Mancini, President

- Operational costs overview
- Requested continued yearly increase in salary base to prevent turnover

Cooperative Extension – Kim Mayo, Extension Agent

- Nominal increase in contract services as set forth by Virginia Tech
- Line items have remained the same from last year

Library – Cyndi Hoffman, Director

- One of five libraries in state continuing to serve the public
- Internet use remains very popular
- The State Library requires us to have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita

- 2019 – Fluvanna is \$15.53 per capita – we are 80th out of 96 libraries – State minimum Requirement is \$11.66 per capita
- Total budget in Co. Admin’s Budget:\$458,106 which includes estimated \$113,761 in State Aid, Local Funding requested = \$350,649
- asking for an additional \$3,939 to upgrade a Library Assistant position to a Children’s Program Specialist position
- Revenue is down from last year due to fines being forgiven and not charging for faxes and copies during the pandemic

Registrar – Joyce Pace, Registrar & Catherine Hobbs, Chair of Electoral Board

- Early voting was implemented and is here to stay. The uptake in Early Voting was greater in Fluvanna than it was in our region and across the state.
- Absentee voting was very popular in Fluvanna County. Close to 1,900 votes were cast in the Central Absentee Precinct (CAP) in November 2016 whereas about 10,500 were cast in the CAP in November 2020.
- Law changes have expanded the Registrar’s responsibilities and budget needs
 - Redistricting
 - Rapidly Evolving Election Law
 - Mandated Recertification of Voting Equipment
 - Mandated enhancements to physical and cyber security efforts
- Asking for a significant increase in FY22 \$346,857 from \$270,962 in FY21

Social Services – Kim Mabe, Director

- Requested to accept proposed state funding associated with salary increases
- Asking for an additional position to establish a new family services specialist position.
- Asking for approval of CIP Request to Fund New Building Design Work and One Vehicle Replacement

Fire and Rescue Association – John Lye, President, FRA

- Gave an overview of the Volunteer Fire Department responses by category and vehicle response
- Vehicle Maintenance costs and replacement schedule

ACTION MATTERS

Advertisement of the Proposed FY22 Real Property Tax Rate Increase – Liz Mclver, Management Analyst

- This action will allow adequate time to meet the advertising submittal deadline for the Fluvanna Review March 4th, 2021 in accordance with Virginia Code Section 58.1-3321 then hear public comments on April 14, 2021 regarding the proposed real property tax increase.
- After a brief discussion, the Board of Supervisors made a motion to advertise the maximum tax rate of \$.92 per \$100 for CY21.

MOTION:	Authorize staff to advertise the FY22 proposed real property tax rate for public hearing on April 14 2021; the advertised proposed real property tax rate is \$.92 per \$100, effective for calendar year 2021.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	No	Yes	Yes	No
RESULT:	3-2				

ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, February 24, 2021 at 9:42pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion		Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

DRAFT

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

TAB G

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors March 3, 2021 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, March 3, 2021, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for March 3, 2021.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library, 214 Commons Blvd.
Palmyra, VA 22963
March 3, 2021
Regular Meeting 4:00pm**

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

ABSENT: None.

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

**Due to health concerns, Mrs. Eager is attending the meeting virtually/by telephone
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)*

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

At 4:00pm, Chair Sheridan called to order the Regular Meeting of March 3, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the March 3, 2021 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

- **BRHD offering a free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16**
 - When: Wednesday, March 3, from 3pm-7pm
 - Where: Beaver Dam Baptist Church, 1794 Richmond Road, Troy, VA
 - What: Free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16.
 - Call to register on 3/1 and 3/2 to guarantee a test at 434-972-6261 (hotline is open from 8am-4:30pm). 100 appointments available.

- **BRHD offering a free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16**
 - When: Wednesday, March 31, from 3pm-7pm
 - Where: Fluvanna County High School (Bus Loop) 1918 Thomas Jefferson Pkwy, Palmyra 22963
 - What: Free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16.
 - Call to register on 3/1 and 3/2 to guarantee a test at 434-972-6261 (hotline is open from 8am-4:30pm). 100 appointments available.
 - Walk-in/drive-up tests will be available.

- **Environmental Honor Awarded to Ida Swenson, Rivanna Master Naturalist**
 - Blue Ridge Outdoors, one of the premier environmental publications in the Eastern US, recently recognized Ida Swenson of Lake Monticello, a 15-year Virginia Master Naturalist, as one of three individuals voted by over 62,000 readers as “Best in the Blue Ridge” in the “Environmentalist’ category.
 - She has volunteered over 5,000 hours for activities such as stream invertebrate research, invasive plant removal, water quality assessment and, most importantly, environmental education for all age groups from early grade school to retirees.
 - For more information about the Virginia Master Naturalist program, please contact rmninfo@gmail.com

- Mr. Dahl asked the Board if local businesses could use the green space behind the Historic Courthouse to hold outdoor market and shopping events to promote the Village shops.
- Mr. Dahl brought up opening the County Buildings to the public in the near future.
- Mr. Dahl mentioned the Virginia United Methodist Housing Development met with County staff and Southern development to develop senior housing at Lake Monticello across from the main gate.
- **County Administrator out of office (March 11-14)**
 - Director of Finance, Mary Anna Twisdale will be Acting County Administrator
- **Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Mar 10	4:00 PM	BOS Work Session – Fire and Rescue Fleet Review	Library
Wed	Mar 10	7:00 PM	BOS Budget Work Session	Library
Wed	Mar 17	4:00pm	BOS Budget Work Session	Library
Wed	Mar 17	7:00pm	Regular Meeting – Set Proposed FY22 Budget & CY21 Tax Rates for Advertising	Library
Wed	Mar 24	7:00pm	BOS Budget Work Session	Library

5 - PUBLIC COMMENTS #1

At 4:20pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:20pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

FY21 Administration Building Basement Remodel Preparation Work – Liz McIver, Management Analyst

- In preparation to remodel the basement of the Administration Building to meeting space for the Board of Directors and others Crabtree, Rohrbaugh & Associates prepared a proposal and designs for the new meeting space. The cost of this proposal was \$47,670.00 and was originally charged to the CARES Fund budget.
- In addition to the design work done several companies were contracted to prepare the space for remodeling. These included testing for Asbestos, removal of insulation and mold remediation. These were all things that needed to be done to make the space safe. The total amount for these services was \$13,124. These expenses were originally going to be covered with CARES Funds but were charged to Facilities after the project was cancelled.
- When it became apparent that the project was going to come in above budget and not within the necessary time frame the project was cancelled and the above charges were moved to the Facilities budget.
- We are requesting the budget transfer to cover the charges that were not planned or budgeted for in the Facilities budget.
- The following FY21 budget changes will be made:
 - Decrease: Unassigned Fund Balance - \$60,794
 - Increase: Facilities budget - \$60,794
 - The FY21 Unassigned Fund Balance is \$9,439,927 prior to this action

MOTION:	Approve a budget transfer of \$60,794 from the FY21 Unassigned Fund Balance to the FY21 Facilities budget for Administration Building Basement Remodel Preparation Work				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

VDOT Quarterly Update – Bethel Kefyalew, Operations Engineer, gave an update on projects in Fluvanna County, 2021 resurfacing list, Traffic Engineering Studies

Safety suggestions from the Board included:

- Paynes Mill rd. onto Rte. 250 rumble strips were requested for the intersection
- Rte. 659 and Rte. 6 intersection has a bad curve and safety measures were requested to bring attention to the curve
- Old Columbia rd. there is water coming up through the road when it rains heavily
- radar feedback sign request s were made for Riverside gate, the curve of the intersection near Rte. 616

2020 Residents Survey Report – Kelly Belanger Harris, Assistant County Administrator, gave the Board of Supervisors a detailed overview on the results of the 2020 Residents Survey.

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for March 3, 2021:

- *Minutes of February 10, 2021* – Caitlin Solis, Clerk to the Board of Supervisors
- *Minutes of February 17, 2021* – Caitlin Solis, Clerk to the Board of Supervisors
- *FY21 Palmyra Rescue Insurance Claim* – 2016 Ford E-450 Ambulance VIN#5205 – Liz Mclver, Management Analyst
- *FY21 – Property Damage Insurance VACORP* - 214 Commons Blvd – Liz Mclver, Management Analyst

MOTION:	Approve the consent agenda, for the March 3, 2021 Board of Supervisors 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				

10 - UNFINISHED BUSINESS

Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

Mr. Dahl asked to use CARES funds to improve the audio in the Library so Board of Supervisors and Planning Commission meetings can be heard more easily and the system can be used by the Library for events once the building is reopened to the public.

- The Board agreed to staff exploring audio options to improve the meeting audio.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:19pm Chair Sheridan opened the second round of Public Comments.

- Kelsey Cowger, 60 Woodlawn Drive, agreed that a new audio system would be very helpful for those who participate virtually.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:20pm.

BUDGET WORK SESSION

County Department Budget Proposals & CIP – Eric Dahl, County Administrator

- Mary Anna Twisdale, Director of Finance, requested a new accountant position in the Finance Department for FY22.
 - Due to changing mandates and priorities, Finance is in need of a new position.
 - Federal/State Gov’t reporting has increased 100% over previous levels. We are now tracking and reporting twice the information from previous years.
 - New audit requirements for CARES funding will continue to require extensive time in excess of previous levels.
 - New mandated changes in W2, Covid sick leave and 941 reporting are exceeding staff time available.
 - New IRS mandated changes in 1099 reporting require more time. All vendors must be reviewed and updated for compliance
 - Positive pay has been implemented and the next step is ACH payments. This procedure will require all vendors to be contacted, personal and banking information obtained and entered into MUNIS prior to ACH going live.
 - Grant reporting continues to become more complex. The Drug Court grant requires extensive training and the management of several different reporting systems. VATI Grant is also more complex. With the hope of finding more grant opportunities, comes time to research, write, submit and manage.
 - There are additional reporting/requisition requirements with the DEQ funding at Zion.

- Currently the Financial Services Specialist/Payroll is also handling EMS cost recovery. This has become more time consuming as we work to change cost recovery vendors.
 - Duties have been redistributed to try to spread the work around but everyone is buried.
 - Procurement is handling Capital Assets
 - Payroll is completing complex County and School reconciliations as well as cost recovery. Due to turnover in HR the Financial Services Specialist is training/assisting the Human Resources Department
 - AP is working on ACH project and 1099 changes
 - New GASB pronouncement reporting takes effect for the FY21 CAFR
 - Possibility of a new large debt funding for FY22
 - Major MUNIS upgrade will be coming this summer. All users will have to switch to Dashboard from the Desktop version. There will be testing/training to insure the system is working before implementation.
 - It is the goal of the Finance Department to complete each fiscal year with an unmodified audit and to receive the Excellence in Financial Reporting Award from the GFOA
 - Finance has been in the office working throughout the pandemic. Much of our work can't be done from home
 - I want to recognize Tori Melton, Cyndi Toler, Kim Becker and Liz McIver for all of their hard work and dedication
 - The County Administrator does not have this position in his FY22 budget
- *County Health Insurance*
 - The Local Choice is projected to increase in cost by 8.4% (\$135,000)
 - *County Compensation*
 - The General Assembly is projecting a 5% increase for all Constitutional Offices and State supported employees for FY22

CIP & Budget Discussion – Eric Dahl, County Administrator

- The Board of Supervisors discussed outstanding CIP Projects
 - After a lengthy discussion, the Board decided to continue the budget discussion next week.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, March 3, 2021 at 7:40pm.				
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

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	Closed Landfill Environmental Monitoring Programs				
MOTION(s):	I move the Board of Supervisors to approve Project Agreement #9 between Fluvanna County and Draper Aden Associates to continue the Environmental Monitoring Programs of the Fluvanna County closed Landfill not to exceed \$26,200, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> ❖ Project agreement #9 is to have Draper Aden continue the Environmental Monitoring Programs they have previously provided us at the closed Land Fill <ul style="list-style-type: none"> ➤ TASK 1 GW sampling event 2020 S2 \$7,800 lump sum ➤ TASK 2 2020 Annual Groundwater Report \$3,900 lump sum ➤ TASK 3 GW sampling event 2021 S1 \$9,300 lump sum ➤ TASK 4 Gas Monitoring (July, 20 to Jun, 21) \$3,600 lump sum ➤ TASK 5 Post-Closure Insp. (July, 20 to Jun, 21) \$1,500 lump sum ➤ Total not-to exceed expenditure under this proposal = \$26,200 ❖ [TASK 6] – Regulatory Compliance (July, 2021 - June, 2022) – Will be added at a later date only if deemed necessary ❖ There has been no change price changes from FY21 				
FISCAL IMPACT:	Total not-to exceed expenditure under this proposal = \$26,200				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	❖ Project Agreement 9				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	x		x		

This Project Agreement #9 (the “Project Agreement”) made this ____ day of _____, 2021, between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the “Consultant”), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 22nd day of October, 2018 (including all exhibits thereto the “Agreement”). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas the Agreement is for a term of one-year beginning on the date the County executed the Agreement, and subject to (4) additional one-year renewals by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for “Fluvanna County Closed Landfill, Environmental Monitoring Programs, Proposal: FY 2021-2022 (July, 2021 to June, 2022), DEQ Permit No. 429, DAA Project No. 2100430 [TASKS 1 TO 6]” dated February 17, 2021, (“the Proposal”) which is attached hereto as **Exhibit 1** and incorporated by reference herein as a material part of this Project Agreement;

Whereas, the County desires that the Consultant complete those services listed in the Proposal as: TASK 1 – Groundwater Sampling Event 2021 S2 (October, 2021), TASK 2 – 2021 Annual Groundwater Report, TASK – 3 Groundwater Sampling Event 2022 S1 (April, 2022), TASK 4 – Gas Monitoring Services (July, 2021 – June, 2022), and TASK 5 – Quarterly Site Inspections (July, 2021 – June, 2022), and any other services, inspections, testing, reports, deliverables or work required or related thereto as detailed therein (each referred to as a “Task” and collectively the Tasks are referred to as the “Services” which includes the “Subconsultant Services” as defined below);

Whereas, the parties desire that upon written request to the Consultant, the County may request any of those additional services set forth in the Proposal as “Supplemental Services” including without limitation , TASK 6 - Regulatory Compliance (July, 2021 - June, 2022) – Upon Request, and such Supplemental Services requested shall include any other services, inspections, testing, reports, deliverables or work required or related thereto as detailed therein (the “Optional Supplemental Services”;

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the “Task Orders”).

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

ARTICLE I: THE AGREEMENT

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

ARTICLE II: TASK ORDERS

Consultant shall provide all work and services necessary or desired to complete the Task Orders consistent with all provisions of this Project Agreement, Exhibit 1 and the Agreement.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Calvin Hickman
 Director of Public Works
 197 Main Street
 Palmyra, VA 22963
 Phone: (434) 591-1910
 E-mail: calvin.hickman@fluvannacounty.org

Billing inquiries should be directed to Cyndi Toler, Purchasing Officer, whose contact information appears below in Article VI.

The parties hereby agree to the following modification to the Proposal: (i) every survey, plat, document, study, report or deliverable of every kind required pursuant to this Agreement shall be provided to the County in one (1) hard copy format, electronic format, and in any other format required to be provided under the Proposal.

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) This Project Agreement;
- (ii) Exhibit 1 hereto, being the Proposal;
- (iii) Exhibit 2 hereto, being the "2018 Bill Rate Schedule" which is the controlling pricing as required by the Agreement;
- (iv) The Agreement including exhibits thereto.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iii) above, and (ii) shall control over (iii).

ARTICLE IV: FEES

All pricing and billing under this Proposal must be consistent with the Agreement and the Compensation section of the Proposal (see specifically the 2018 Bill Rate Schedule which controls

all hourly pricing). The work on the Services shall be billed hourly based on those rates set out in the 2018 Bill Rate Schedule attached as Exhibit 2 hereto. The Consultant shall bill based on the hourly rates set out in its Agreement (unless its current rate schedule provides for any lower hourly rate(s) as required under the General Terms), but shall complete all work on the Task Orders for not to exceed fee for each Task consistent with the Compensation section of the Proposal and the Agreement as follows:

\$7,900.00 for all services or work on TASK 1 – Groundwater Sampling Event 2021 S2 (October, 2021);

\$3,900.00 for all services or work on TASK 2 – 2021 Annual Groundwater Report;

\$9,300.00 for all services or work on TASK 3 – Groundwater Sampling Event 2022 S1 (April, 2022);

\$3,600.00 for all services or work on TASK 4 – Gas Monitoring Services (July, 2021 – June, 2022); and

\$1,500.00 for all services or work on TASK 5 – Quarterly Site Insp. (July, 21 Jun, 22).

All work on the Services, except for the Subconsultant Services, shall be billed hourly based on the 2018 Bill Rate Schedule attached as Exhibit 2 hereto, except any standard billing rates which are lower shall control. The Subconsultant Services must be billable to the County **AT COST WITH NO MARK UP OF ANY KIND AS REQUIRED BY VIRGINIA LAW**. The Consultant may invoice the County for no more than the hours actually worked on each Task; and the not to exceed cost for each Task is a maximum cost for the Services on each Task. The above fees add up to a total not-to-exceed fee of TWENTY-SIX THOUSAND TWO HUNDRED AND NO/100 DOLLARS (\$26,200.00) for all work on the Services on all of the Task Orders, being Task 1, 2, 3, 4, and 5, described in the Proposal and this Project Agreement. The Consultant agrees to complete all work related or necessary for the Services and Task orders for no more than \$26,200.00 even if its hourly billing, costs of any kind and the fees for the Subconsultant Services exceeds such amount. All hourly Services work shall be billable to the County in increments of a quarter of an hour or less if that is the standard practice of Consultant. The minimum charge shall be a quarter of an hour or less if that is the standard practice of the Consultant. Consultant cannot charge for administrative costs, copies, printing, travel time, lunch or other non-working time.

The payment for each Task up to the not to exceed fee shall be payable by the County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Consultant to the County until a Task is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, that deliverable described in the Proposal as the report. The Consultant may invoice the County only when an entire Task is complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work on each Task Order by the County in its sole discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

If the County notifies the Consultant in writing that it requires the Consultant to perform any of the Supplemental Services, then the Consultant shall perform such Supplemental Services for no more than that not to exceed fee set forth for the same in the Proposal and in a manner consistent with all of the provisions and requirements of this Project Agreement.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue these Task Orders to completion, but in any event such Services and work being a part of the Task Orders must be completed to the sole satisfaction of the County:

for Task 1: on or before the 30th day of November, 2021;
for Task 2: on or before the 30th day of April, 2022;
for Task 3: on or before the 30th day of April, 2022;
for Task 4: on or before the 30th day of June, 2022; and
for Task 5: on or before the 30th day of June, 2022.

If the County requests Task 6, then for Task 6: on or before the 30th day of June, 2022.

ARTICLE VI: MISCELLANEOUS

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County

ATTN: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1937
FAX (434) 591-191

Consultant

ATTN: Deborah K. Flippo
Draper Aden Associates, Inc.
250 Main Street, Suite 200
Charlottesville, VA 22902
Telephone: (540) 552-0444
Facsimile: (540) 552-0291

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

In witness whereof the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.

Consultant:
Draper Aden Associates, Inc.


County:
Fluvanna County

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Approved as to form:

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

TO: Mr. Calvin Hickman
Fluvanna County

FROM: Thomas R. Laughlin 
Environmental Services Division

DATE: 02-17-21

SUBJECT: **Fluvanna County Closed Landfill**
Environmental Monitoring Programs
Proposal: FY 2021-2022 (July, 2021 to June, 2022)

DEQ Permit No. 429
DAA Project No. 2100430 [TASKS 1 TO 6]

Draper Aden Associates (DAA) proposes to provide professional engineering and environmental services to Fluvanna County in accordance with the existing Services Agreement between Fluvanna County and DAA (Project Agreement #6; dated October 22, 2018).

The subject proposal is intended to encompass services that will be provided during the 12-month period between *July 1, 2021 to June 31, 2022 (FY 2021-2022)*.

More specifically, DAA shall provide the following services pertaining to environmental programs at solid waste facilities operated by Fluvanna County:

[TASK 1] - Groundwater Sampling Event 2021 S2 (October, 2021)

Task. Draper Aden Associates proposes to obtain groundwater samples from monitoring wells at the Fluvanna County closed landfill (groundwater sampling event 2021 S2, scheduled to occur during October, 2021), chemically analyze the groundwater samples, and prepare a report suitable for direct submission to DEQ. More specifically, Draper Aden Associates proposes to:

- Obtain groundwater samples from monitoring wells MW-02R, MW-03R, and MW-04R and have them analyzed for *VSWMR* Table 3.1, Column A constituents.
- Obtain groundwater samples from monitoring wells MW-07R, MW-08, and MW-09 and have them analyzed for *VSWMR* Table 3.1, Column A constituents, plus

previously detected Table 3.1, Column B constituents, including tin; 2-chlorophenol; bis(2-ethylhexyl)phthalate; dichlorodifluoromethane, diethyl phthalate; and di-n-octyl phthalate.

Budget. The cost of the referenced task shall be **\$7,900** (*lump sum*).

- The cost of environmental services (Draper Aden Associates = **\$5,700**) is based upon a review of the costs associated with past sampling events.
- The cost of chemical analyses (**\$2,200**) is based on a fee schedule previously provided by the contracted laboratory. Laboratory services are provided in accordance with a contract between Draper Aden and the laboratory. Laboratory fees shall be billed at cost.

Deliverables. DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

[TASK 2] - 2021 Annual Groundwater Report

Task. Draper Aden Associates proposes to prepare the Annual Groundwater Monitoring Report pertaining to the Fluvanna County closed landfill for the year 2021 (due **120 days** from the completion of sampling and analysis for the second semi-annual groundwater sampling event conducted for the calendar year).

Budget. The cost of the referenced task shall be **\$3,900** (*lump sum*). The cost of the proposed services is based upon a review of the effort associated with preparing prior Annual Groundwater Monitoring Reports for similar facilities.

Deliverables. DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

[TASK 3] - Groundwater Sampling Event 2022 S1 (April, 2022)

Task. Draper Aden Associates proposes to obtain groundwater samples from monitoring wells at the Fluvanna County closed landfill (groundwater sampling event 2022 S1, scheduled to occur during April, 2022), chemically analyze the groundwater samples, and prepare a report suitable for direct submission to DEQ. More specifically, Draper Aden Associates proposes to:

- obtain groundwater samples from monitoring wells MW-2R, MW-3R, and MW-4R and have them analyzed for *VSWMR* Table 3.1, Column A constituents

- obtain groundwater samples from monitoring wells MW-7R, MW-8, and MW-9 and have them analyzed for *VSWMR* Table 3.1, Column B constituents

Budget. The cost of the referenced task shall be **\$9,300** (*lump sum*).

- The cost of environmental services (Draper Aden Associates = **\$6,200**) is based upon a review of the costs associated with past sampling events.
- The cost of chemical analyses (**\$3,100**) is based on a fee schedule previously provided by the contracted laboratory. Laboratory services are provided in accordance with a contract between Draper Aden and the laboratory. Laboratory fees shall be billed at cost.

Deliverables. DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

[TASK 4] - Gas Monitoring Services (July, 2021 - June, 2022)

Scope of services. Draper Aden Associates proposes to measure landfill gases (using a LANDTEC gas analyzer, or functional equivalent), on *four* occasions, at *six* gas probes and *five* on-site structures at the Fluvanna County closed landfill, prepare data tables, and prepare a report of findings (to include an assessment of regulatory compliance) during the period between July, 2021, to June, 2022 (inclusive; second half of calendar year 2021 = first half of FY 2021-2022; includes *four monitoring events*).

Schedule. The inspections shall occur during the following intervals:

- **third quarter 2021:** between July and September, 2021
- **fourth quarter 2021:** between October and December, 2021
- **first quarter 2022:** between January and March, 2022
- **second quarter 2022:** between April and June, 2022

Budget. The cost of the referenced task shall be **\$3,600** (*lump sum / includes four monitoring events*).

The cost of professional environmental services is based upon a review of the costs associated with past gas monitoring events.

Comment. The facility is currently required to monitor landfill gases on a **quarterly** schedule; however, if concentrations of methane are found to be greater than 80% of its lower explosive limit (LEL) during any monitoring event, then the County may have to revert to a **monthly** monitoring schedule. In the event that concentrations of methane exceed 80% of the LEL at the property boundary during the referenced monitoring period, we will prepare a *revised* cost estimate to accommodate monthly monitoring.

Deliverables. DAA will provide one *digital* copy of each report to the Fluvanna County (Adobe Acrobat or functional equivalent) and will provide one *digital* copy of each report to DEQ.

[TASK 5] - Quarterly Site Inspections (July, 2021 - June, 2022)

Scope of services. Draper Aden Associates proposes to conduct *four quarterly site inspections* meeting the Post-Closure Care Plan requirements at the Fluvanna County closed landfill during the period between July, 2021, and June, 2022 (inclusive; second half of calendar year 2021 = first half of FY 2021-2022; includes *four site inspections*).

Schedule. The inspections shall occur during the following intervals:

- **third quarter 2021:** between July and September, 2021
- **fourth quarter 2021:** between October and December, 2021
- **first quarter 2022:** between January and March, 2022
- **second quarter 2022:** between April and June, 2022

Budget. The cost of the referenced task shall be **\$1,500** (*lump sum / includes four quarterly events*).

The cost of the proposed services is based upon a review of the costs associated with past inspection events. The proposed fee is based upon the assumption that we will be able to inspect the facility while performing other work at that location.

Deliverables. DAA will provide one *digital* copy (Adobe Acrobat or functional equivalent) of each inspection report to Fluvanna County.

[TASK 6] – Regulatory Compliance (July, 2021 - June, 2022) – Upon Request

Scope of services. [required, but cost is not well constrained]. DAA will respond to “unanticipated” issues concerning regulatory compliance (for example, responding to DEQ comments pertaining to the Annual Groundwater Report) that may arise at the Fluvanna County Closed Landfill during the period between July 1, 2021 and July 31, 2022 (inclusive).

Budget. The cost of the referenced task shall be **\$2,200** (time and materials).

Deliverables. DAA will provide one digital copy (Adobe Acrobat or functional equivalent) of each response letter to Fluvanna County.



EXCLUSIONS. Deliverables do not include digital source files used in preparing documents (for example, MS Word, MS Excel, AutoCad files).

OWNER’S RESPONSIBILITIES. Owner shall provide access to DAA personnel to enter the landfill during normal operating hours, or on other days or times as mutually agreed, in order to provide the field services associated with the tasks outlined above.



COMPENSATION. DAA shall be compensated for performing the above Services as follows.

TASK	DESCRIPTION	FEE	FEE STRUCTURE
TASK 1	GW Sampling Event 2021 S2	\$7,900	lump sum
TASK 2	2021 Annual Groundwater Report	\$3,900	lump sum
TASK 3	GW Sampling Event 2022 S1	\$9,300	lump sum
TASK 4	Gas Monitoring (FY21-22)	\$3,600	lump sum
TASK 5	Post-Closure Insp. (FY21-22)	\$1,500	lump sum
TASK 6	Regulatory Compliance (FY21-22)	\$2,200	T&M

Total not-to exceed expenditure under this proposal = **\$28,400**



**AUTHORIZATION TO PROCEED
FY2021 - 2022**

for Fluvanna County

date

Attachment

FACILITY: FLUVANNA COUNTY CLOSED LANDFILL				update: 02-17-2021			DAA WORK ORDER = 21816											
FY 2021-2022	DAA	DAA		summary			YEAR 2021					YEAR 2022						
task	project no.	task no.	Status	DAA	others	DAA + others	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
groundwater monitoring																		
sampling event 2021 S2 (Table 3.1 Column A)		TASK 1		\$5,700	\$2,200	\$7,900												
annual report 2021		TASK 2		\$3,900	\$0	\$3,900												
sampling event 2022 S1 (Table 3.1 Column B)		TASK 3		\$6,200	\$3,100	\$9,300												
landfill gas																		
gas mon event		TASK 4		\$3,600	\$0	\$3,600												
engineering services																		
post closure inspection		TASK 5		\$1,500	\$0	\$1,500												
supplemental services																		
regulatory compliance - (if necessary)		TASK 6		\$2,200	\$0	\$2,200												
verification event 2021 S2 - (if necessary)		PENDING		\$980	\$106													
additional chemistry Table 3.1 Column B (MW-2R, 3R, 4R) (if necessary)		PENDING		\$0	\$1,808													
verification event 2022 S1 - (if necessary)		PENDING		\$980	\$106													
column totals =		TASK column		\$25,060	\$7,320	\$28,400												
NOTES:				\$ black = DAA fees \$ red = fees paid to others (laboratory, well driller)														

Exhibit 3 to Agreement with
DRAPER ADEN ASSOCIATES



2018 Bill Rate Schedule

Billing Title	Rate	Billing Title	Rate	Billing Title	Rate
Senior Managing Principal	\$285	Senior Construction Manager	\$122	Senior Office Administrator	\$94
Managing Principal	\$257	Project Construction Specialist	\$114	Office Administrator	\$93
Senior Program Manager	\$229	Construction Specialist	\$104	Senior Administrative Assistant	\$87
Program Manager II	\$202	Staff Construction Specialist	\$93	Admin Assistant	\$77
Program Manager I	\$186	Field Engineer/Project Representative	\$71	Clerical	\$66
Senior Project Manager	\$175	Laboratory Manager	\$104		
Project Manager	\$153				

Senior Principal Engineer	\$284	Senior GIS Administrator	\$115	Chief Executive Officer	\$265
Principal Engineer	\$269	GIS Administrator	\$109	Chief Operating Officer	\$265
Senior Program Engineer	\$230	GIS Technician	\$99	Chief Financial Officer	\$257
Program Engineer II	\$202	GIS Staff Technician	\$87	Director of Technology Services	\$219
Program Engineer I	\$186			Director of Marketing	\$219
Senior Engineer	\$175	Senior Project Designer	\$94	Controller	\$153
Senior Project Engineer	\$153	Project Designer	\$87	Network Administrator	\$153
Project Engineer	\$138	Designer	\$77	Marketing/Business Development Manager	\$153
Project Engineer 1	\$142	Staff Designer	\$70	Accounting Manager	\$143
Senior Design Engineer	\$132			Software Developer	\$142
Design Engineer	\$120	Senior Project Technician	\$94	CAD Manager	\$142
Engineer	\$109	Senior Technician	\$87	Computer Specialist	\$132
Engineer III	\$109	Project Technician	\$77	Senior Accounting Specialist	\$109
Staff Engineer	\$99	Technician	\$70	Human Resources Manager	\$110
		Staff Technician	\$66	Client Service Rep	\$103
				Senior Marketing Specialist	\$94

Senior Principal Environmental Scientist	\$284	Senior Community Resource Special	\$153	Accounting Specialist	\$82
Principal Environmental Scientist	\$257	Project Community Resource Specialist	\$148	Marketing Specialist	\$82
Senior Program Environmental Scientist	\$218	Community Resource Specialist	\$137	Marketing Assistant	\$67
Program Environmental Scientist II	\$204	Staff Community Resource Specialist	\$99	Intern	\$43
Program Environmental Scientist I	\$186				
Senior Environmental Scientist	\$131				
Senior Project Environmental Scientist	\$114	Senior Project Administrator	\$104		
Project Environmental Scientist	\$104	Project Administrator	\$93		
Environmental Scientist	\$87	Staff Project Administrator	\$82		
Environmental Specialist I	\$82				
Environmental Specialist II	\$99				
Environmental Technician II	\$71				
Field Eng/ Proj Rep	\$71	Senior SUE Program Leader	\$175		
Staff Environmental Scientist	\$82	SUE Program Leader	\$164		
		Senior SUE Project Leader	\$158		
		SUE Project Leader	\$131		
		Staff SUE Surveyor	\$93		
		Senior SUE Technician	\$115		
		SUE Technician	\$80		
		SUE Crew	\$160		
		Vacuum Services (2 person)	\$275		
		Vacuum Services (3 person)	\$330		

Senior Principal Geologist	\$284	Senior Principal Surveyor	\$284	Scientist I	\$82
Principal Geologist	\$257	Principal Surveyor	\$257	Scientist II	\$99
Senior Program Geologist	\$218	Senior Program Surveyor	\$218	Scientist IV	\$152
Program Geologist II	\$202	Program Surveyor II	\$202	Scientist V	\$195
Program Geologist I	\$186	Program Surveyor I	\$170		
Senior Geologist	\$165	Senior Survey Project Leader	\$160		
Senior Project Geologist	\$117	Survey Project Leader	\$158		
Project Geologist	\$110	Senior Project Surveyor	\$125		
Geologist	\$99	Project Surveyor	\$99		
Staff Geologist	\$94	Senior Survey Technician	\$90		
		Survey Technician	\$85		
Senior Land Planner	\$165	Survey Crew	\$140		
Senior Landscape Architect	\$120	Survey Crew Leader**	\$70		
Project Landscape Architect	\$114	Survey Crew Member**	\$70		
Landscape Architect	\$109				
Staff Landscape Architect	\$104	GPS Robotic Crew	\$140		
		GPR Tech	\$160		

Senior Principal Surveyor	\$284	Senior Principal Environmental Scientist	\$284	Environmental Technician II	\$71
Principal Surveyor	\$257	Principal Environmental Scientist	\$257	Field Eng/ Proj Rep	\$71
Senior Program Surveyor	\$218	Senior Program Environmental Scientist	\$218	Staff Environmental Scientist	\$82
Program Surveyor II	\$202	Program Environmental Scientist II	\$204		
Program Surveyor I	\$170	Program Environmental Scientist I	\$186		
Senior Survey Project Leader	\$160	Senior Environmental Scientist	\$131		
Survey Project Leader	\$158	Senior Project Environmental Scientist	\$114		
Senior Project Surveyor	\$125	Project Environmental Scientist	\$104		
Project Surveyor	\$99	Environmental Scientist	\$87		
Senior Survey Technician	\$90	Environmental Specialist I	\$82		
Survey Technician	\$85	Environmental Specialist II	\$99		
Survey Crew	\$140	Environmental Technician II	\$71		
Survey Crew Leader**	\$70	Field Eng/ Proj Rep	\$71		
Survey Crew Member**	\$70	Staff Environmental Scientist	\$82		

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

TAB I

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	FY21 DCJS Body-Worn Camera Grant Award				
MOTION(s):	I move the Board of Supervisors ratify the application for the FY21 Body-Worn Camera Grant from the Virginia Department of Criminal Justice Services in the amount of \$22,320 for body worn cameras for the Sheriff's Office.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Sean Peterson, Chief of Field Operations / Eric B. Hess, Sheriff				
PRESENTER(S):	Sean Peterson, Chief of Field Operations				
RECOMMENDATION:	Ratify the DCJS Body-Worn Camera Grant				
TIMING:	Effective Immediately				
DISCUSSION:	<ul style="list-style-type: none"> • This grant will allow the Sheriff's Office to replace aging body cameras with newer models that have a longer battery life. The current models last approximately 8.5 hours and stop recording interactions with the public after that point, the newer models last approximately 12 hours and will last for an entire shift. In addition this grant would allow the Sheriff's Office to equip all deputies with a camera including those who are not on patrol. • This grant requires a 50/50 match of \$11,160 from local funding sources. • Match requirements will be met with \$5,580 of the match funds coming from the FY21 Sheriff's Office budget and \$5,580 coming from the FY22 Sheriff's Office budget • Award period: April 01,2021 with all expenses incurred by March 31, 2022 • No extensions are allowed • This grant is administered by the Virginia Department of Criminal Justice Services with funds coming from the state general fund. 				
FISCAL IMPACT:	This grant requires a 50/50 match with funds coming from the Sheriff's Office Budget				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	DCJS Body-Worn Camera Grant Application				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Grant Program:	Body-Worn Camera Grant Solicitation	Congressional District(s)	
Applicant:	County of Fluvanna – Sheriffs Office	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001282	Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Fluvanna County, 22963		
Program Title:	Body-Worn Camera Grant Solicitation	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	April 1, 2021 – March 30, 2022	DUNS NUMBER:	093563096
Type of Application:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____	<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	

	Project Director	Project Administrator	Finance Officer
Name:	Sean L. Peterson	Mr. Eric Dahl	Mary Anna Twisdale
Title:	Captain – Chief of Field Operations	County Administrator	Director of Finance
Address:	160 Commons BLVD Palmyra, VA 22963	132 Main Street #2 Palmyra, VA 22963	132 Main Street #2 Palmyra, VA 22963
Phone:	434-589-8211	434-591-1930	434-591-1930
Fax:	434-589-6594	434-591-1913	434-591-1913
E-Mail:	speterson@fluvannasheriff.com	edahl@fluvannacounty.org	mtwisdale@fluvannacounty.org

Signature of Project Administrator: 

Brief Project Description:

Grant application for replacement of aging body worn cameras for the Fluvanna County Sheriff's Office and adding cameras to equip ALL deputies with a body worn camera and associated equipment.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel				
Consultants				
Travel				
Equipment		\$19,620.00	\$9810.00	\$19,620.00
Supplies/Other				
Indirect Costs		\$2700.00	\$1350.00	\$2700.00
Total Requested				\$22,320.00



FLUVANNA COUNTY SHERIFF'S OFFICE

February 20th, 2021

RE: DCJS BODY-WORN CAMERA GRANT SOLICIATION
SUBMITTED BY: Captain Sean L. Peterson – Chief of Field Operations

NEED STATEMENT

The Fluvanna County Sheriff's Office (FCSO) has a law enforcement strength of 36 sworn deputies, 18 civilian dispatchers, and reserve unit with 17 currently assigned.

Our jurisdiction covers 292 square miles with approximately 26,500 residents. Route 15 splits our county in half and provides for an estimated 50,000 plus daily commuters to/from the DC area and surrounding counties.

The Fluvanna County Sheriff's Office is the sole law enforcement agency within the county; however, we do have a private police force located within our boundaries of Lake Monticello. The Sheriffs Office has operational jurisdiction in the area with full law enforcement obligation to serve this community.

Our agency has a strict policy in place for the use and employment body- worn cameras (see attached policy), all our road patrol deputies are equipped with BWC's, but these existing cameras are at the end of their life cycle (6 to 8 years). Although these cameras still function, they do not meet the 12 hours of active recording time needed to make it through a deputy's full shift, which in the case of many instances where we need or want video evidence, it cannot be produced due to a short battery life and constant software issues.

This grant will allow us to replace the 18 BWC's in patrol with a new version of the manufacturer we use that allows for 12 plus hour of recording. In return, we can use the aging BWC's and repurpose them to our 18 other sworn deputies that do not require all the specifications of a road patrol deputy RE: recording time, down time without a BWC etc. With 18 new cameras via this grant and our 18 existing cameras, our agency will be fully mission cable 100% BWC use.



Project Description

With the use of grant funds, FCSO will purchase, train, equip, and maintain 18 new body-worn cameras. This implementation will take a phased approach over 6 months, allowing 3 deputies each month to be issued the new BWC and 3 deputies to be equipped/training with the older BWC.

Equipping all sworn deputies with body-worn cameras will allow our agency to provide a higher level of service and trust within the community. That trust is based on full transparency that all interactions our deputies have with the public is recorded and can be use for evidence, training, complaints, or the public interest.

Budget Narrative

FCSO plans to purchase 18 new body cameras with funds from this grant. In addition to the camera's themselves, we have added 18 individual chargers so that they are always charged before duty and allow for charging during duty if batteries are getting low. The last line item on the budget is for the required licensing needed with adding the 18 new BWC's to our existing watchguard system.

Equipment breakdown:

Table with 5 columns: QTY, ITEM#, DESCRIPTION, EA, TOTAL. Rows include items like BW-VWF-11, WGA00537-300-KIT, WGP02400-200, and a TOTAL row.



We sincerely appreciate the consideration for this grant. Funding this grand will allow us to attain the sometimes attainable that we experience with smaller working budgets.

Please reach out to me anytime should you have any additional questions and/or need more support documentation.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Peterson".

Captain Sean L. Peterson
Chief of Field Operations
speterson@fluvannasheriff.com

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
VISTA HD BWC	18	\$995.00	Purchase		\$17,910	\$8,955		\$26,865
VISTA CHARGING STATION	18	\$85.00	Purchase		\$1,710	\$855		\$2,565
DEVICE LICENSE KEY	18	\$150.00	Purchase		\$2,700	\$1,350		\$4,050
TOTAL EQUIPMENT:				\$0	\$22,320	\$11,160		\$33,480

5. Supplies and Other Expenses				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price		FEDERAL	STATE	CASH	IN-KIND	
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL SUPPLES AND OTHER:				\$0	\$0	\$0	\$0	\$0

6. Indirect Cost				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
								\$0
TOTAL INDIRECT COST:				\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$22,320	\$11,160	\$0	\$33,480
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					

5 of 7



Department of Criminal Justice Services Project Goals and Objectives Form

Applicants must complete and submit a *Project Plan* with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective must be **S**pecific, **M**easurable, **A**chievable, **R**elated to the project goal, and **T**ime-bound (SMART). A separate form must be submitted for each objective.

Please use Times New Roman, 11 point. The text boxes will expand to accommodate text. Insert additional rows, if needed, for Activities. Otherwise, please do not alter the form.

1. Purpose Area	Body worn cameras	6. Mark months in which implementation step occurs											
2. Goal	Equip all sworn deputies with Body worn cameras	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3. Objective	To insure all 36 sworn deputies are equipped with a body worn camera that meets or exceeds a 12 hour recording time for use in all interactions as outlined in the agency general orders for use of body worn cameras (see attached policy)	X											
4. Grant Start/End Dates	April 1, 2021 – March 30, 2021												
5. Activities: BWC camera implementation													
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)		X										
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)			X									
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)				X								
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)					X							
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)						X						
	Equip, train, and ensure policy understanding from assigned deputy (3 cameras)												

		WatchGuard Video 415 E. Exchange Allen, TX 75002 (P) 800-605-6734 (F) 212-383-9661			
Issued To:	Fluvanna County Sheriff's Department - Attn: Sean Peterson			Date:	02-24-21
Project Name:	Fluvanna County Sheriff's Department (18) Vista WIFI/EL			Quote ID:	WRM-0080-01

Qty	Item #	Description
(18)	BW-VWF-11--	VISTA HD, WiFi Extended Wearable Camera, with Magentic Center Mount <ul style="list-style-type: none"> • VISTA HD, WiFi Extended Wearable Camera, Enhanced ESD Protection • Magentic Center Mount
Subtotal Price (Excluding sales tax)		\$17,910.00

Qty	Item #	Description
(18)	WGA00537-300-KIT	VISTA, USB Charging Base, CE Mark, R2 Kit, incl. Power and USB Cables
Subtotal Price (Excluding sales tax)		\$1,710.00

Qty	Item #	Description
(18)	WGP02400-200	Evidence Library 4 Web VISTA Device License Key
Subtotal Price (Excluding sales tax)		\$2,700.00

Quote Notes:

- Title and risk of loss for the Equipment will pass to Customer upon shipment by Motorola, notwithstanding any other terms and conditions.

Quoted by: Robert Michnick - Business Development - 469-525-9927 - robert.michnick@motorolasolutions.com

Total Price (Excluding sales tax)	\$22,320.00
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB J

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	Adoption of Road Name				
MOTION(s):	I move to adopt the road name of Belladora Lane.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
STAFF CONTACT(S):	Andrew Wills, Building Official				
PRESENTER(S):	Andrew Wills, Building Official				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	Because this driveway now serves three homes, it must be assigned a road name. All parties involved were contacted. "Belladora Lane" was requested by landowners and met County requirements. Therefore, staff recommends acceptance of Belladora Lane into the County's Road System.				
FISCAL IMPACT:	None				
POLICY IMPACT:	The board previously adopted an ordinance allowing for the adoption of road names by resolution.				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Road Name Request forms, correspondence				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Amy Helfrich

From: Michael Grandstaff <mgrandstaff@fluvannasheriff.com>
Sent: Thursday, March 4, 2021 11:09 AM
To: Amy Helfrich
Cc: Andrew Wills
Subject: RE: new road name

We have no issue, the closest name we currently have is Bella Vista.

Have a good afternoon.

Michael R. Grandstaff, SAA
Director of Communications and Technology

From: Amy Helfrich <ahelfrich@fluvannacounty.org>
Sent: Thursday, March 4, 2021 10:58 AM
To: Michael Grandstaff <mgrandstaff@fluvannasheriff.com>
Cc: Andrew Wills <awills@fluvannacounty.org>
Subject: new road name

Michael,

I am preparing a new road name request for the Board of Supervisors to approve. As the policy states once there are 3 or more houses on a private road a new road name is assigned. The property owners on the road have submitted their choices and have decided on Belladora Lane. Before this goes to the BOS the policy states that you need to be sure there is not a conflict with any existing road names in the County. Once you can confirm that I will move forward with the approval process.

Thank you.

Amy Helfrich
Fluvanna County
Building Inspections
P.O. Box 540
Palmyra, VA 22963
(434)591-1935

PRIVATE ROAD NAME REQUEST

NAME: DUSTIN & RACHEL BESECKER

ADDRESS: 242 Rolling Road SOUTH, SCOTTSVILLE VA
24590

PHONE: 434-989-8975

DATE: 2/8/21

ROAD NAME CHOICES:

1. BELLADORA LANE (X)
2. Dusty Road
3. TREE HUGGER LANE

Signature: 

PRIVATE ROAD NAME REQUEST

NAME: Brandy Conley

ADDRESS: 204 Rolling Road South, Scottsville VA 24590

PHONE: 434-960-7206

DATE: 2/8/21

ROAD NAME CHOICES:

1. Belladonna Lane

2. Fallen Branch Road

3. Quiet Creek Lane

Signature: Brandy Conley

PRIVATE ROAD NAME REQUEST

NAME: Tony + Judi Bassignani

ADDRESS: 238 Rolling Rd S (parcel 39-3-3)

PHONE: 434 806 2434

DATE: 2-11-2021

ROAD NAME CHOICES:

1. Fallen Branch Ln

2. Quiet Creek Ln

3. Belladara Ln

Signature: Judi Bassignani
Tony Bassignani



Capital Reserve Maintenance Fund Request

TAB K

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$50,000.00** for the purpose(s) of:
replacing bus engines for two of our buses in our fleet.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 03/01/2021
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY21

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
Bus 67 engine replaced (2008, 144,000 miles)	1	\$28,000.00	\$28,000.00
Bus 71 engine replaced (2009, 169,000 miles)	1	\$22,000.00	\$22,000.00
			\$0.00
			\$0.00

Total Request: **\$50,000.00**

Description and justification for proposed use.

**We currently have 5 buses that need major engine and transmission work.
We have prioritized the that would be most cost efficient and effective for our fleet.**
Additional:
#72 (SPED) - 2009, 215,000 miles, \$30,000 (Engine, transmission, and miles)
#66 - 2005, 205,000 miles, \$22,000, (Engine, transmission, and miles)
#70 - 2006, 156,000 miles, \$22,000 (Engine and transmission)

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, c=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 03/01/2021
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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 2021.03.02 10:18:06 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2021.03.02 10:28:13 -05'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

TAB L

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$3,723.00 for the purpose(s) of:
Repairing the Planning and Community Development Lektriever filing system

Section 1 - REQUEST

Requesting Department/Agency County Planner	Dept/Agency Contact Douglas Miles	Date of Request 03/01/2021
Phone (434) 589-1910	Fax (434) 589-1911	Fiscal Year FY21

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

Description of Project/Repair	Qty	Unit Price	Total Price
Replacement 5 year NI/Cad battery	1	\$100.00	\$100.00
Replacement Motherboard for Lektriever Filing System	1	\$2,848.00	\$2,848.00
Labor and additional installation costs	1	\$775.00	\$775.00
			\$0.00

Total Request: **\$3,723.00**

Description and justification for proposed use.

The Remstar Lektriever filing system used to hold Planning and Community Development records has failed and is currently not operational. The main battery and computer motherboard needs to be replaced in order to make the system operational as a built-in metal file system.

Department/Agency Head Name Douglas Miles	Signature Douglas Miles <small>Digitally signed by Douglas Miles Date: 2021.03.04 11:56:43 -05'00'</small>	Date
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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 2021.03.04 12:58:25 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2021.03.04 12:14:14 -05'00'	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
AGENDA ITEM STAFF REPORT**

TAB M

MEETING DATE:	March 17, 2021				
AGENDA TITLE:	FY21 Sheriff Department Insurance Claim – 2018 Dodge Charger VIN#0415				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$3,695 to the FY21 Sheriff Vehicle Repair & Maintenance Budget to reflect reimbursement from a VACORP insurance claim.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
STAFF CONTACT(S):	Liz Mclver, Management Analyst				
PRESENTER(S):	Liz Mclver, Management Analyst				
RECOMMENDATION:	Recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	<p>A 2018 Dodge Charger (VIN# 0415) hit a fallen tree during a storm and was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$3,695.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	This action will increase the FY21 Sheriff Budget by \$3,695.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		x			

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

TAB N

MEETING DATE:	Mar 17, 2021				
AGENDA TITLE:	Strategic Initiatives 2021				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Kelly Belanger Harris, Assistant County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator, & Kelly Belanger Harris, Assistant County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Normal				
DISCUSSION:	A review of 2020 Strategic Initiatives and proposed items for 2021				
FISCAL IMPACT:					
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:	2020 Strategic Initiatives Proposed 2021 Strategic Initiatives				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

2021 STRATEGIC INITIATIVES – BOS MEMBERS PRIORITIES

Updated: Mar 2021

STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
BOOKER	
Code enforcement	<ul style="list-style-type: none"> • Spot blight • cleanup of yards, vehicle removal, disused buildings etc.
EAGER	
Review ordinance revisions/suggestions from PC	<ul style="list-style-type: none"> • Cluster subdivisions <ul style="list-style-type: none"> ○ as it pertains to matching up to our ordinance – slopes, wells, etc ○ may not have infrastructure for proposed lot size and density
O'BRIEN	
Infrastructure	<ul style="list-style-type: none"> • Long term accessibility for water and sewer in CPAs
Long term move for a fire chief	
County Volunteers	<ul style="list-style-type: none"> • Work to build the volunteer base • Celebration of volunteers, recognition of volunteers' years of service in meetings
CIP program	<ul style="list-style-type: none"> • deferred projects • debt

STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
SHERIDAN	
Code enforcement	<ul style="list-style-type: none"> • Spot Blight Enforcement – More rigorous enforcement
County Volunteers	<ul style="list-style-type: none"> • Recognize volunteers for years of service • Build volunteer base for F&R • Volunteer incentives for volunteer fire and ems
Columbia	<ul style="list-style-type: none"> • What is happening with sewer issue?
WEAVER	
RESIDENT PRIORITIES	
Economic Development	<ul style="list-style-type: none"> • Bringing Businesses to the County • Growth • Jobs • Support for existing businesses in the County
Infrastructure	<ul style="list-style-type: none"> • Internet • JRWA • Roads and Traffic • Water
Government	<ul style="list-style-type: none"> • Code Enforcement • Diversifying tax base • Elected Officials • Fair Taxation • Fire & Rescue • Fiscal Responsibility • Public Safety • Reassessment process • Redistricting • Transparency • Voting

STRATEGIC INITIATIVE / Action Item		STATUS / NOTES
Education		<ul style="list-style-type: none"> • COVID • Schools funding
Health & Human Services		<ul style="list-style-type: none"> • COVID • Health Services • Human Services • Public Health • Senior Services
Community		<ul style="list-style-type: none"> • Activities • Affordability • Community Makeup • COVID • Food Security • Grocery Store • Hunger • Parks • Poverty • Racial Equity • Racism • Recreational Opportunities • Respect • Rural Concerns • Services
Land Use		<ul style="list-style-type: none"> • Environment & Natural Resources • Rural Character • Zoning
#	2020 STRATEGIC INITIATIVE / Action Item	NOTES
A	SERVICE DELIVERY	
A1	Work with FRA to identify support options for Fire and Rescue volunteers.	<ul style="list-style-type: none"> • Requested cancer policy • PP Tax rebate and increased educational opportunities in the budget, but it has not been funded.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.	<ul style="list-style-type: none"> • Agreement with CVEC completed in Jul 2018 • Continued review of non-CVEC areas
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)	<ul style="list-style-type: none"> • Mar 2021 - no update

STRATEGIC INITIATIVE / Action Item		STATUS / NOTES
A5	Improve partnership with the school system for shared use of county and school owned facilities.	<ul style="list-style-type: none"> • Currently use school gyms for P&R programs during the winter months • Continued collaboration on other shared functions
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)	<ul style="list-style-type: none"> • Completed roundabout at Hwy 53 and Lake Monticello Rd • Roundabout for Hwy 53 and Turkeysag in VDOT Smartscale • Continue to identify LM Monish Gate improvements • Hwy 53 and Ruritan Lake Rd needs updated traffic info for next round of Smartscale
B	COMMUNICATION	
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.	<ul style="list-style-type: none"> • Planning for 2021 Report to Citizens
B3	Meet with local Pastors to discuss effective communications and community support.	<ul style="list-style-type: none"> • COVID preempted currently, but efforts are ongoing.
B5	Expand County Website to receive, answer, and post questions from residents.	<ul style="list-style-type: none"> • Under review.
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.	<ul style="list-style-type: none"> • Conducted survey in late 2020. Results presented at Mar 3, 2021 Board of Supervisors Meeting
C	PROJECT MANAGEMENT	
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.	<ul style="list-style-type: none"> • Formal Spot Blight Abatement complaints beginning. • Columbia Sewer PER complete • Columbia sewage issues identified, with further investigation ongoing.

STRATEGIC INITIATIVE / Action Item		STATUS / NOTES
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	<ul style="list-style-type: none"> In Process. Board approved Project Agreements with Dewberry Engineers on July 2, 2019. Should be completed in the coming months.
C4	Create master report and marketing plan regarding County tower assets and rental options.	<ul style="list-style-type: none"> Report has been created and website lists county-owned assets; Marketing plan needs to be established.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.	<ul style="list-style-type: none"> "Article 15 - Sign Regulations" in the zoning ordinance was amended in 2017 to include specific regulations for the Zion Crossroads Urban Development Area. This was referred to as a "sign overlay zone" in the staff report. Under review by the Director of Community Development.
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	<ul style="list-style-type: none"> Community Meeting held Jan 11, 2018, to discuss traffic flow and other options. VDOT surveyed the roadways in the Village of Palmyra 6-12 months ago. VDOT/Public Works still need to conduct accessibility testing for large vehicles (school bus and fire truck).
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	<ul style="list-style-type: none"> JRWA is pursuing alternative water intake locations
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	<ul style="list-style-type: none"> ZXR Phase 1 original project should be complete by April 2021. Phase 2 West Extension in design/survey phase.
C10	Pursue Phase II of Fork Union streetscape project.	
D	ECONOMIC DEVELOPMENT AND TOURISM	
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	<ul style="list-style-type: none"> Tourism Strategic Plan adopted Economic development strategy under review, funding for Economic Development Strategy not approved in the FY21 budget

STRATEGIC INITIATIVE / Action Item		STATUS / NOTES
D3	Coordinate development activity at Fluvanna's northern border with Louisa County, including possible natural gas line along 250 and discussing "shared" parcels.	<ul style="list-style-type: none"> TJPDC working on ZXR Small Area Plan for Fluvanna/Louisa Natural gas line not under consideration due to high cost
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	<ul style="list-style-type: none"> COVID preempted
D6	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.	<ul style="list-style-type: none"> Have discussed with DGIF – primary obstacle is the donation of land to build the launch(es). Discussions with land owners ongoing or in planning.
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities	<ul style="list-style-type: none"> No Update
D8	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)	<ul style="list-style-type: none"> No update since January 2020.
D9	Review higher density options between PDA and R4.	<ul style="list-style-type: none"> Zion Crossroads area; refer to D3 above
D10	Review options, pros, cons, costs, etc., of creating a "teaching farm" at PG Park,	<ul style="list-style-type: none"> Review meeting held in Oct 2018 issue paper under development for Elected Officials Breakfast in Fall 2019 Collaborating with Cooperative Extension; to be completed in time for Oct 1 Elected Officials Breakfast
E	FINANCIAL STEWARDSHIP AND EFFICIENCY	
E2	Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	<ul style="list-style-type: none"> Positive Pay fraud prevention program implemented; first steps toward expanding ACH/EFT/paperless check transactions.
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	<ul style="list-style-type: none"> Fluvanna will join a cooperative contract through the state for credit card services; implementation expected by the end of FY21.
E5	Expand Fluvanna County Website Data Dashboard with key metrics.	<ul style="list-style-type: none"> Data gathering and process efficiency under review.

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	CARES Fund Balance Memo
<input checked="" type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	CARES Act Memo to Localities - 1st Round
<input type="checkbox"/>	CARES Act Memo to Localities - 2nd Round
<input type="checkbox"/>	Updated CARES Act US Treasury Guidance
<input type="checkbox"/>	

MEMORANDUM

Date: March 17, 2021
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: FY21 BOS Contingency Balance

The FY21 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Less: Registrar's Office Relocation – 07.01.20	-\$20,000
Less: Fire & Rescue Fleet Study – 08.05.20	-\$1,500
Less: Registrar's Office Relocation – 08.19.20	-\$5,400
Less: Fluvanna Hiring Event – 11.04.20	-\$2,000
Less: Drug Court County Match – 12.02.20	-\$45,000
Less: Fork Union Training Building Design – 01.20.21	-\$22,460
Available:	\$53,640

MEMORANDUM

Date: March 17, 2021
From: Liz McIver - Management Analyst
To: Board of Supervisors
Subject: FY21 Capital Reserve Balances

The FY21 Capital Reserve account balances are as follows:

County Capital Reserve:

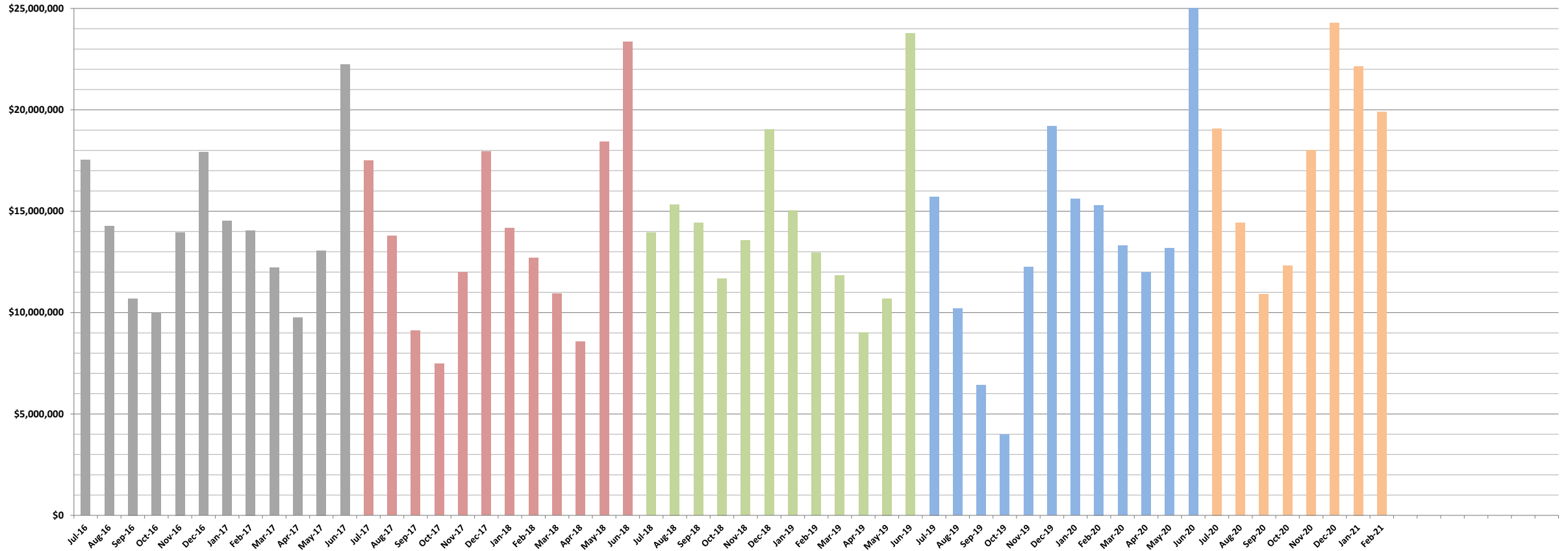
FY21 Budget Allocation:	\$200,000
FY20 Carryover	\$267,970
Total FY21 Budget:	\$467,970
Add: FY20 Closed CRM Projects -06-26-20	\$11,308
Less: SCADA System Room HVAC – 07.01.20	-\$30,300
Less: Public Safety Building HVAC – 07.01.20	-\$9,325
Less: Carysbrook Gym Heating System Replacement – 12.17.20	-\$34,347
Less: FUSD Roof Replacement - 01.06.21	-\$5,700
Less: HVAC Unit Replacement at The Old Stone Jail – 02.03.21	-\$3,166
Less: Replacement Roof for Pleasant Grove Summer Kitchen – 02.03.21	-\$11,200
FY21 Available:	\$385,240

Schools Capital Reserve:

FY21 Budget Allocation:	\$200,000
FY20 Carryover	\$224,903
Total FY21 Budget:	\$424,903
Less: FCCH Compressor Replacement – 07.01.20	-\$6,000
Less: FCCH HVAC Condenser Replacement – 08.05.20	-\$24,000
Less: FCCH Cooling Tower – 08.19.20	-\$10,975
Add: Closed CRM Projects -09.24.20	\$1,231
FY21 Available:	\$385,159

Fluvanna County Monthly Bank and Investment Account Balances and Earnings Report										
Month	Wells Fargo Commercial Checking - Main Bank	Wells Fargo Analysis Interest Earned	BB&T - Cost Recovery Fund	Multi-Bank Securities Brokerage (CD's)	MBS Earnings	Virginia Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable NAV Earnings	Ending Balance TOTAL	Virginia Investment Pool (VIP) CARES Fund	VIP CARES Fund Earnings
Jul-16	\$10,053,334		\$332,174					\$17,538,177		
Aug-16	\$6,733,878		\$377,034					\$14,253,486		
Sep-16	\$3,127,373		\$417,387					\$10,694,955		
Oct-16	\$2,408,014		\$465,326					\$10,017,646		
Nov-16	\$6,337,061		\$511,779					\$13,960,493		
Dec-16	\$10,222,656		\$568,084					\$17,903,720		
Jan-17	\$6,794,517		\$601,955					\$14,521,021		
Feb-17	\$6,276,766		\$648,260					\$14,056,520		
Mar-17	\$4,372,044		\$699,524					\$12,204,723		
Apr-17	\$1,856,533		\$734,130					\$9,738,149		
May-17	\$5,134,100		\$772,183					\$13,061,937		
Jun-17	\$14,272,459		\$815,451					\$22,243,632		
Jul-17	\$9,473,371		\$854,310			\$0	\$ -	\$17,506,399		
Aug-17	\$5,699,776		\$890,237			\$0	\$ -	\$13,775,452		
Sep-17	\$1,497,668		\$431,051			\$0	\$ -	\$9,121,074		
Oct-17	\$3,270,241		\$35,223			\$135	\$ 135.11	\$7,476,252		
Nov-17	\$7,739,856		\$79,183			\$135	\$ 0.05	\$11,981,429		
Dec-17	\$13,640,973		\$144,416			\$135	\$ 0.15	\$17,946,014		
Jan-18	\$9,813,762		\$195,944			\$135	\$ 0.26	\$14,159,339		
Feb-18	\$8,302,311		\$183,287			\$50,138	\$ 2.40	\$12,682,040		
Mar-18	\$4,474,342		\$89,291			\$2,224,967	\$ 1,829.22	\$10,941,916		
Apr-18	\$2,043,660		\$67,042			\$2,303,479	\$ 3,511.83	\$8,562,767		
May-18	\$11,822,481		\$18,984			\$2,422,389	\$ 3,909.72	\$18,426,652		
Jun-18	\$9,675,143		\$73,593			\$9,435,967	\$ 13,577.88	\$23,346,270		
Jul-18	\$4,394,222		\$114,515			\$9,435,966	\$ 20,600.47	\$13,944,703		
Aug-18	\$1,677,219		\$37,320			\$13,619,588	\$ 23,144.95	\$15,334,127		
Sep-18	\$2,615,110		\$37,723			\$11,767,732	\$ 13,986.26	\$14,420,565		
Oct-18	\$4,668,338		\$207,298			\$6,811,718	\$ 9,323.31	\$11,687,355		
Nov-18	\$9,679,741		\$62,912			\$3,821,042	\$ 7,419.84	\$13,563,695		
Dec-18	\$7,075,743		\$123,078			\$11,843,045	\$ 14,583.11	\$19,041,866		
Jan-19	\$2,232,580		\$50,291	\$1,725,979	\$ 1,979.11	\$11,031,090	\$ 25,045.47	\$15,039,941		
Feb-19	\$3,730,470		\$104,029	\$1,980,687	\$ 5,707.62	\$7,139,094	\$ 15,630.79	\$12,954,280		
Mar-19	\$2,731,676		\$67,493	\$1,985,056	\$ 4,368.89	\$7,048,463	\$ 17,372.03	\$11,832,687		
Apr-19	\$2,236,793		\$54,733	\$1,989,555	\$ 4,883.92	\$4,727,004	\$ 12,909.44	\$9,008,085		
May-19	\$6,356,355		\$109,062	\$1,991,072	\$ 6,111.86	\$2,234,471	\$ 7,467.31	\$10,690,960		
Jun-19	\$19,357,070		\$89,816	\$1,998,125	\$ 7,380.74	\$2,314,010	\$ 4,539.25	\$23,759,021		
Jul-19	\$7,232,465	\$ 2,785	\$84,893	\$3,004,197	\$ 21,072	\$5,396,774	\$ 7,765	\$15,718,329		
Aug-19	\$3,342,584	\$ 2,092	\$65,781	\$3,014,168	\$ 9,971	\$3,782,001	\$ 10,226	\$10,204,533		
Sep-19	\$2,084,930	\$ 505	\$95,173	\$3,015,338	\$ 1,169	\$1,225,490	\$ 5,489	\$6,420,931		
Oct-19	\$2,561,402	\$ -	\$91,132	\$1,244,422	\$ (247)	\$101,652	\$ 1,162	\$3,998,609		
Nov-19	\$10,747,977	\$ -	\$83,568	\$1,245,493	\$ 1,071	\$176,857	\$ 205	\$12,253,894		
Dec-19	\$17,627,078	\$ -	\$132,635	\$1,245,722	\$ 229	\$177,999	\$ 268	\$19,183,434		
Jan-20	\$9,002,916	\$ 1,570	\$43,598	\$1,258,082	\$ 12,361	\$5,308,087	\$ 5,962	\$15,612,683		
Feb-20	\$8,630,244	\$ 1,194	\$95,873	\$1,261,222	\$ 3,139	\$5,315,372	\$ 7,285	\$15,302,710		
Mar-20	\$4,518,186	\$ -	\$85,973	\$1,262,948	\$ 1,727	\$7,422,651	\$ 7,280	\$13,289,759		
Apr-20	\$5,094,401	\$ -	\$134,650	\$1,276,459	\$ 13,211	\$5,478,279	\$ 5,628	\$11,983,790		
May-20	\$3,725,617	\$ -	\$47,204	\$1,281,515	\$ 5,356	\$8,131,678	\$ 3,400	\$13,186,015		
Jun-20	\$8,191,916	\$ -	\$65,372	\$1,284,918	\$ 3,402	\$16,187,424	\$ 5,746	\$25,729,630	\$2,282,394	\$ 192
Jul-20	\$4,467,288	\$ -	\$80,874	\$1,302,313	\$ 17,395	\$13,231,610	\$ 4,186	\$19,082,085	\$2,283,036	\$ 642
Aug-20	\$3,736,257	\$ -	\$55,998	\$1,305,132	\$ 2,819	\$9,334,256	\$ 2,645	\$14,431,643	\$4,662,978	\$ 740
Sep-20	\$3,654,125	\$ -	\$58,958	\$1,305,474	\$ 342	\$5,885,682	\$ 1,427	\$10,904,239	\$4,663,836	\$ 858
Oct-20	\$4,983,761	\$ -	\$122,294	\$1,306,854	\$ 1,380	\$5,886,627	\$ 945	\$12,299,536	\$1,742,401	\$ 582
Nov-20	\$4,667,760	\$ -	\$64,717	\$1,305,174	\$ (1,680)	\$11,987,611	\$ 984	\$18,025,261	\$1,742,630	\$ 229
Dec-20	\$3,889,191	\$ -	\$99,885	\$1,304,466	\$ (708)	\$18,989,664	\$ 2,053	\$24,283,206	\$1,612,568	\$ 198
Jan-21	\$1,751,766	\$ -	\$99,135	\$1,309,241	\$ 4,775	\$18,991,822	\$ 2,158	\$22,151,964	\$430,939	\$ 99
Feb-21	\$1,989,338	\$ -	\$57,086	\$1,306,248	\$ (2,993)	\$16,543,511	\$ 1,689	\$19,896,183	\$430,979	\$ 40

Combined Bank Balances



MEMORANDUM

Date: March 17, 2021
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY20 Year End Audited Total Unassigned Fund Balance:	\$19,939,645
Unassigned Fund Balance – 12% Target Per Policy:	\$9,522,851
Unassigned Fund Balance – Excess Above Policy Target:	\$10,416,794
Add: FY21 Reassessment Budget Transfer	\$66,515
Less: FY20-21 County Carryover Request – 11.04.20	-\$153,447
Less: FY20-21 Schools Carryover Request – 11.04.20	-\$400,000
Less: FY20-21 Sheriff’s Office Volunteer Funds Carryover – 11.18.20	-\$3,575
Less: FY21 Fork Union Property Site Development – 01.20.21	-\$111,360
Less: FY20-21 Broadband Grant Carryover Request – 02.03.21	-\$375,000
Less: FY21 Admin Building Basement Remodel Prep Work – 03.03.21	-\$60,794
Current Unassigned Fund Balance	\$9,379,133



**Culpeper District
Louisa Residency**

Fluvanna County 2021 Pavement Resurfacing

Route	Name	From	To	Pavement Resurfacing	Cost	District
600	Paynes Mill Rd	Rte. 250, Three Notch Rd	Rte. 633, North Boston Rd	Surface Treatment	\$ 49,151	Palmyra
603	Tabscott Rd	Rte. 601, Venable Rd	Goochland County Line	Surface Treatment	\$ 19,008	Columbia
615	Carysbrook Rd	Rte. 15, James Madison Hwy	Rte. 601, Courthouse Rd	Surface Treatment	\$ 59,054	Fork Union
649	Central Plains Rd	Rte. 6, West River Rd	Rte. 15, James Madison Hwy	Surface Treatment	\$ 82,367	Fork Union
655	Glenarvon Dr	Rte. 656, Bremono Rd	End State Maintenance	Surface Treatment	\$ 14,969	Fork Union
685	Colemans Ln	Rte. 659, Stage Junction Rd	End State Maintenance	Surface Treatment	\$ 4,847	Fork Union

**Culpeper District, Louisa Residency
Fluvanna County Monthly Report: March 2021**

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
<p>*Of the 819 fatalities in VA in 2018, 126 were related to distracted driving and 298 were motor vehicle occupants not wearing a seatbelt. **10% of all drivers do not wear a seatbelt. Of all driver fatalities, 50% are from the 10% that do not wear a seatbelt if the option was available.</p>			

[Link to Smart Scale Information](#)

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

Fluvanna County Smart Scale Projects:

- Rt. 53/1015 Turkeysag Roundabout
- Rt. 600/618 Lake Monticello Left Turn Lane
- Rt. 250/631 Troy Rd Roundabout

Smart Scale Round 4 Key Dates:

- February 2020, Project Review
- March 1 - April 17, 2020, Pre-application Deadline
- August 17, 2020, Application Deadline
- June 2021, CTB approval of Six Year Improvement Plan



Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 1001 – PE Study (UPC 115895)	PE Authorization	Study in Development*	
Route 659 – PE Study (UPC 115896)	PE Authorization	Study in Development*	
Route 600/618 Intersection Improvements (UPC 111739)	Floodplain Analysis	Scoping	Anticipated FEB 2022
Rt. 656 Bridge Rehabilitation (0656-032-6070, SR01)	Scoping Meeting	Utility Relocation	Anticipated CN April 2021

*working with Central Office to develop TAP application documents

Additional Road Projects:

- **On-Call Pipe Replacements** PR07-967-255, (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** GR07-967-269, (UPC 106849)
- **District Wide ADA Compliance** ADA7-967-317, (UPC 108027)
- **On-Call District Wide Pavement Marking** TS07-967-325 (UPC 108282)

State-Force and District-Wide Bridge Projects:

- **District Wide Bridge Deck Cleaning and Washing** BRDG-967-241, (UPC 105980);
- **District Wide Bridge Maintenance** BRDG-967-240, (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement; Completed;**
- **Route 616 Soil Nailing Slope Repair; Completed;**
- **Rt. 15 N and S of CVEC – Pipe Replacements; Completed;**
- **Rt. 250 W of Correctional Center – Pipe Replacement; Completed;**
- **Rt. 15 Entrance Pipe over Raccoon Creek; In Design**
- **Rt. 6 E of Rt. 624 – Pipe Replacement; In Design;**

Resurfacing Projects:

The list for the 2021 Resurfacing Schedule has been finalized, and will be provided to the County soon. Customers can view VDOT's resurfacing schedule and route status on VDOT's public website via the following link: <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2019	4.94	\$863,675	2019	43.65	\$590,849
2020	---	---	2020	55.52	\$421,558
2021	---	---	2021	16.07	\$229,394

Traffic Engineering**Studies under Review:**

- Route 53 High School Speed Limit Reduction
- Route 250 speed study, from Route 631 to Route 15

- Route 1040, Broken Island Rd Centerline Removal due to installment issues
- Route 600 speed study, from Abbey Rd to Broken Island Rd
- Route 616 safety study, from Rt. 15 to County line

Completed Studies:

- Route 250/708 Right Turn Lane Warrant Analysis review completed
 - Turn lane not warranted
 - Shoulder Widening project completed Dec 2020
- Routes 652, 655, 656 Centerline Pavement Markings review completed
 - Routes 655 & 656 do not meet minimum width (18ft) or minimum VPD (500)
 - Route 652 does not meet minimum VPD
- Route 53 shoulder safety improvements (proximity 4800 block +/-); Curve warning signs installed
- Fire Station signs along roadway by Fork Union Fire Station on Route 15 installed
- Speed limit and signage study at intersection of Route 761 and Route 620 installed
- Route 15 at Route 644 Speed Study;
 - Speed limit reduction not warranted
- Centerline Marking on Rt. 613, Bybees Church Rd; Approved, Installation completed, 8/17/2020
- Route 1066, Rosewood Drive- 25 speed limit sign installed 3/31/2020

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): grading to improve sight distance is completed
- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve; Larger chevron signs and puppy track pavement markings have been installed
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 660 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Route 629/631 intersection review and grading work completed
- Digital Speed Display Signs (ongoing)
- Route 1037 Lexie Lane No Outlet Sign to be resized and relocated; completed 7/7/2020
- Route 53 at Turkey Trail white delineator posts replaced on 6/23/2020
- Route 656/624: Request for curve warning signage and improvements to visibility
 - Unable to reach property owner
- Rt. 6/659 Sight Distance Review; in progress

Area Land Use

Residency Area Land Use Staff have issued **9** permits in 2021

Fluvanna County Plan/Plat Reviews- Received Jan- Feb 2021

Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Sun Tribe Solar	600- 256 SOUTH BOSTON RD PALMYRA VA	Special Exception,	John Wilson	2/4/2021	2/11/2021	2/11/2021	Review Complete - Acceptable
Wilmington II Minor Subdivision	608-TMP 32-A-9	Final Plat Review,	John Wilson	2/17/2021	4/1/2021	2/25/2021	Review Complete - Acceptable
Wilmington I Minor Subdivision	601-TMP 32-15-5	Final Plat Review,	John Wilson	2/17/2021	4/1/2021	2/25/2021	Review Complete - Acceptable
Rockspring Estates Minor Subdivision	672-Cary's Creek Road	Preliminary Plat Review,	John Wilson	2/17/2021	4/1/2021		Review Underway
Rising Hill Estates Minor Subdivision	n/a	Preliminary Plat Review,	John Wilson	2/17/2021	4/1/2021		Review Underway
Old Orchard Farms Minor Subdivision	672-Cary's Creek Road	Preliminary Plan,	John Wilson	2/17/2021	4/1/2021		Review Underway
Family Division of Sarah Mines & Antinnette Nicholas Property	659-4201 Stage Junction Road	Final Plat Review,	John Wilson	2/17/2021	4/1/2021	2/25/2021	Review Complete - Acceptable
Portions of Pin 29 A 28-Beyer	53-2611 Thomas Jefferson Parkway	Final Plat Review,	John Wilson	2/17/2021	4/1/2021		Review Underway

- [Zion Crossroads Corridor Improvement Study \(link\)](#) – The webpage is live for the Zion Crossroads Corridor Improvement Study (Routes 15 and 250), Fluvanna & Louisa Counties. This small area study, which is supported by stakeholders from VDOT, Fluvanna and Louisa counties and the Thomas Jefferson Planning District Commission. The study is evaluating vehicle, transit, bicycle, and pedestrian accommodations along Route 15 (James Madison Highway) between the intersections of Sommerfield Drive and Starlite Park as well as along Route 250 (Three Notch Road/Richmond Road) between Route 631 (Troy Road) and Route 613 (Poindexter Road). The purpose of the study is to develop short-, mid-, and long-term community-supported transportation solutions to provide safe travel for all uses and users of the roadway. The results from this study will be reviewed and potential transportation projects will be developed and presented for feedback in early 2021. The study is scheduled for completion in mid-2021.

Maintenance Activities

- VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **382** Work Orders in FY21. Top activities have been dead animal removal and fallen tree/limb clearing.

BOS Manual:

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

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

