



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055

January 3, 2024

Regular Meeting at 5:00 pm

Work Session at 7:00 pm

TAB	AGENDA ITEMS
1 - CALL TO ORDER	
2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE	
2024 Organizational Meeting of the Fluvanna County Board of Supervisors	
A	Election of Chair
B	Election of Vice Chair
C	Adoption of a Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2024"
D	Adoption of 2024 Regular Meeting Calendar
E	Adoption of Board Bylaws and Rules of Practice and Procedures
F	Appointment of Board of Supervisor Members to Boards, Commissions, and Committees
Regular Meeting	
3 – ADOPTION OF AGENDA	
4 – COUNTY ADMINISTRATOR’S REPORT	
5 – PUBLIC COMMENTS #1 (5 minutes each)	
6 – PUBLIC HEARING	
7 – ACTION MATTERS	
G	Zion Crossroads West Waterline Funding – Eric Dahl, County Administrator
7A – APPOINTMENTS	
H	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
8 – PRESENTATIONS (normally not to exceed 10 minutes each)	
9 – CONSENT AGENDA	
I	Minutes of December 20, 2023 – Caitlin Solis, Clerk to the Board
J	Position Description Updates – Director of Planning – Donna Snow, Director of Human Resources
K	Children’s Services Act (CSA) Program Manager Position Description – Donna Snow, Director of Human Resources
L	Appointment of Acting Director of Planning – Eric Dahl, County Administrator
M	Appointment of Zoning Administrator – Eric Dahl, County Administrator
10 – UNFINISHED BUSINESS	

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N Voting District Name Change – Eric Dahl, County Administrator

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING AND DINNER RECESS

TBD

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

TAB AGENDA ITEMS

A – CALL TO ORDER

B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

C – SOLAR PROJECTS INFORMATIONAL DISCUSSION

D – CLOSED MEETING

TBD

E – 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.

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

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

TAB A

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Election of Chair				
MOTION(s):	I move to elect _____ as Chair of the Fluvanna County Board of Supervisors for calendar year 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <ol style="list-style-type: none"> 1. The County Administrator shall call for nominations from the membership. 2. Any member, after being recognized by the County Administrator, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominee(s). 3. When all nominations have been made, the County Administrator shall close the nominating process and call for the vote. 4. Each member may cast one vote for any one nominee. 5. A majority of those voting shall be required to elect the officer. <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair. The Annual Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor				
ENCLOSURES:	Code of Virginia: Information regarding Annual Organizational meeting of the Board of Supervisors.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

§ 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor

Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.

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

TAB B

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Election of Vice Chair				
MOTION(s):	I move to elect _____ as Vice Chair of the Fluvanna County Board of Supervisors for calendar year 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	<p>As has been your practice in the past, the County Administrator opens the meeting and calls for the nominations for Chair, followed by voting of the members.</p> <p>Upon the election of the Chair, the elected chair will then call for the nomination and election of the Vice Chair.</p> <p>The Annual or Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Code of Virginia § 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

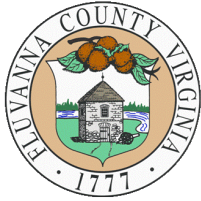
§ 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor

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

TAB C

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Resolution/Organizational Meeting of the Fluvanna County Board of Supervisors				
MOTION(S):	<p>I move to adopt the resolution entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2024” which designates the location, day, and time of meetings.</p> <p>Meeting Place:</p> <ul style="list-style-type: none"> • Carysbrook Performing Arts Center <p>Meeting Times:</p> <ul style="list-style-type: none"> • Day Meetings begin at 5:00 p.m. and end at 9:00 p.m., unless extended • Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended • When scheduled, Work Sessions begin at 5:00 p.m. prior to the regular evening meeting 				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	During the month of July, only one meeting will be held on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 01-2024

**A RESOLUTION RECOGNIZING THE
2024 ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS**

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Carysbrook Performing Arts Center at 5:00 PM on Wednesday, January 3, 2024, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

WHEREAS, the Code of Virginia requires an annual organizational meeting for the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates and,

WHEREAS, the Board of Supervisors does now conduct such an organizational meeting;

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors that it does hereby designate the Auditorium in the Carysbrook Performing Arts Center as its meeting place for Regular Meetings to be held on the first Wednesday of each month at 5:00 p.m. and the third Wednesday of each month at 7:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will be held the third Wednesday of each month at 5:00 p.m. prior to the regular meeting.

BE IT FURTHER RESOLVED by the Board of Supervisors that it does hereby designate the fourth Wednesday at 7:00 p.m. as the meeting date for any such regular meeting that is postponed due to weather or such other circumstances.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 3rd day of January, 2024;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District						
Mike Goad, Fork Union District						
Timothy M. Hodge, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						

A Copy, teste:

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

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

TAB D

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Board of Supervisors 2024 Regular Meeting Calendar				
MOTION(s):	I move to adopt the 2024 Board of Supervisors' Regular Meeting Calendar as presented.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	For the June 19 th regular meeting, the Board of Supervisors will have to determine an alternative date, due to the Juneteenth holiday.				
	During the month of July, only one meeting will be held on the first Wednesday starting at 5:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Board of Supervisors 2024 Regular Meeting Calendar				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



2024 Regular Meeting Calendar

Fluvanna County Board of Supervisors
All Meetings on Wednesday

Date	Regular Meetings	Work Sessions (When Scheduled)
Jan 3	5:00 pm	
Jan 17	7:00 pm	5:00 pm
Jan 24		5:00pm
Feb 7	5:00 pm	
Feb 21	7:00 pm	5:00 pm
Mar 6	5:00 pm	
Mar 20	7:00 pm	5:00 pm
Apr 3	5:00 pm	
Apr 17	7:00 pm	5:00 pm
May 5	5:00 pm	
May 15	7:00 pm	5:00 pm
Jun 5	5:00 pm	
Jun 19	7:00 pm	5:00 pm
Jul 3	5:00 pm & 7:00 pm	
Aug 7	5:00 pm	
Aug 21	7:00 pm	5:00 pm
Sep 4	5:00 pm	
Sep 18	7:00 pm	5:00 pm
Oct 2	5:00 pm	
Oct 16	7:00 pm	5:00 pm
Nov 6	5:00 pm	
Nov 20	7:00 pm	5:00 pm
Dec 4	5:00 pm	
Dec 18	7:00 pm	5:00 pm

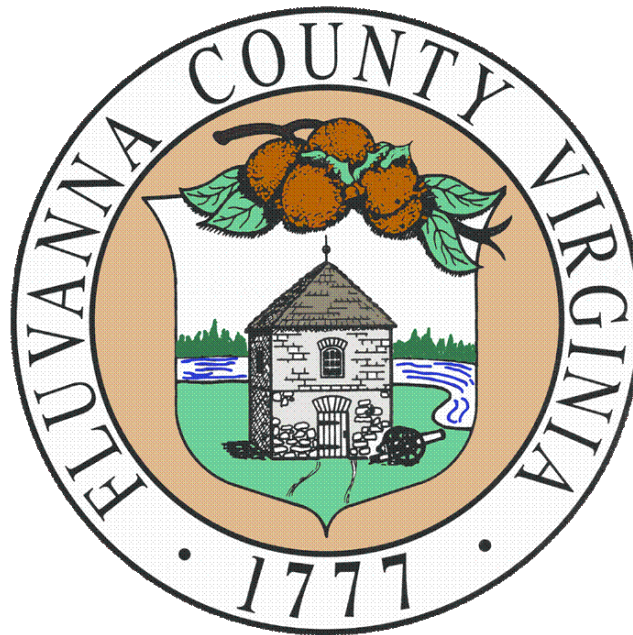
Adopted this 3rd day of January 2024 by the Fluvanna County Board of Supervisors

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

TAB E

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Board of Supervisors’ Bylaws and Rules of Practice and Procedures				
MOTION(s):	I move to readopt the current Board of Supervisors’ Bylaws and Rules of Practice and Procedures.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	The current Board of Supervisors’ Bylaws and Rules of Practice and Procedures are presented for consideration.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Board of Supervisors’ Bylaws and Rules of Practice and Procedures				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

FLUVANNA COUNTY BOARD OF SUPERVISORS



2024 BYLAWS AND RULES OF PRACTICE & PROCEDURES

Adopted

January 3, 2024

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Fluvanna County Board of Supervisors
BYLAWS AND RULES OF PRACTICE AND PROCEDURES

I. CREATION. Fluvanna County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of five members with one elected from each of the five Election Districts.

II. SEAL OF THE BOARD. When affixed to any paper or document by the Clerk for the Board, the Seal has the force and effect for authentication for the Board.

III. PRINCIPAL ADDRESS. 132 Main Street, Palmyra, Virginia, mailing address: P.O. Box 540, Palmyra, Virginia 22963.

IV. RULES

A. These Bylaws and Rules of Practice and Procedures (“Rules”) are adopted and shall apply to the Board of Supervisors of Fluvanna County. These Rules are intended to expedite transaction of the business of the Board of Supervisors in an orderly fashion. The Bylaws and Rules are deemed to be procedural only. The failure strictly to observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with law.

B. All meetings and business shall be conducted in accordance with these Rules, Robert’s Rules of Order Newly Revised (12th Edition), and the law of Virginia. In the event of conflict, the law of Virginia shall govern. A decision of the Chair with respect to the interpretation, applicability, or enforcement of these Rules may be overruled by a majority vote of the Members present and voting.

C. Except as otherwise provided by law, any rule of the Board may be suspended temporarily, upon approval of the majority of the Board members present and voting. The temporary suspension shall apply only to the matter under immediate consideration and, in no case, shall it extend beyond an adjournment.

D. No rule of the Board shall be adopted or amended except by majority vote of the Board.

V. CONSTRUCTION. As used in these Rules, the masculine shall include the feminine and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not discretionary; the word “may” is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

VI. DEFINITIONS. As used in these Rules, the following terms are defined:

A. Action of Record. An action taken or decision made by the Board recorded in the Minutes of the Meetings. Except as otherwise required by law, an Action of Record may take the following forms:

1. Motions and seconds with the recorded votes of the members.
2. Consensus agreement of the Board without vote by the Board.
3. Directive of the Chair in the exercise of that office during the conduct of an official meeting of the Board.

B. Board. The Fluvanna County Board of Supervisors.

C. County Code. The Code of Fluvanna County.

D. Directive. An exercise of discretionary authority granted to the Chair from the Board empowering the Chair as follows:

1. To enforce the protocols of these Rules for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.
2. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board.
3. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board.

E. Item of Business. A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

F. Meeting or Official Meeting. Any Annual Organizational, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

1. Annual Organizational Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January. The County Administrator shall preside during the election of the Chair of the Board.

2. **Joint Meeting:** A Joint Meeting may be conducted simultaneously with one or more public bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

3. **Public Information Meeting:** A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator.

4. **Public Hearing:** A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

5. **Recessed Meeting:** A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later than the date of the next Regular Meeting.

6. **Rescheduled Meeting:** A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these Rules. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

7. **Work Session Meeting:** A Work Session Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is required to Call to Order and conduct said meeting. Work Session Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

G. **Primary Motion.** The first motion presented following informal discussion of any Item of Business at a Board meeting.

H. **Substitute Motion.** A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

I. **Virginia Code.** The 1950 Code of Virginia, as amended.

VII. BOARD CHAIR

A. At the first meeting of the year, the Board selects one of its members to serve as Chair. The Chair is a voting member and serves for one year, or until his successor shall be elected and qualify as such.

B. The Chair, when present, shall preside at all meetings of the Board and shall take the Chair at the hour appointed for every Board meeting and shall immediately call the members to order and, except in the absence of a quorum, shall proceed with the business of the Board in the manner prescribed by these Rules. The Chair shall preserve order and decorum and shall decide all questions of order.

C. Upon the death, resignation or other permanent disability of the Chair to fulfill the duties of his office, the Board shall elect a new Chair at its next regularly scheduled meeting or as soon thereafter as possible.

VIII. BOARD VICE CHAIR

A. At the first meeting of the year, the Board selects one of its members to serve as Vice Chair. The Vice Chair is a voting member and serves for one year, or until his successor shall be elected and qualify as such.

B. In the absence, or inability to act, of the Chair, the Vice Chair shall have and exercise all the powers and duties of the Chair.

IX. BOARD MEMBERS

A. Notification of Absence. If any Board member is unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the County Administrator as soon as possible to ensure there are sufficient members present and voting to consider all agenda items. The County Administrator shall continue an agenda item if there will not be a sufficient number of Board members present and voting at the meeting to approve the item.

B. Conflicts of Interest. At such times a Board member may find himself with a conflict of interest as set forth in the Code of Virginia, Section 2.2-3100 et seq., the Board member shall state the nature of the conflict of interest prior to an issue being heard and shall remove himself from the meeting. The member shall not vote or in any manner act on behalf of the Board with respect to the issue for which a conflict has been declared, until such time as the issue has been decided. The member shall not attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the issue is discussed; and will not discuss the issue with other governmental officers or employees in their official capacity at any time.

X. COUNTY ADMINISTRATOR. The County Administrator shall assume the general duties as set forth in the Code of Virginia, Section 15.2-1541. He shall maintain an office at the same address as the Board. The County Administrator, or a designated representative, shall attend each

meeting of the Board and shall provide such information to the Board as necessary to assist Board members in their deliberations and decision making.

XI. CLERK FOR THE BOARD. The Executive Assistant to the County Administrator is appointed and shall serve as Clerk for the Board per Section 15.2-1538.

XII. COUNTY ATTORNEY. The County Attorney shall perform the duties set forth in Code Section 15.2-1542. The County Attorney or his deputy or assistant county attorney designated by him shall attend each meeting of the Board and shall serve as adviser to the Board on issues of law relating to the Board's business. The County Attorney assists the Board in analyzing the facts, provides advice and action in legal matters, and represents the Board in civil actions.

XIII. PARLIAMENTARY PROCEDURE. The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Bylaws and Rules of Procedure and Robert's Rules of Order as may be directed by the Chair, or as required as a result of a point of order raised by any one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

XIV. QUORUM FOR THE EXERCISE OF BOARD BUSINESS. A majority of the Board shall constitute a quorum for the purpose of conducting Board business.

XV. MEETINGS

A. Regular Meeting Schedule

1. Meetings are held on the first Wednesday of each month at 5:00 p.m. and on the third Wednesday of each month at 7:00 p.m. in the Carysbrook Performing Arts Center, unless another location is announced.

2. Meetings held on the first Wednesday will adjourn/recess no later than 9:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 11:00 p.m.

3. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time, by majority vote of the Board members present and voting.

4. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside.

5. If neither the Chair nor the Vice Chair is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chair.

B. Work Sessions Schedule. When needed, Work Sessions are held on the third Wednesday of each month at 5:00 pm, prior to the 7:00 pm Regular Meeting, in the Carysbrook Performing

Arts Center, unless another location is announced. Other days/times may be scheduled by majority consent of the Board.

C. Closed Meetings

1. Closed Meetings will be held as needed, but may only be convened in conformance with Section 2.2-3711 of the Code of Virginia (1950), as amended.

2. No resolution, ordinance, rule, contract, regulation, or motion agreed to in a Closed Meeting shall become effective until the Board reconvenes in an Open Session and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion which shall have its substance reasonably identified in the open meeting.

3. At the conclusion of a Closed Meeting, the Board shall reconvene in Open Session immediately thereafter and shall take a roll call vote certifying that to the best of each member's knowledge:

a. Only public business matters lawfully exempted from Open Session requirements were discussed; and

b. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

4. The failure of the certification to receive the affirmative vote of a majority of the members present and voting during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

5. The Board may permit non-members to attend a Closed Meeting if their presence will reasonably aid the Board in its consideration of an issue. Except as otherwise directed by the Board, the County Attorney and the County Administrator shall attend all Closed Meetings.

D. Special Meetings. The Board may hold Special Meetings as it deems necessary, at such times and places as it finds convenient, and may adjourn such special meetings from time to time as it finds convenient and necessary. Special Meetings shall be called and scheduled per §15.2-1418.

XVI. AGENDA ITEM SUBMISSION

A. All agenda items are due to the Clerk for the Board by COB Tuesday the week before the Board meeting, with the exception of presentations which are due by COB Tuesday the week of the meeting.

B. All agenda items require a *BOS Agenda Item Staff Report*. Staff Report and motion samples are available in the “Library/00-BOS Submissions” folder under “Procedures and Formats.”

C. Copy all files into the “Library/00-BOS Submissions” folder (if you do not have access to the county’s shared drive, email the materials to clerk@fluvannacounty.org).

D. Items can be in any file format (e.g., doc, docx, pdf, ppt, pptx, xls, xlsx)

E. NO paper copies of requested Agenda Items are required.

F. Name the submission files as follows:

For Agenda Category:	Name Your File:
06 Public Hearing	06-Short title of item similar to agenda
07 Action Matters	07-
07A Appointments	07A-
08 Presentations	08-
09 Consent Agenda	09-
10 Unfinished Business	10-
11 New Business	11-

XVII. AGENDA PREPARATION

A. The Clerk, under the direction of the County Administrator, shall prepare the agenda for meetings.

B. The County Administrator may at his discretion, and individual Board members may by request to the County Administrator, place matters of business on the Agenda according to the schedule in paragraph XVI.A above for discussion, information and/or action by the Board as are germane to the affairs and interests of the Board and county. However, this does not prevent the County Administrator or Board members, at their discretion, from having items included which are received after the regular cutoff date.

C. Any Constitutional Officer, department head, agency head, or citizen may also submit items for Agenda consideration provided such requests are received in advance according to the schedule in paragraph XVI.A above.

D. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.

E. If the County Administrator considers a requested agenda item not appropriate for consideration by the Board, he shall inform the Chair for a decision. This does not prevent retaining the item on the agenda by majority consent of the Board.

F. The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of any Board member present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

G. The Clerk for the Board shall submit the draft agenda to the Chair on the Wednesday in the week before a regularly scheduled meeting for the Chair’s review and approval. Agendas for special or other meetings may have the preparation and approval timeline modified to accommodate the available timeframe.

H. Issues for which actions will be required shall normally have all materials in the agenda package for advance study.

I. The Board agenda and related materials shall be received by each member of the Board and the County Attorney not later than the Friday before the scheduled regular meeting. The Clerk for the Board may request an adjustment to the delivery schedule due to special circumstances.

J. The Clerk shall prepare extra copies of the agenda and shall make the same available to the public and the press in the Office of the County Administrator, the Public Library, and on the County website. The Clerk shall also have at least one hard copy available at each regular meeting.

XVIII. ORDER OF BUSINESS. The Order of Business shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

1 – Call to Order
2 – Pledge of Allegiance and Moment of Silence
3 – Adoption of Meeting Agenda
4 – County Administrator’s Report
5 – Public Comments #1
6 – Public Hearing
7 – Action Matters
7A – Appointments
8 – Presentations

9 – Consent Agenda
10 – Unfinished Business
11 – New Business
12 – Public Comments #2
13 – Closed Meeting (as needed)
14 – Adjourn

XIX. CONDUCT OF BUSINESS

A. Basic Principles: The following principles should be observed at all times in the transaction of public business before the Board.

1. Only one subject may claim the attention of the Board at one time.
2. Each item presented for consideration is entitled to full and free discussion.
3. Every member has rights equal to every other member except as to procedural matters within the competence of the Chair.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the Fluvanna County Board of Supervisors.

B. The Board shall adopt an agenda for each meeting by recorded vote of a majority of the Board members present and voting. The adoption of the agenda shall be the first item for action following the Call to Order, Pledge of Allegiance, and Moment of Silence.

C. Items shall be heard in order of the agenda, except as the Board decides when adopting the agenda and that the Board may vote to call up any matter at any time.

D. Except as provided in subsection F. of this Section XX, the Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present and voting.

E. The Board shall consider all items on the agenda before taking any other items, unless an unlisted item is brought by majority consent of the Board members present and voting.

F. Items not on the agenda shall be heard as the final items of the Board's business, time permitting, or shall be carried over to the next regular meeting or a special meeting as determined by majority consent of the Board.

G. Exhibits before the Board shall become the property of the Board and shall be filed with the Clerk and shall be deemed a part of the record of the meeting at which submitted.

H. Citizens shall not speak at a meeting until they are recognized. Citizens shall request recognition by addressing "Mr. Chair" or "Madam Chair" (as appropriate), stating their name, their address, and awaiting acknowledgment by the Chair. The Chair may permit a dialogue without individual recognition between members of the Board or between a member and a citizen if such dialogue is orderly and contributes to the expeditious conduct of business.

I. Should it be desired by the Chair, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The Clerk shall take down verbal resolutions as accurately as possible to reflect the intent of the Board.

J. Prior to initiating a public hearing, the Chair shall recount, either verbatim or by reference, the rules under which the hearing shall be operated, but the Board may amend the rules during the hearing by giving notice of the change to those gathered (e.g., a change to the time limitation for individual speakers).

K. At the beginning of the public hearing, the Chair shall call upon the County Administrator or the other staff member handling the matter at hand to present a description of the issue placed before the hearing, or the Chair may do so himself.

L. Subject to revocation or extension by the majority of the Board assembled, the Chair may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Regardless, every Board member is entitled to speak on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.

M. All members or citizens shall limit their comments before and to the Board. The Chair may prohibit questions from citizens until a speaker has finished his presentation.

N. The Board of Supervisors has set forth the following rules for time limits for various agenda items or comments from the public, unless modified by majority consent of the Board:

1. Action Item presentations shall be limited to thirty (30) minutes.
2. Presentations shall be limited to ten (10) minutes.

3. Public Comments shall be limited to five (5) minutes per individual.

O. Once a notice for Public Hearing has been advertised (regardless of the nature), the Public Hearing will be conducted, unless the Board formally defers the matter to a future meeting. The postponement or cancellation of a public hearing shall be as follows:

1. Any public hearing scheduled for a Board of Supervisors meeting that has been publicly advertised shall not be postponed based on a request from a non-County government entity or person absent extreme mitigating circumstances. The Chair, with concurrence of the County Administrator, will determine when such circumstances exist. If mitigating circumstances exist, the petitioner will bear any cost incurred by the County in providing public notification of the change and for the cost of advertising the new date of the hearing.

2. The Chair, with the concurrence of the County Administrator, shall have the authority to postpone a public hearing based on the weather or other extraordinary circumstances.

3. In all cases, County staff will ensure all Board members are provided timely notification of schedule changes. Further, staff will ensure the public and general news media are notified of changes to schedules which have been announced in public. The public hearing shall be rescheduled, if appropriate, and advertised as required by law.

XX. MOTIONS

A. Motions by Board members shall require a second.

Exceptions. The following do not require a second:

- To Raise a Question of Privilege
- Questions of Order
- Objection to the Consideration of a Question
- Call up Motion to Reconsider
- Nominations
- Leave to Withdraw a Motion
- Inquiries of any kind

B. Motions shall not be formally discussed prior to being duly seconded.

C. After a motion is properly made and seconded, the Chair shall restate the motion and open the floor to discussion.

D. The Chair shall routinely refrain from making or seconding motions in order to fairly and impartially preside over the Board deliberations and discussion. In any case, the Chair shall not make or second a motion without first temporarily surrendering the chair to the Vice Chair, if present and willing to temporarily accept the gavel, or to another member present and willing to

temporarily accept the gavel. In such event, he should not resume the chair until the motion is decided.

E. A maker of a motion may not speak against his motion.

F. The Chair shall call for and cause the vote to be recorded after the motion is properly made before the Board, has been seconded, and has been duly discussed. Any member believing a motion has been duly discussed may move or call for the previous question. Such motion shall not be debatable. However, if any member objects, the Chair shall call for a vote on the motion calling for the previous question. If that motion carries, the Chair shall proceed to call for the vote on the motion before the Board. If the motion calling for the previous question is defeated, the debate on the main motion shall continue.

G. A substitute motion may be made by any member to any motion properly on the floor. Once seconded, the substitute motion shall take precedence and all debate or action on the existing motion shall cease until the substitute motion is decided. Debate on a substitute motion is permissible. If the substitute motion is passed by a majority vote of the members then present and voting, the original motion is supplanted by the substitute motion. A second substitute motion can be made only after the first substitute motion is decided by vote of the Board.

H. When a motion is made and then cannot obtain a second, the motion will die for lack of a second and does not require a vote. However, in the event that a motion which is not seconded is nevertheless voted on by the Board and passes by a majority of the members present and voting, the failure of a second shall not invalidate the adoption of such motion.

I. Defeated Motions

1. Same Meeting: A defeated motion can be brought back for consideration at the same meeting if the members present agree to do so by a majority vote. Only a member who voted on the prevailing side may make the motion to reconsider the issue. The rule restricting renewal of a motion in the same session does not apply to a motion that died for lack of a second.

2. Subsequent Meeting: Except as otherwise provided by law, a defeated motion that is still applicable can be re-introduced at a subsequent meeting as new business (under the normal process for new business).

XXI. VOTING

A. All Actions of Record must be approved by vote unless there is unanimous consent.

B. When the question is called and there is no dispute, the Chair shall call for the vote.

C. Whenever any member wishes to abstain from voting on any question, he shall so state and, if because of a conflict, shall indicate in accordance with the Virginia Conflict of Interests

Act, Virginia Code § 2.2-3100 et seq., and his abstention shall be announced by the Chair and recorded by the Clerk.

D. The Chair's vote on all issues before the Board shall be recorded with the prevailing side, unless the Chair clearly votes otherwise.

E. The Clerk shall record the name of each member voting and how he voted.

F. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.

G. Except as otherwise provided by law, motions shall be carried by a majority of the members present and voting in the affirmative (§15.2-1420), except that a majority affirmative vote of all members shall be required for any appropriation exceeding \$500.00, the imposition of taxes, and the authorization for borrowing money (§15.2-1428).

XXII. RECORDING OF MEETINGS. The Clerk for the Board shall record each regular meeting. These recordings are the property of the Fluvanna County Board of Supervisors and are public records as provided by the Virginia Freedom of Information Act. Interested persons may listen to the recordings on the County website or in the County Administrator's office, or may obtain copies of the recording by making appropriate arrangements with the County Administrator's office. Costs will be borne by the person making the request. The original recordings shall not be borrowed or removed from the County Office Building, except under the specific prior authorization of the County Administrator.

XXIII. ORDERLY CONDUCT

A. It shall be the duty of the Chair to maintain order and decorum at meetings. The Chair, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian.

B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair 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 to discuss the matter by majority vote of the Board members present and voting.

C. 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.

D. When a person engages in such breaches, the Chair may order the person's removal from the building, or may order the person to stand silent, may order the person removed from the

County property, and may, at his discretion, bring formal charges for disruption of a public meeting.

XXIV. AD HOC COMMITTEES. Ad hoc committees will be appointed by the Chair as needed. Constitutional Officers may be appointed to committees.

XXV. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES (BCC)

A. The Board may appoint such advisory boards, committees and commissions as it may deem necessary pursuant to Code Section 15.2-1411.

B. Information on all nominees for such appointments, whether to represent the County as a whole or a particular election district, shall be included in the Board package for the meeting at which the appointment will be considered. It shall be the policy of the Board as a whole to scrutinize and agree upon all appointees to represent the County in any capacity.

C. Appointments shall generally not be made more than 45 days prior to the commencement of a term for which the appointment is made.

XXVI. OFFICIAL BOARD TRAVEL AND EXPENSE REIMBURSEMENT

A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.

B. A Board member shall obtain advance Board approval for official out-of-state travel.

C. Supervisors are not eligible for mileage reimbursement for regularly scheduled BOS meetings (held generally on the 1st and 3rd Wednesdays).

D. Supervisors are eligible for mileage reimbursement for travel to and from:

1. BOS special meetings and work sessions not scheduled in conjunction with a regular meeting. Examples include periodic strategic planning meetings, budget meetings or other work sessions on different days from regular meetings, meetings with staff, etc.

2. Town hall meetings, community events, Chamber events, local area functions, etc., in support of their role as a County Supervisor.

3. Board, commission, and committee meetings when assigned as a part of their service as a County Supervisor (excluding Planning Commission and Social Services Board).

E. Supervisors may also be eligible for mileage reimbursement as private citizens for travel to and from various board, commission, and committee (BCC) meetings when assigned by the Board of Supervisors to such BCC roles.

F. Supervisors may complete and submit reimbursement claims following the procedures outlined in Policy 2.19, Travel and Expense Reimbursement.

XXVII. APPROVAL OF CERTAIN CHECKS, AUTHORIZATION TO SIGN WITH STAMP

A. The Chair, Vice Chair, County Administrator, and Treasurer are hereby authorized to sign and issue checks without prior approval of the Board for the following purposes: end of the month salaries, end of the month contracted personal services, utility payments, and other payments deemed appropriate and necessary by the Chair, County Administrator, and Treasurer; such actions to be reviewed and ratified at the next appropriate meeting of the Board.

B. The Chair of the Board of Supervisors, and in his absence, the Vice Chair, are authorized to substitute his facsimile signature provided he/she signs a certified list of individual checks for which his facsimile signature is authorized; also the signature plates are in the sole possession of the Treasurer.

XXVIII. POLICY FOR REMOTE PARTICIPATION OF MEMBERS OF THE FLUVANNA COUNTY BOARD OF SUPERVISORS AT MEETINGS OF THE BOARD

A. AUTHORITY AND SCOPE

1. This policy shall govern participation by an individual member of the Board of Supervisors of Fluvanna County, Virginia, by electronic communication means in public meetings of the Board of Supervisors of Fluvanna County, Virginia, and any closed session of the Board held in accordance with applicable law, from and after the date of adoption of this policy.
2. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
3. Any reference to a specific provision of federal, state, or local law referenced in this policy shall mean such provision of law, as amended from time to time, or as set forth in any successor provision dealing with substantially the same subject.

B. DEFINITIONS

1. "Board" means the Board of Supervisors of Fluvanna County, Virginia, or any committee, subcommittee, or other entity of the Board.
2. "Member" means any member of the Board.

3. "Remote participation" means participation by an individual member of the Board by electronic communication means in a public meeting where a quorum of the Board is physically assembled, as defined by Va. Code § 2.2-3701.
4. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
5. "Notify" or "notifies," for purposes of this policy, means verbal or written notice that is reasonable under the circumstances, with written notice, such as by email or letter, being the preferred means of notice. Notwithstanding the foregoing, notice does not include text messages or communications via social media.
6. "VFOIA" means the Virginia Freedom of Information Act, Va. Code § 2.2-3700, et seq.

C. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

1. A quorum of the Board must be physically assembled at the primary or central meeting location; and
2. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

D. PROCESS TO REQUEST REMOTE PARTICIPATION

1. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Board Chair (or the Vice-Chair if the requesting member is the Chair) that such member is physically unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) such member's principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.
2. The requesting member shall also notify County staff of the request, but such member's failure to do so shall not affect such member's ability to participate remotely. Notification to a County staff member that is conveyed by a County staff

member to the Board Chair or Vice-Chair, as applicable, shall constitute notice to the Board Chair or Vice Chair as required by this policy.

3. If the requesting member is unable physically to attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter and that such matter renders the requesting member unable physically to attend. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i) - (iii) above.
4. The requesting member is not obligated to provide independent verification regarding the reason for such member's nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents the member's physical attendance at the meeting.
5. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether the request is in conformance with this policy, and therefore approved or disapproved.

E. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the Board has assembled for the meeting, the Board shall vote to determine whether:

1. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
2. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

F. RECORDING IN MINUTES:

1. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because the member's principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes (1) the foregoing circumstance due to which the member is participating remotely; (2) the Board's approval of the member's remote participation; and (3) a general description of the remote location from which the member participated.

2. If the member is allowed to participate remotely due to a personal matter, the Board shall record in its minutes (1) the specific nature of such personal matter that renders the requesting member unable to attend stated by the requesting member; (2) how many times the member has attended remotely due to a personal matter; (3) the Board's approval of the member's remote participation; and (4) a general description of the remote location from which the member participated.
3. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

G. CLOSED SESSION

If the Board goes into closed session, the member may continue to participate remotely in the closed session, and shall ensure that no third party is able to hear or otherwise observe the closed meeting.

H. STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Unless independently received by County staff, the Chair (or Vice-Chair) shall provide County staff with copies of the member's written request to participate remotely and the written response, as applicable, if the request or response is in writing, to be retained by County staff for a period of one year, or other such time required by records retention laws, regulations, and policies.

I. MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION MEANS DURING DECLARED STATES OF EMERGENCY

- A. In addition to the foregoing, pursuant to the Code of Virginia Section 2.2-3708.2 the Board may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with the Code of Virginia Section 44-146.17, or Fluvanna County has declared a local state of emergency pursuant to Code of Virginia Section 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities. The Board when convening a meeting in accordance with this subdivision (G) shall:
 1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Board conducting the meeting;

2. Make arrangements for public access to such meeting through electronic communication means;
 3. Provide the public with the opportunity to comment at those meetings of the Board when public comment is customarily received;
 4. Otherwise comply with the provisions of the Code of Virginia Section 2.2-3708 VFOIA; and
 5. State in its minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
- J. Nothing in this Section XXVIII shall be construed to prohibit the use of interactive audio or video means to expand public participation.

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

TAB F

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Appointment of Board of Supervisor Members to Boards, Commissions and Committees				
MOTION(s):	I move to make the following Supervisor appointments to various boards and commissions for terms effective January 1, 2024, through December 31, 2025: _____.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	The terms will be effective January 1, 2024 and expire on December 31, 2025, unless otherwise changed.				
DISCUSSION:	Every two years in even years, the Board determines Board member assignments on various Boards, Commissions and Committees.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Upcoming and current appointments				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

Fluvanna County BOS Board, Commission, and Committee Assignments

Board	2024-25 Member	Frequency	Day	Time	Location	2022-23 Member	2020-21 Member	2018-19 Member	2016-17 Member	2014-15 Member	2012-13 Member
Agricultural/Forestal Advisory Committee		As Needed	TBD	TBD	TBD	Fairchild	Weaver	Weaver	Weaver	Weaver	Weaver
Central Virginia Regional Jail Authority		Monthly	2nd Thursday	6:00pm	Central Virginia Regional Jail, Orange Co.	Fairchild	Weaver	Weaver	Weaver		
Community Policy Management Team (CPMT)		Monthly	4th Thursday	9:30 AM	Morris Room, County Admin Bldg	Booker	Booker	Booker	Booker	Booker	Booker
EDTAC		Monthly	2nd Monday	6:00pm	Morris Room, County Admin Bldg	Eager	Eager				
Emergency Services Director (Chair or COAD - § 44-146.19)		As Needed	N/A	N/A	N/A	County Administrator	County Administrator	County Administrator	County Administrator	Booker	Kenney
Finance Board (Chair)		Monthly (As Needed)	1st Tuesday	2:00 PM	Morris Room, County Admin Bldg	Sheridan/Booker	Sheridan	Sheridan	Sheridan	Booker	N/A
Fork Union Sanitary District Advisory Committee		Odd Months	Last Tuesday	7:00 PM	FUSD Office, 15704 W. River Road, Fork Union	Booker	Booker	Booker	Booker	Booker	Booker
Parks & Recreation Advisory Board		Odd Months	2nd Tuesday	4:30 PM	Morris Room, County Admin Bldg	Fairchild	O'Brien	O'Brien	Sheridan/Booker	Sheridan	Booker
Piedmont Workforce Network Council		Quarterly (Mar, Jun, Sep, Dec)	Days Vary	1:00 PM	UVA Research Park	O'Brien	O'Brien	O'Brien	O'Brien	O'Brien	Kenney
Planning Commission		Monthly	1st Tuesday before 2nd Wed	7:00 PM 6:00 PM WS	Carysbrook Performing Arts Center	Eager	Eager	Eager	O'Brien	O'Brien	Chesser
Rivanna River Basin Commission (RRBC) - Mbr #1		Generally Monthly	2nd Monday	12:00 PM	TJPDC, Water Street Center, C'ville	Booker	Booker	Booker	Booker	Ullenbruch	Ullenbruch
Rivanna River Basin Commission (RRBC) - Mbr #2		Generally Monthly	2nd Monday	12:00 PM	TJPDC, Water Street Center, C'ville	O'Brien	O'Brien	O'Brien	Eager	Booker	Chesser
Social Services Board		Monthly	4th Monday	3:00 PM	DSS Boardroom, Carysbrook	Eager	Eager	Eager	Eager	Ullenbruch	Booker
Thomas Jefferson Planning District Commission (TJPDC)		Monthly	1st Thursday	7:00 PM	TJPDC, Water Street Center, C'ville	O'Brien	O'Brien	O'Brien	O'Brien	O'Brien	Chesser
Virginia Association of Counties (VACo) Legislative Contact (Chair)		As Needed	N/A	N/A	N/A	Sheridan/Booker	Sheridan	Sheridan	Sheridan	Booker	Kenney

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

TAB G

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Zion Crossroads West Waterline Extension				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors (approve/deny/defer) to move forward with the Zion Crossroads West Waterline Extension project.</p> <p><u>Motion #2 (if Motion #1 approved):</u> I move the Board of Supervisors (approve/deny/defer) to fund the Zion Crossroads West Waterline Extension project from the following source:</p> <ul style="list-style-type: none"> A. FY2024 Bipartisan Infrastructure Law (BIL) loan B. Virginia Resource Authority or another debt funding source C. Unassigned Fund Balance 				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(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:	N/A				
TIMING:	Time sensitive, to inform the Virginia Department of Health on the 2024 BIL Offer.				
DISCUSSION:	<p>In February 2020, the Virginia Department of Environmental Quality (DEQ) approached the County about extending the Zion Crossroads waterline on U.S. Route 250 1.1 miles west of where it currently terminates on Memory Lane, to properties contaminated by an old petroleum release. Four petroleum impacted properties currently have water treatment systems until a permanent solution is provided. In addition, two nearby properties are at risk of petroleum contamination. This project extension helps to provide a reliable water source to the affected residents of the County and advances a Phase 2 component earlier with the assistance of DEQ.</p> <p>The County has funding agreements with DEQ; the first is for Engineering Services, were DEQ will fund up to \$200,000, and the second is for Construction Services, were DEQ will fund up to \$800,000 and/or excess of remaining Engineering funds.</p> <p>The board approved a project agreement with Dewberry Engineers for \$149,769 which includes, but is not limited to, preliminary design; subsurface utility engineer; surveying; geotechnical engineering; environmental investigation and permitting; PRV design; final design.</p>				

ZXR West Waterline Extension	June 2020 Est.	Nov. 2021 Est.	Apr. 2022 Est.	Nov. 2022 Est.	Current Est.	Current Est. with Build America/ Buy America & Davis Bacon (10% inc.)	
Engineering Costs							
Design, Survey, Geo-Tech., Environmental	\$ 130,000	\$ 149,769	\$ 149,769	\$ 149,769	\$ 149,769	\$ 149,769	
Bidding, Construction Admin., Construction Insp.	\$ 70,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 100,000	\$ 110,000	
Additional Design	\$ -	\$ -	\$ -	\$ -	\$ 19,450	\$ 19,450	
Legal Costs							
Doc Prep (deeds, plats and title)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 25,000	\$ 25,000	
Easement Acquisition Estimates							
Easement valuation/appraisals and easement acq.	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 141,875	\$ 141,875	
Estimated Construction Cost							
	\$ 1,200,000	\$ 1,816,000	\$ 2,336,000	\$ 2,503,000	\$ 2,597,000	\$ 2,856,700	
Contingency							
	\$ -	\$ 181,600	\$ 233,600	\$ 250,300	\$ 259,700	\$ 285,670	
ESTIMATED TOTAL	\$ 1,510,000	\$ 2,357,369	\$ 2,954,369	\$ 3,138,069	\$ 3,292,794	\$ 3,588,464	
DEQ Funding	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Debt Proceeds	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	
FUNDING	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	
ADDITIONAL FUNDING NEEDED	\$ 10,000	\$ 857,369	\$ 1,454,369	\$ 1,638,069	\$ 1,792,794	\$ 2,088,464	
					Current Est.	Current Est. BABA	
					Interest Rate	4.00%	3.00%
					Term (yr)	20	20
					Annual Debt Service	\$ 131,917	\$ 140,378
					Total Principal and Interest Payments	\$ 2,638,338	\$ 2,807,552
					Total Interest Payments	\$ 845,544	\$ 719,088

The next decision for the Zion Crossroads West Waterline Extension Project:

1. Continue to move forward with the project and determine the funding source
2. Cease moving forward with the project

If the Board decides to move forward with the project, how to fund it:

1. Accept the approved FY2024 Bipartisan Infrastructure Law (BIL) loan
 - a. Slightly higher estimated project costs (10%) due to Build America/Buy America and Davis Bacon requirements of the loan, 1% below market rates for 20 years (current interest rate around 3%) with an estimated annual debt service payment of \$140,378
2. Reject the BIL loan and fund through the Virginia Resource Authority or another source
 - a. There is no Build America/Buy America and Davis Bacon requirements, slightly lower costs, 4% current interest rate for 20 years with an annual estimated debt service payment of \$131,917
3. Reject the BIL loan and fund with Unassigned fund balance
 - a. There is no Build America/Buy America and Davis Bacon requirements, slightly lower costs, no debt service payment, reducing unassigned fund balance and a reduction in interest income over 20 years.

If any debt options are selected, additional BOS approvals will be required.

FISCAL IMPACT:

Project Funding Approvals To Date:

\$1,000,000 DEQ funding reimbursement

- \$200,000 engineering costs
- \$800,000 construction costs

\$500,000 (Debt) approved June 17, 2020 (issued August 2020)

POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<ul style="list-style-type: none"> • Virginia Drinking Water State revolving Fund 2024 BIL Offer • Project Costs Comparison 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

ZXR West Waterline Extension	June 2020 Est.	Nov. 2021 Est.	Apr. 2022 Est.	Nov. 2022 Est.	Current Est.	Current Est. with Build America/ Buy America & Davis Bacon (10% inc.)
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Doc Prep (deeds, plats and title)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 25,000	\$ 25,000
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Debt Proceeds	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
FUNDING	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
ADDITIONAL FUNDING NEEDED	\$ 10,000	\$ 857,369	\$ 1,454,369	\$ 1,638,069	\$ 1,792,794	\$ 2,088,464

	Current Est.	Current Est. BABA
Interest Rate	4.00%	3.00%
Term (yr)	20	20
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Total Principal and Interest Payments	\$ 2,638,338	\$ 2,807,552
Total Interest Payments	\$ 845,544	\$ 719,088



COMMONWEALTH of VIRGINIA

Department of Health
P O BOX 2448
RICHMOND, VA 23218

Karen Shelton, MD
State Health Commissioner

TTY 7-1-1 OR
1-800-828-1120

R. Christopher Lindsay
Chief Operating Officer

December 7, 2023

Subject: Fluvanna County
Water – Fluvanna County
Zion Crossroads Waterline Extension
BIL 018S-24

Mr. Eric Dahl, County Administrator
Fluvanna County
P.O. Box 540
Palmyra, Virginia 22963

Re: Virginia Drinking Water State Revolving Fund
FY 2024 Bipartisan Infrastructure Law (BIL)
BIL Initial Offer

Dear Mr. Dahl:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below. The VDH Division of Financial and Construction Assistance Programs (FCAP) administers BIL funds.

Based on the information provided, VDH determined the total funding package for your project is estimated to be **\$2,032,489**. The final loan amount will be set at loan closing. The funding package was determined using information provided in your loan application.

The funding package consists of a **100% loan at 1.0% below market rates for 20 years** (or the design life of the project, whichever is less). The interest rate on the loan will be set at 1.0% below the 20-year market rate in the month before loan closing, and the interest rate shall not be less than 1.0%. Recently, the 20-year market rate less 1.0% program subsidy has varied between 2.35% and 3.15%.

Your project may be eligible for an additional interest rate reduction of **0.2%** under our Expedited Closing Program (not to drop below a 1.0% interest rate). To qualify for the Expedited Closing Program, VDH requires your loan closing be completed within 12 months of our original award letter. If this funding offer is accepted, then you will receive an award letter after this. If you will participate in this special program, please indicate your plans for complying in your response letter.

Mr. Eric Dahl, County Administrator
December 7, 2023
Page 2

This offer requires a commitment to evaluate revenues and adjust rates as necessary to ensure revenue growth that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.). VDH urges waterworks owners to establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

The financial information submitted indicates the owner may need to adjust water rates; having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. VDH recommends waterworks self-evaluate their financial position using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability. You should begin to prepare your latest audited financial statement (fiscal year 2023) to avoid any delays in credit review and loan closing.

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans, Asset Management Plans, and/or Capital Improvement Plans. The Financial and Construction Assistance Program (FCAP) requires a current Asset Management Plan (AMP) to receive funding. VDH may be able to make funds available for this plan if it was not included in the original budget. As part of the Technical, Managerial, and Financial (TMF) Capacity Review, ODW Capacity Development requires a Waterworks Business Operations Plan (WBOP). Please coordinate with Capacity Development on the AMP, WBOP, and for questions on the TMF review. These questions can be directed to Ms. Jeanean B. Francis, Capacity Development Sustainability Coordinator, at (804) 292-5681 or Jeanean.Bustamante@vdh.virginia.gov. Mr. Barry Matthews, CPG, TCDO Division Director, is also available to answer questions on the TMF review and he can be reached at (804) 477-5171 or Barry.Matthews@vdh.virginia.gov.

Currently, the federal Drinking Water State Revolving Fund (DWSRF) appropriation and final requirements have not yet been finalized. However, all recipients should expect to comply with the Build America/Buy America Act (which includes American Iron and Steel requirements), Davis Bacon Prevailing Wage, and other provisions as required.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal and state match funds to support the DWSRF Program,
- (2) New restrictions/conditions that the EPA or VDH may require in the use of the SRF funds or for participation in the Program,
- (3) Changes to the purpose, benefit, or scope of the project from the Preliminary Engineering Report (PER) or the DWSRF Application; or if the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e., late or non-payments or non-compliance),

Mr. Eric Dahl, County Administrator
December 7, 2023
Page 3

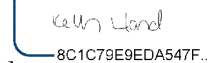
- (6) Owner obtaining user agreements from future water users in the project area (if applicable),
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan. All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt,
- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

Please notify me in writing as soon as possible but no later than January 12, 2024, at the address above of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted at (804) 629-7206 or at Kelly.Ward@vdh.virginia.gov.

Sincerely,

DocuSigned by:


8C1C79E9EDA547F...

Kelly Ward, Director

Division of Financial and Construction Assistance Programs

cc: Barry Matthews, CPG, Division Director – Training, Capacity Development and Outreach
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
Steve Kvech, P.E., ODW Deputy Field Director, Lexington Field Office
Joe Bergeron, VRA, Director of Financial Services and Investments

VDH OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

Revenue Pledge Factors: *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.
 - Poor Less than 1.15x
 - Adequate From 1.15x to 1.5x
 - Strong Greater than 1.5x

2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.
 - Poor Less than 60 days
 - Adequate From 60 to 120 days
 - Strong Greater than 120 days

3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)
 - Poor Less than 1.1
 - Adequate From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)
 - Strong Greater than 3.0 Small systems (3.0), Medium and large (2.0)

General Obligation Factors:¹ *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.
 - Poor Less than 1.0x
 - Adequate From 1.0x to 1.5x
 - Strong Greater than 1.5x

5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.
 - Poor Greater than 15%
 - Adequate From 10% to 15%
 - Strong Less than 10%

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

¹ Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

- Poor Less than 5%
- Adequate From 5% to 10%
- Strong Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor Less than 50%
- Adequate From 50% to 60%
- Strong Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor Greater than 6%
- Adequate From 2% to 6%
- Strong Less than 2%

Other Factors:

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month*
- 2% for 5,000 gallons per month

* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

Other considerations:

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs. VDH recommends waterworks implement a revenue growth model that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.

FLUVANNA COUNTY BOARD OF SUPERVISORS BCC APPOINTMENTS STAFF REPORT

TAB H

MEETING DATE:	January 3, 2024		
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
Planning Commission - Fork Union Representative	David Chesly Harlow Jonathan Wayne Stephens Kathleen Kilpatrick	1/3/2024	06/30/2025
Social Services Board - Cunningham Representative	James H. Wilkin Leslie Woodfolk	1/3/2024	06/30/2026

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Planning Commission - Fork Union Representative	David C. Harlow	Appt	Fork Union	Term to begin immediately and end June 30, 2025. Also serving on the Library Board of Trustees.
Planning Commission - Fork Union Representative	Jonathan Wayne Stephens	Appt	Fork Union	Term to begin immediately and end June 30, 2025.
Planning Commission - Fork Union Representative	Kathleen Kilpatrick	Appt	Fork Union	Term to begin immediately and end June 30, 2025. Also serving on the Agricultural/Forestral Advisory Committee, and Economic Development and Tourism Advisory Council (EDTAC).
Social Services Board - Cunningham Representative	James H. Wilkin	Appt	Cunningham	Term to begin immediately and end June 30, 2026.
Social Services Board - Cunningham Representative	Leslie Woodfolk	Appt	Cunningham	Term to begin immediately and end June 30, 2026.

DISCUSSION:	<ul style="list-style-type: none"> Planning Commission - Fork Union Representative – One position available with a term to begin immediately and end June 30, 2025. Social Services Board - Cunningham Representative – One position available with a term to begin immediately and end June 30, 2026.
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ENCLOSURES:	Candidate Applications
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APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

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. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: David Chesly Harlow	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To be more involved in the county that I have grown up in and to do my part to give back to Fluvanna county as a whole	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. 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.
5. 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.
6. 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.

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

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email (clerk@fluvannacounty.org) or mail to:
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the 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.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
David C. Harlow		10-26-2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
400 Rosewood Drive Scottsville, VA 24590			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
30	[REDACTED]		[REDACTED]
Office Use Only			
Application Received On:	10-26-2022	Application Received By:	
Acknowledgement Sent:	10-27-2022	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

DAVID HARLOW

SUMMARY OF QUALIFICATIONS

Dedicated and accomplished healthcare professional with a strong background in healthcare management and leadership. Possessing a comprehensive understanding of the complex healthcare landscape, I have consistently demonstrated the ability to effectively navigate and drive positive change in dynamic healthcare environments proven success in overseeing and optimizing operational efficiency, quality improvement, and patient satisfaction. Adept at strategic planning, resource allocation, and team development, resulting in enhancing organizational performance and financial outcomes. Excellent communication and interpersonal skills enable effective collaboration with multidisciplinary teams, stakeholders, and external partners. Committed to delivering exceptional healthcare services while adhering to regulatory requirements and promoting a culture of continuous improvement. Bringing a solid record of accomplishment of achieving results and a passion for advancing healthcare delivery.

EDUCATION

Master of Business Administration (MBA) **December 2024**
Johns Hopkins University Carey Business School **Baltimore, MD**

- **Concentration:** Health Administration, Public and Private Sector Leadership, and Entrepreneurship, Innovation, and Technology

Doctor of Philosophy (PhD) in Education **May 2022**
Liberty University **Lynchburg, VA**

- **Concentration:** Organizational Leadership

Master of Arts (MA) in Human Services Counseling **Sept 2018**
Liberty University **Lynchburg, VA**

- **Concentration:** Health & Wellness

Bachelor of Science (BS) in Health Sciences **May 2015**
James Madison University **Harrisonburg, VA**

- **Concentration:** Pre-Medicine Concentration

Associates of Applied Science (AAS) **July 2013**
Piedmont Virginia Community College **Charlottesville, VA**

CERTIFICATIONS

Health Care Economics **December 2023**
Harvard University – Harvard Business School **Boston, MA**

Python for Managers **October 2023**
Columbia University – Columbia Business School **New York, NY**

LEADERSHIP EXPERIENCE

Student Panelist – Academic Ethics Board **September 2023 – December 2024**
The Johns Hopkins University **Baltimore, MD - Remote**

- **Purpose:** Collaborate with 3 faculty members and 3 student panelists per hearing to hear cases on academic integrity concerns and render verdicts, thoughts, and opinions on the topics

Fluvanna Leadership Development Program **August 2023 – March 2024**

- **Purpose:** Developmental leadership program to provide tools to be more engaged and effective in local government within Fluvanna County. Some of the education provided reviews county ordinances, non-profit growth, school board and county administrator collaboration, in addition to Board of Supervisor support and networking.

DAVID HARLOW

Council Member

December 2022 – June 2025

Library Board of Trustees

Palmyra, VA

- **Purpose:** Acts as a governing board for the Fluvanna County Library. Employ a competent and qualified library director. Determine the mission, goals, and objectives of the library and adopt written policies governing the library. Ensure that the library has a long-range planning process that considers the library's strengths and weaknesses and can be implemented and evaluated. Be familiar with local, state, and federal library laws; actively support pending library legislation. Establish, support, and participate in a planned public relations program.
- **Affecting Legislation:** Established by the County Board of Supervisors according to the County Code, Section 2-6-2, adopted by the Fluvanna County Board of Supervisors on June 17, 1998.

Healthy Workplace Committee

May 2023 – September 2023

UVA Health

Member

- **Purpose:** Committee of 40 established to promote and support healthy workplace policy and procedures and address stressors in the workplace throughout all of UVA Health. Those supported by the work include both employees and subsequent patient care at UVA Health. My role is to serve the committee and to provide feedback relating to education, member involvement, and engagement throughout the entire UVA Health system.

Secretary for ACHE; CVHEG chapter

January 2023 – January 2024

- **Purpose:** My role is to participate in board meetings and other designated events to provide administrative support for both the Board of Directors and the supporting member population. This is in addition to any other needs as designated by the President of CVHEG. I also assisted in yearly budget creation and appointment.
 - **Oversight Role:** Advisory Committee member

Membership Committee Director for ACHE; CVHEG chapter

January 2022 – January 2023

- **Purpose:** My role is to coordinate with the board for CVHEG to lead initiatives to increase membership and to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

Membership Committee Assistant Director for CVHEG

January 2021 – January 2022

- **Purpose:** My role is to assist in coordination with the board for CVHEG to increase membership and to lead initiatives to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

TEACHING EXPERIENCE

Center for Excellence in Teaching and Learning Faculty Fellow

January 2024 – December 2026

Piedmont Virginia Community College

Charlottesville, VA

- **Purpose:**
 - Act as a liaison with your academic division, department, and unit colleagues to identify professional development needs and goals.
 - Work with the director of the CETL and other Faculty Fellows to develop and facilitate workshops and training sessions to support faculty in adopting effective teaching practices.
 - Provide one-on-one consultations and coaching for faculty.

Adjunct Instructor

December 2023 – present

**Ohio University; Russ College of Engineering & Technology
Master of Science in Project Management Program (MSPM)**

Athens, OH

DAVID HARLOW

- Courses – Project Management/Undergraduate and Graduate

Adjunct Professor

**April 2023 – present
Denver, CO**

University of Denver; University College

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
 - HINF 4010 – Health Informatics Communication – Winter 2024
 - This course focuses on the core skills of healthcare informatics communication such as knowing your audience and how this relates to health informatics specifically. The student will contextualize the role of informatics and Health Informatics/IT in healthcare and the health industry through course projects. Students learn to use communication tools to design communication strategies for informatics, IT, and clinical professionals to achieve success in Health Informatics/IT projects. Through this process, students learn to bridge gaps between Health Informatics/IT professionals, clinicians, and health leaders.
 - HINF 4650 - Project Management – Summer 2023
 - Create strategies to manage the complexity inherit in large-scale projects. Also, relate project scope to cost, time, and resource requirement. Lastly, develop procurement plans and assess project contracts.

Adjunct Professor

**July 2022 – present
Charlottesville, VA**

Piedmont Virginia Community College

- Courses
 - HLT 130 Nutrition and Diet Therapy
 - Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy.

PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY

Data Analytics Project Manager

September 2023 - Present

State of Virginia - Department of Medical Assistance Services (DMAS)

Richmond, VA

- One of four members in the Healthcare Analytics Division to be given a leadership role
- Contribute to key deliverables necessary to meet the HAD's mission to empower data-driven decision making across the agency.
- Responsible for providing HAD with guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Participated in the development of key deliverables necessary to acquire and transform data into meaningful and useful information to fulfill project deliverables.
- The scope of work also includes research, strategic planning, team building, and program design activities.
- Lead project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Worked with executive level management staff, program staff, and key stakeholders as appropriate.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinate and manage SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

DAVID HARLOW

Program Coordinator/Data Analytics Liaison

April 2021 – September 2023

University of Virginia Health System – Population Health

Charlottesville, VA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
- Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs
- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion
- Liaison for contracted departmental hires to assist in establishing relationships and programmatic evolution (Signify Health and Locus Health)
- Assists in the training of new hires in the Population Health Department
- Collaborates with other project coordinator to report data and logistic reports to director on COVID clinic operations at UVA Health, in addition to supporting all COVID clinic data and operations for both student COVID numbers as well as emergent emergency room (ED) patient numbers also

Sample of projects for Population Health

- *Collaborated with CompassRose project rollout system-wide at UVA Health*
- *Implemented leadership and management strategies relating to Cystectomy and Bariatric projects*
- *Partnered with UVA PMO office for UniteUs Implementation across UVA Health*
- *Granted leadership role for SDOH rainbow wheel implementation across ambulatory clinics, both primary care and specialty clinics*
- *Created program auditing guidelines for all programs to look at areas for improvement post implementation*

Patient Advocate

May 2019 – April 2021

University of Virginia Health System – Population Health

Charlottesville, VA,

- Readmission and social determinant of health (SDoH) program at UVA Health that works with patients for 30 days to assign services to make sure unwarranted readmissions do not occur
- Reports directly to department director and project coordinator on new hire training progression
- Assists with new hire trainings and conducts audits on team members for workflow continuity
- Selected by department manager and project coordinator to expand scope of role due to extensive knowledge, proficiency, and understanding of departmental needs

Unit Coordinator

April 2017 – May 2019

The Bridgeline Place

Charlottesville, VA,

- Worked in a non-profit clubhouse model with members who had brain injuries (traumatic and non-traumatic)
- Coordinated kitchen and household supportive goals for members to work on in yearly blocks
- Wrote and supported Individualized Care Plans to make sure members were supported in terms of the goals they want to work on for that given year
- Lead a support group comprised of 7-13 members to discuss supportive techniques with counseling aspects. Some leadership skills used was motivational interviewing and active listening
- Coordinated non-profit safety goals and promoted leadership skills relating to specific rules and regulations the organization was bound by

Conductor

Norfolk Southern Railroad

January 2017 – March 2017

Baltimore, MD,

DAVID HARLOW

- Received training in McDonough, GA to work in an active railyard assembling train orders to be driven up to east coast
- Received orders every shift on priority trains to assemble and be ready for operation
- Communicated with the yardmaster and trainmaster to promote a safe work environment both for myself and the engineer on shift
- After the closing of every shift, my duty was to make sure safety and communication was given in hand-off to next conductor coming on shift

Carpenter

May 2015– January 2017
Charlottesville, VA,

Duprey's Fine Floors

- Lead or co-lead a wide portfolio of projects that focused on hardwood flooring install, refurbishing and general maintenance at some of the most historic real estate in Charlottesville
- Quickly worked up to gaining the trust of the owner to carry out projects with minimal supervision
- Coordinated with other business owners/ building foremen to complete projects within the needed scheduled timeframe
- Projects include The University of Virginia Rotunda, both Range and Lawn rooms at The University of Virginia, Ednam Forest, Farmington, and downtown Charlottesville commercial space, some out of area work as well (focusing in the Richmond area)
- Recognized by business owner for strong dependability and leadership skills leading to the assigning of independent work in a detail-critical environment

Dollar General

February 2011 – July 2013
Palmyra, VA,

Cashier/Stocker (part-time)

- Operated as both a cashier and a stocker for the store
- Was a part of a highly functioning store that resulted us being consulted with other locations to improve their operations due to our efficiency and high ranking across the division
- Quickly worked my way to being one of the more leadership focused employees to be able to do work that was not necessarily outlined in my job description

CONSULTING EXPERIENCE

Johns Hopkins Graduate Consulting Club

September 2023 – December 2024

Director of Education

Remote

- **Purpose:** My role was to direct and provide leadership for members of the Johns Hopkins Graduate Consulting Club by creating educational materials and events to allow students to gain exposure to consulting firms. I directly collaborated with consulting firms to bring them to the club for our members to participate.
 - **Presentations given to members.**
 - October 27 – "Healthcare Consulting: Conversations from the Outside Looking in"
 - 50 individuals signed up to participate in the event

Johns Hopkins Graduate Consulting Club

August 2022 – April 2023

Member

Remote

- **Purpose:** My role was to work alongside five other business student to complete a market analysis for climate change and microbiology innovation: A partnership between the American Society for Microbiology (ASM) and the Johns Hopkins Graduate Consulting Club.
 - **Deliverables for the group:**
 - A comprehensive report
 - A PowerPoint Slide Deck
 - A presentation to key senior ASM leaders to discuss the findings of the report

ADDITIONAL ORGANIZATIONS/ASSOCIATIONS

The University of Virginia Colonnade Club

2023

DAVID HARLOW

American Society of Microbiology	2023
Johns Hopkins Graduate Consulting Club	2023 - 2024
Membership American College of Medical Practice Executives	2022 - present
Member Virginia Hospital & Healthcare Association	2022 - present
Kappa Delta Pi International Honor Society	2021 - 2022
American College of Healthcare Executives	2020 – present
Healthcare Financial Management Association	2020 – present
Central Virginia Healthcare Executive Group (CVHEG)	2020 – present
Council on Undergraduate Research Liberty University Affiliation	2020
Omega Nu Lambda Honor Society Member	2019 – 2020
Brain Injury Association of America	2018 – 2019
American Counseling Association	2018
Institute for Healthcare Improvement (James Madison University Chapter)	2013 - 2015

PUBLICATIONS

May 2022. The perceived benefit that positive intervention plays in the development of students enrolled in e-learning curriculum: A transcendental phenomenological study of the experience of online education.

LICENSES AND CREDENTIALS

Certified Business Consultant	December 2023
• Six Sigma Global Institute: 88489208	
Fellow of the Healthcare Financial Management Association (FHFMA)	July 2023
• Healthcare Financial Management Association	
Project Management Professional (PMP)	February 2023
• Project Management Institute: 3421905	
Certified Revenue Cycle Representative (CRCR)	January 2023
• Healthcare Financial Management Association	
Dare to Lead	December 2022
• Brene Brown: Dare to Lead Program	
Lean Six Sigma Black Belt	June 2022
• Six Sigma Global Institute: 53884735	
Certified Healthcare Financial Professional (CHFP)	August 2022
• Healthcare Financial Management Association	
Applied Suicide Intervention Skills Training	November 2019
• LivingWorks	
NCBH Adult Mental Health First Aid	August 2019 – August 2022
• National Council for Community Behavioral Healthcare	

TECHNICAL SKILLS

DAVID HARLOW

- **Software:** Adobe Photoshop, Adobe Illustrator, EPIC EMR, Python, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS, SAS, MMIS, MES, MS Project, SharePoint, SQL, JIRA, Tableau, AnyLogic, SmartSheets, Teradata Studio, Handshake, Qualtrics, Cardinal
- **Written communication:** Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology
- **Certifications:** CPR/AED



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Jonathan Wayne Stephens		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union	
District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other			
Mailing Address (including City, State, & ZIP) 7553 James Madison Hwy Fork Union, VA 23055		Physical Address (if different)	
Years Lived in Fluvanna 10	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): See attached resume.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Development Review Committee - Goochland County			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): ABATE of Virginia Virginia Citizens Defense League			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I want to us my knowledge and experiance in land planning and development to assist Fluvanna County with planning for the future.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. 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. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 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.			
Applicant's Signature Jonathan Wayne Stephens (From File)		Date 12/22/2023	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit 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
	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
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	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)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. 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.
5. 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.
6. 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:	12/22/2023	Application Received By: Caitlin Solis
Acknowledgement Sent:	12/27/2023	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

JONATHAN WAYNE STEPHENS, P.E.

7553 James Madison Highway
Fork Union, Virginia 23055

**SUMMARY OF QUALIFICATIONS**

Five years experience as the Deputy Director of Public Utilities for Goochland County, Virginia. Six years experience as the Director of Public Works and County Engineer for Fluvanna County, Virginia. Total of fourteen years experience as staff engineer and Director of Engineering for the Fauquier County water & Sanitation Authority. Extensive experience as a project manager with several civil engineering consulting firms in Virginia, specializing in residential subdivision design, commercial site planning, water and wastewater system design, and land planning. Extensive experience in utilities master planning and rate studies for water and sewer utilities, as well as writing and updating ordinances and standards.

PROFESSIONAL EXPERIENCE**GOOCHLAND COUNTY VIRGINIA, Goochland, VA***Deputy Director of Public Utilities**December 2018 - Present*

Responsible for assisting the Director of Public Utilities in overseeing, coordinating, and directing the activities of the engineering, operations and maintenance and construction inspection staff; advising the Director on all engineering and public utilities projects; reviewing and approving major utility construction projects; reporting on the progress of all major public water and sewer utility projects; and preparing a wide variety of administrative reports on departmental activities.

FLUVANNA COUNTY VIRGINIA, Palmyra, VA.*Director of Public Works / County Engineer**July 2012 – November 2018*

Responsible for managing all Divisions within the Department of Public Works, including Facilities, Grounds, Maintenance, Convenience Center (Landfill) and the Fork Union Sanitary District; and for functioning as the County engineer. Duties included: Overseeing the preparation of departmental operating budgets and capital improvements budgets; preparing CIP submittals; developing plans and specifications for various in-house projects; coordinating with state and federal regulatory agencies; hiring, training, supervising and evaluating department employees; developing and administering a staff development program for the department; making detailed presentations and reports to the Board of Supervisors and the Public; assisting the County Administrator in short- and long-range planning for the county's water and sewer utility needs.

FAUQUIER COUNTY WATER & SANITATION AUTHORITY, Warrenton, VA.***Director of Engineering******December 2003 - April 2012
& May 1989 – May 1995***

Responsible for managing the engineering and inspections departments for the FCWSA. Duties included: Capital project management, design and construction management, preparation and maintenance of utilities master plans, review and approval of plans and specifications, day to day supervision of FCWSA construction inspectors and a 5–6-person in-house construction crew. Also responsible for analysis, design and construction of water and sewer systems, program planning, cost control, review for conformance to construction standards, updating Utilities Standards Manual, creating and maintaining AutoCAD drawings and maps, and modeling of the Authority's water systems using WaterCad modeling software. Participated in update to Fauquier County Subdivision Ordinance.

RICKMOND ENGINEERING, Warrenton, VA.***Civil Department Manager******March 2001 – November 2003***

Responsible for management of all civil engineering activities in the firm's six person Vint Hill office. This included project management, plans preparation, client relations, and coordination of construction phase services. Types of projects undertaken by the Vint Hill office included complete residential subdivision plans; commercial site plans; flood plain studies; water system analyses and modeling; sanitary sewer system analyses and design; and drainage system and stormwater management design.

WILLIAM H. GORDON ASSOCIATES, Leesburg, VA.***Project Manager******February 1999 – March 2001***

Responsible for project management and all aspects of civil engineering design and construction phase services for the Belmont subdivision project, a 1200 acre, 2000 home, multi-phase private golf course community in Loudoun County, Virginia. Duties included the preparation of construction plans and profiles for review and approval by regulatory authorities, including planning, layout, and design of residential lots and streets, water and sanitary sewer systems, storm drainage systems, golf course site planning; the supervision of three staff engineers and two engineering technicians; and day to day interaction with the client to assure project schedules and client requests were met.

CARSON, HARRIS AND ASSOCIATES, Warrenton, VA.***Civil Engineer******June 1995 - February 1999***

Responsible for project management and civil engineering design of various commercial site plans, residential subdivisions, groundwater pumping stations, and wastewater conveyance and treatment systems. Supervised the work of two engineering technicians and two CAD technicians.

EDUCATION AND CREDENTIALS

-Bachelor of Science, Ag. Engineering, VPI & SU - 1986

-Professional Engineer (PE) - 1995



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Kathleen S Kilpatrick		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 1034 Red Bank Lane Fork Union, Virginia 23055		Physical Address (if different)	
Years Lived in Fluvanna 5	Cell Phone – preferred?	Home Phone – preferred?	Email
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Sweet Briar College, BA, Government, '74; graduate of both Federal (90 ?) and Va (99 ?) Executive Institutes; Fluvanna Leadership Development Program '18-19; U.S. Department of Interior, Office of the Secretary of Interior, Senior Special Assistant for Policy, Management and Budget, '88-93; Legislative and Policy Assistant to Va Governor and Secretary of Natural Resources for game and wildlife, parks & sec, natural history, and historic resources, 93-95; Deputy Director of the Department of Historic Resources, 95-'20; Director of the Department of Historic Resources and State Historic Preservation Officer for the Commonwealth, 2000- 13; Curator of the Virginia State Capitol. Throughout my public career, I have served in senior leadership positions covering the full range of issues relevant to the PC including land use, planning, conservation, preservation, and the sustainable use and development of resources for public and private benefit, achieving national leadership recognition in these area.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Bethel Baptist Church '18 to present, Daughters of the American Revolution since '82 (?) first in Connecticut and currently as a member of the Commonwealth Chapter based in the Richmond metro area, and the National Society of Colonial Dames, Chapter XXIII since (?) 2000. I am actively heading preservation planning for Sweet Briar College now on behalf of 2 consecutive presidents.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I believe service should begin at home. Fluvanna is a wonderful place, rich in its natural, historic, and Human resources. I believe we are at an inflection point. I want to lend my deep interest and skills to ensure we grow with grace and intention for the benefit of all citizens, current and future.			
<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 Kathleen S. Kilpatrick (from file)		Date 11/13/2023	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit 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
	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
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

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4. 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.
5. 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.
6. 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:	11/10/2023	Application Received By: Caitlin Solis
Acknowledgement Sent:	11/13/2023	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

I have served on numerous boards and commissions during my long career ranging from the international (e.g., for UNESCO on the US Board for Monuments and Cultural Sites) to Federal boards (e.g., Board of Directors of National Conference of State Historic Preservation Officers, the NPS John Smith National Water Trail, the Star Spangled Banner -1812 bicentennial trail, and as mid-Atlantic Sector Leader for the Protection of Monuments and Sites following 9-11, etc.) to state commissions and boards including 2007, 1812 and Civil War sesquicentennial. I also served on governors' management excellence and leadership teams, on the advisory board for the Va Executive Mansion, etc.

Since coming to Fluvanna after retirement I have served on Palmrya Revitalization, the Ed and Tourism Advisory, FLDP Steering Committee, Ag & Forestal Advisory, and on the Board of Directors of the Fluvanna Historical Society serving as point person for restoration of our courthouse.

I am currently President of Scenic Virginia, a statewide educational and advocacy nonprofit for scenic, open space and historic assets, and Vice President of the multi-state Journey Through Hallowed Ground, a nationally recognized consortium for history based civics education, and for preservation and sustainable economic development in an area running from Monticello to Gettysburg generally using Rt 15 as its spine.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

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. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: James H. Wilkin	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See Resume	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See Resume	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See Resume	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have always believed that it is important to be involved and to give back to the community in which I live. As I shared above, I have served on a wide range of community and governmental boards and committees in Pennsylvania. Shortly after my wife and I moved to Fluvanna County a neighbor encouraged us to enroll in the Fluvanna Leadership Development Program, which we did. We've learned a great deal about this wonderful county during the class presentations this year. In considering how I might become involved in my new community I recognize that my experience and training in social services could be valuable as a member of the Social Services Board. I have a strong passion for helping others and protecting children and vulnerable adults from abuse. I am pleased to submit my application for appointment to that board.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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5. 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.
6. 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.

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

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email (clerk@fluvannacounty.org) or mail to:
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the 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.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
James H. Wilkins		04-06-2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
23 Fleetwood Drive, Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
1	[REDACTED]		[REDACTED]
Office Use Only			
Application Received On:	04-06-22	Application Received By:	
Acknowledgement Sent:	04-06-22	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

James H. Wilkin

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.):

EMPLOYMENT

2011 – 2021 United Methodist Ordained Pastor

Bridesburg United Methodist Church, Philadelphia, PA (2011-2013)

Holmesburg United Methodist Church, Philadelphia, PA (2013-2015)

St. Philip's United Methodist Church, Philadelphia, PA (2013-2015)

Willistown United Methodist Church, Willistown, PA (2015-2021)

2005 – 2010 Eastern Pennsylvania Conference of the United Methodist Church

Director of Camping and Nurture Ministries

2001 - 2004 ServiceNet, Inc., Norristown, PA (A child welfare collaborative)

Executive Director

2000 – 2001 Hornby Zeller Associates, Portland, ME

Director of Qualitative Research

1997 – 2000 Bucks County Children & Youth Social Services Agency, Doylestown, PA

Executive Director

1988 – 1997 New Life Youth & Family Services, Harleysville, PA

Vice President/Client Services

1980 - 1988 Aydin Computer Systems, Horsham, PA

Program Manager

1975 - 1980 Presbyterian Children's Village, Rosemont, PA

Director of Youth Activities

1975 - 1977 Timothy School, Bryn Mawr, PA

Teacher/Assistant Administrator

EDUCATION

2012 Drew University School of Theology, Madison, NJ

Master of Divinity

1998 - 2000 University of Pennsylvania, Philadelphia, PA

Coursework in the M.S.W Program

1987 Temple University, Philadelphia, PA
M.B.A. - Management

1974 Eastern College, St. David's, PA
B.A. - Elementary Education

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

1991 - 1998 Member, Board of School Directors, Board President (1992 – 1994)
Pennsbury School District, Fallsington, PA

1991-1998 Member, Parks and Recreation Board
Falls Township, PA

1998-2000 Member, Juvenile Delinquency Prevention Task Force
Bucks County, PA

2008-2020 Chair, Eastern PA Conference Safe Sanctuaries Committee
Valley Forge, PA
Responsible to develop policy and train churches in child abuse prevention

2005-2011 Member, United Methodist Metro Ministries Board
Philadelphia, PA

CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups-please provide dates):

1996-2008 Chair, Church Council, Morrisville United Methodist Church
Morrisville, PA

2008-2011 Member, Finance Committee, Morrisville United Methodist Church
Morrisville, PA



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Leslie Woodfolk		Election <input type="checkbox"/> Columbia <input checked="" 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) 362 Jefferson Drive Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 52	Cell Phone – preferred? [REDACTED]	Home Phone – preferred?	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): General studies fluvanna county high school Piedmont community college Charlottesville va American national college Charlottesville va			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): West Bottom Baptist Church-Usher/Sound Tech			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I love my county and want to give back to the community and I would like to see more growth in the county. To give back to the community and to help people Achieve their goals in life.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. 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. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 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.			
Applicant's Signature Leslie Woodfolk		Date 4-20-2021	

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

X	Board, Commission, Committee
	Agricultural/Forestral 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)
X	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)
X	JAUNT Board

X	Board, Commission, Committee (cont.)
X	Jefferson Area Board of Aging (JABA) Advisory Council
X	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
	Rivanna River Basin Commission
x	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
x	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. 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.
5. 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.
6. 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 I

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors December 20, 2023 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday December 20, 2023, be adopted.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(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:	N/A				
ENCLOSURES:	Draft Minutes December 20, 2023.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
December 20, 2023
Regular Meeting 7:00pm

MEMBERS PRESENT:

Mozell Booker, Fork Union District, Chair
 Patricia Eager, Palmyra District, Vice Chair
 Tony O'Brien, Rivanna District (*entered the meeting at 7:05pm*)
 Chris Fairchild, Cunningham District

ABSENT:

John M. (Mike) Sheridan, Columbia District

ALSO PRESENT:

Eric M. Dahl, County Administrator
 Kelly Harris, Assistant County Administrator
 Dan Whitten, County Attorney
 Caitlin Solis, Clerk for the Board of Supervisors

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

At 7:01pm, Chair Booker called to order the Regular Meeting of December 20, 2023. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the December 20, 2023 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Absent	Absent
RESULT:	3-0				

SPECIAL PRESENTATION

Honoring the Service and Retirement of Mozell Booker, Patricia Eager, and Linda Lenherr – The Board of Supervisors presented the three retirees with plaques and wished them long and happy retirements.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Erik Bryan, Sheriff's Office, Deputy Sheriff, Started December 17th
- Gabriella Bondurant, Cheyenne Bondurant, Mackenzie Decker, Julie Hoefling, Alexander Dillard; EMT Basic Life Support (BLS), all started December 18, 2023

Community of Lights at Pleasant Grove Park

- Fourth Annual event was held December 14 - 17 from 5 - 9pm.
- We had 19 displays for patrons to view. We had 21 displays last year and 15 displays the previous year.
- Santa made an appearance on Saturday night from 5 - 8pm meeting with 64 vehicles.
- Traffic per night
 - Thursday = 76
 - Friday = 117
 - Saturday = 202
 - Sunday = 43 (rain)
 - TOTAL = 438 vehicles (last year 472)
 - Parks and Rec hopes to keep growing this event each year!

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 3	5:00 PM	Organizational/Regular Meeting	Performing Arts Center
Wed	Jan 3	7:00 PM	Solar Work Session	Performing Arts Center
Wed	Jan 17	5:00 PM	Budget Work Session	Performing Arts Center
Wed	Jan 17	7:00 PM	Regular Meeting	Performing Arts Center

Wed	Jan 24	5:00 PM	Budget Work Session	Morris Room
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5 - PUBLIC COMMENTS #1

At 7:22pm, Chair Booker opened the first round of Public Comments.

- James Schoenster, 843 Jefferson Dr, asked the Board of Supervisors to reevaluate allowing public comments via Zoom.

With no one else wishing to speak, Chair Booker closed the first round of Public Comments at 7:23pm.

6 - PUBLIC HEARING

SUP 23:08 James River Water Authority (JRWA) – Douglas Miles, Community Development Director and Eric Dahl, County Administrator

SUP 23:08 James River Water Authority – A Special Use Permit request in the A-1, Agricultural, General District to permit Major Utilities under §22-4-2.2 on 75.5 +/- acres known as Tax Map 61 Section 1 Parcel 6 – raw water intake and pump station; Tax Map 53 Section A Parcels 54, 56, 58. 59 and 59A; Tax Map 53 Section 11 Parcels 6, 7, 8, 10, 11, 11A and 19; Tax Map 53 Section A Parcels 52, 53, 56A and 76; and Tax Map 61 Section A Parcel 1; and Tax Map 61 Section 1 Parcels 1 and 2B that have a below ground 24-inch raw water pipeline. These parcels are generally located along Bremono Road (SR 656) and also along East River Road (RT 6) in the Columbia Community Planning Area, Rural Residential and Rural Preservation Districts and the Columbia and Fork Union Election Districts.

The 2009 Comprehensive Plan was amended by the Fluvanna County Board of Supervisors back on November 20, 2013 to allow and support this project that would be located in the eastern end of the County in what is designated as a Rural Preservation Area.

The 2015 Comprehensive Plan still calls for Rural Preservation and it now also calls for Rural Residential which would support rural homes and the 2015 Infrastructure Chapter includes a 2015 JRWA raw water line map.

The 2015 Infrastructure Chapter describes the James River Water Authority’s raw water project that would include a proposed intake system on the James River and a raw water pipeline that would convey the extracted raw water through Fluvanna County and into Louisa County.

The Fluvanna County Board of Supervisors signed and executed the Interjurisdictional Agreement with Louisa County, the Louisa County Water Authority and with the James River Water Authority all on October 2, 2013. Furthermore, the Fluvanna County Board of Supervisors also approved and executed the James River Water Authority Service Agreement on April 1, 2015. The current Comprehensive Plan was adopted in September 2015 and this is in compliance with Fluvanna County’s 2015 Comprehensive Plan.

Planning Commission and Staff Recommend Approval with conditions

1. The construction, operation and maintenance of the James River Water Authority (JRWA) raw water line and pump station shall comply with local, state and federal permitting requirements.
2. The vehicular access to all business, residences and/or farms along the raw water line route shall be maintained at all times. The James River Water Authority (JRWA) and/or its contractors shall be responsible for returning all the affected access points or mailboxes to equal or better conditions upon project completion.

At 7:45pm, Chair Booker opened the Public Hearing. With no one wishing to speak, Chair Booker closed the Public Hearing at 7:45pm.

MOTION:	Approve SUP 23:08 James River Water Authority a Special Use Permit request in the A-1, Agricultural, General District to permit Major Utilities under §22-4-2.2 on 75.5 +/- acres known as Tax Map 61 Section 1 Parcel 6 – raw water intake and pump station; Tax Map 53 Section A Parcels 54, 56, 58. 59 and 59A; Tax Map 53 Section 11 Parcels 6, 7, 8, 10, 11, 11A and 19; Tax Map 53 Section A Parcels 52, 53, 56A and 76; and Tax Map 61 Section A Parcel 1; and Tax Map 61 Section 1 Parcels 1 and 2B – that have a below ground 24-inch raw water pipeline along with the two recommended case conditions found in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

7 - ACTION MATTERS

Authorization to Advertise a Public Hearing to Amend Section 20-1-5 of the County Code – Dan Whitten, County Attorney
State Authority

Board of Supervisors Minutes

December 20, 2023

- Virginia Code Section 58.1-3981 was amended in 2022 to increase the maximum amount that the Treasurer may refund without Board of Supervisor’s approval to \$10,000 as the result of an erroneous assessment.

Proposed amendments

- Proposal is to amend County Code 20-1-5 to raise the authorized refund amount from \$2,500 to \$10,000.
- The Treasurer would have authority to approve refunds up to \$10,000 without the approval of the Board of Supervisors upon certification of the Commissioner of Revenue with the consent of the County Attorney that such refund is the result of an erroneous assessment.

Purpose and Reporting of Refund

- Normally, the refund is due when the resident has moved out of the County prior to the tax year or the owner has qualified for disabled veteran’s relief during the tax year.
- The Treasurer will still report the refund to the Board by the end of the month in which the refund is issued.

MOTION:	Advertise the amendments to the County Code to amend Section 20-1-5 for a public hearing to be held January 17, 2024.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

7A – BOARDS AND COMMISSIONS

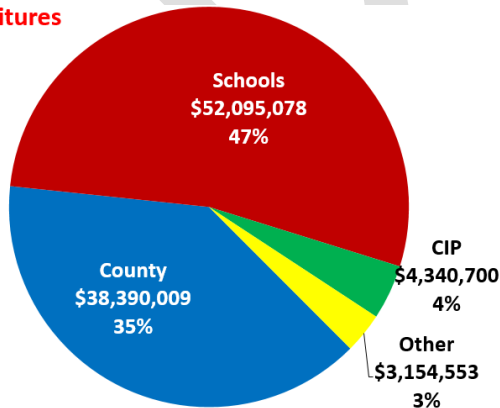
MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
JABA Board of Directors – Fluvanna Citizen Representative	Wanda Armstrong		Appt	12/20/2023	06/30/2025
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

8 – PRESENTATIONS

FY23 Annual Comprehensive Financial Report (ACFR) – Tori Melton, Director of Finance and Eric Dahl, County Administrator

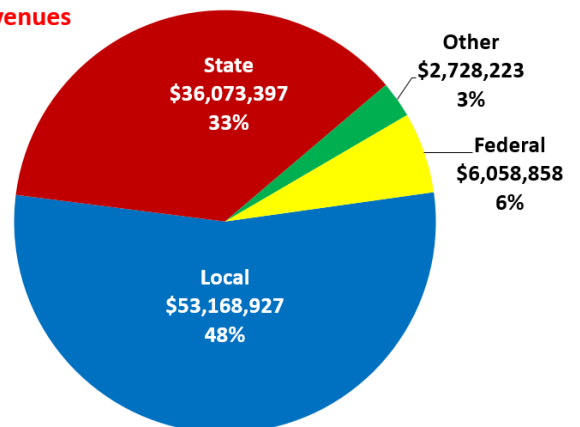
FY23 Adopted Budget (\$98,029,405)

Total Expenditures

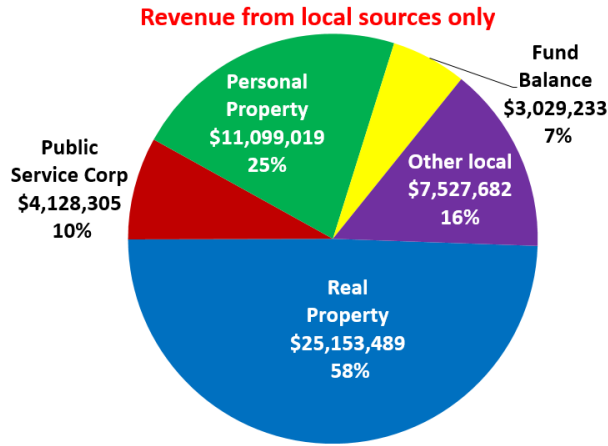


FY23 Adopted Budget (\$98,029,405)

Total Revenues



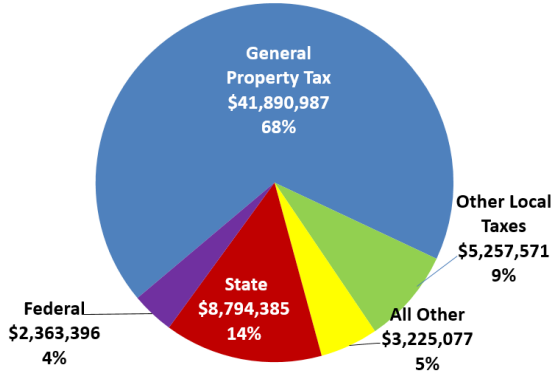
Board of Supervisors Minutes
FY23 Adopted Budget
(Local dollars only)



Annual Comprehensive

Financial Report

FY23 General Fund Revenues

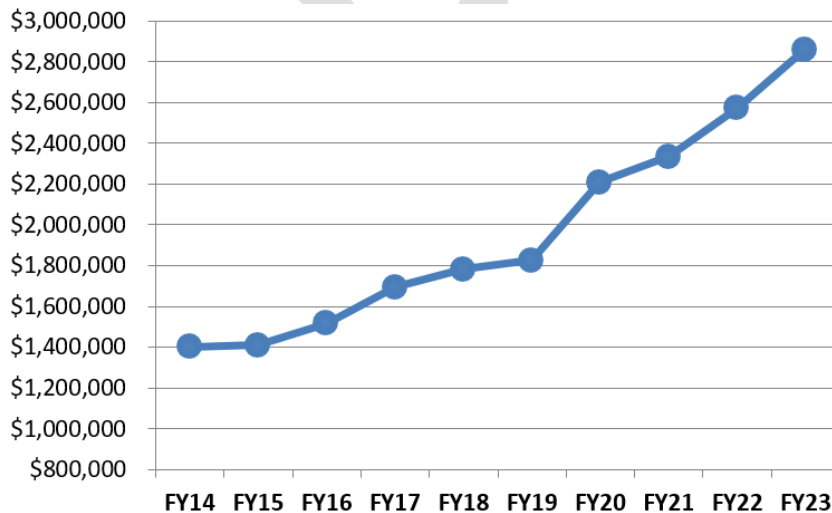


A	B	C	D	E	F
Revenue Source	FY22 Actual	FY23 Amended Budget	FY23 Actual	Over/(Under) Budget	FY22 to FY23 Inc/Dec
General Property Taxes	\$38,898,133	\$40,869,151	\$41,890,987	\$1,021,836	7.69%
Other local taxes	4,811,256	4,638,000	5,257,571	\$619,571	9.28%
Permits and fees	421,308	411,050	410,101	(\$949)	-2.66%
Fines and forfeitures	40,495	50,800	56,019	\$5,219	38.34%
Use of money	-36,902	140,000	933,377	\$793,377	-2629.34%
Charges for services	1,177,712	968,620	1,052,853	\$84,233	-10.60%
Miscellaneous	108,672	66,180	327,495	\$261,315	201.36%
Recovered Cost	86,412	341,121	445,232	\$104,111	415.24%
Commonwealth	9,406,886	9,748,816	8,794,385	(\$954,431)	-6.51%
Federal	2,808,168	4,176,619	2,363,396	(\$1,813,223)	-15.84%
Total	\$57,722,140	\$61,410,357	\$61,531,416	\$121,059	6.60%

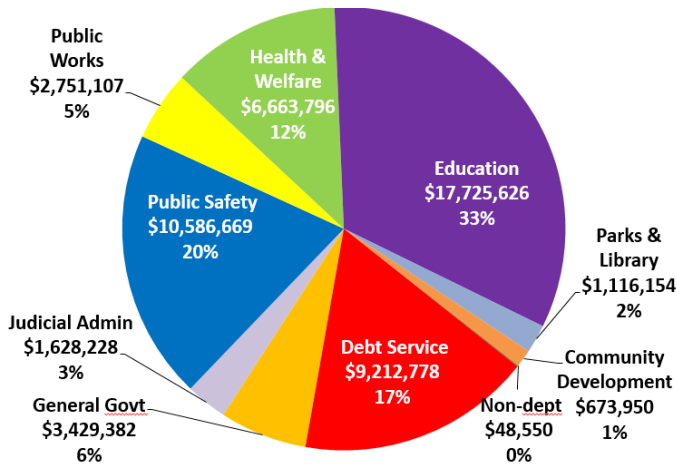
FY23 Top 4 Local Revenues

A	C	D	E	F	G	H	I
Revenue Source	FY18	FY19	FY20	FY21	FY22	FY23	FY22 to FY23 Inc/Dec
Real Estate Taxes	\$22,614,196	\$23,789,823	\$24,432,282	\$24,813,669	\$25,303,021	\$27,068,698	7.0%
Personal Property Taxes	6,204,439	6,963,184	7,297,986	7,897,774	8,599,090	10,657,073	23.9%
Public Service Corporation	5,363,122	5,143,581	5,483,117	4,242,195	4,518,233	3,517,709	-22.1%
Local Sales Taxes	1,783,287	1,826,331	2,208,895	2,336,399	2,571,149	2,858,762	11.2%

Sales Tax Revenues – FY14 to FY23



Board of Supervisors Minutes
FY23 General Fund Expenditures



A	B	C	D	E	F
Expenditure	FY22 Actual	FY23 Amended Budget	FY23 Actual	Over/(Under) Budget	FY22 to FY23 Inc/Dec
General Govt	\$2,954,950	\$3,577,407	\$3,429,382	(\$148,025)	16.06%
Judicial Admin	1,371,150	1,974,811	1,628,228	(\$346,583)	18.75%
Public Safety	9,551,712	11,384,016	10,586,669	(\$797,347)	10.84%
Public Works	2,449,103	3,100,507	2,751,107	(\$349,400)	12.33%
Health & Welfare	7,128,419	9,134,157	6,663,796	(\$2,470,361)	-6.52%
Education	17,348,937	20,035,180	17,725,626	(\$2,309,554)	2.17%
Parks, Rec. & Library	1,002,001	1,199,994	1,116,154	(\$83,840)	11.39%
Comm. Development	1,312,087	825,482	673,950	(\$151,532)	-48.64%
Non-departmental	43,963	113,194	48,550	(\$64,644)	10.43%
Debt Service	8,931,437	10,064,899	9,212,778	(\$852,121)	3.15%
Total	\$52,093,759	\$61,409,647	\$53,836,240	(\$7,573,407)	3.34%

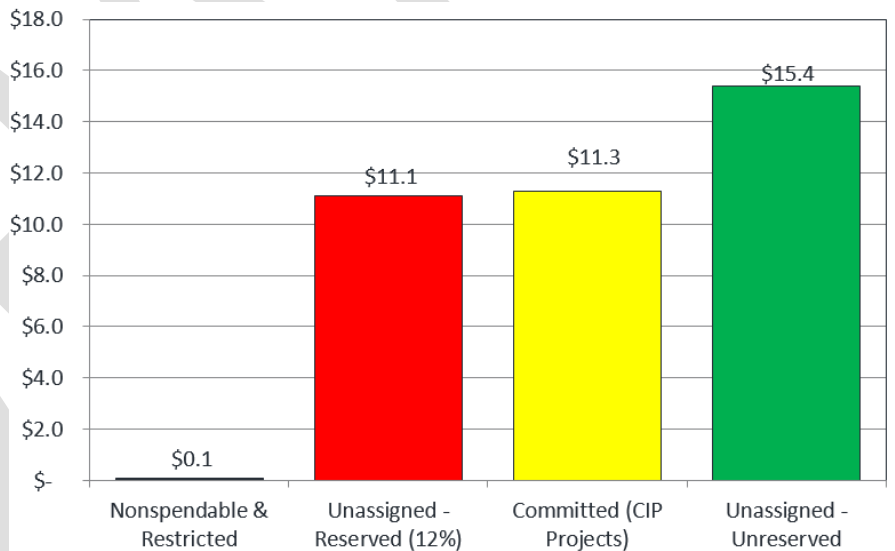
FY23 General Fund Results

Year Ended June 30, 2023	
Revenue	\$ 61,531,416
Expenditures	(53,944,753)
Excess of revenues over expenditures	7,586,663
Transfers out (CIP, ZXR and Sewer)	(2,114,198)
Change in fund balance	5,472,465
Fund balance beginning of year	32,566,505
Fund balance at end of year	\$ 38,038,970

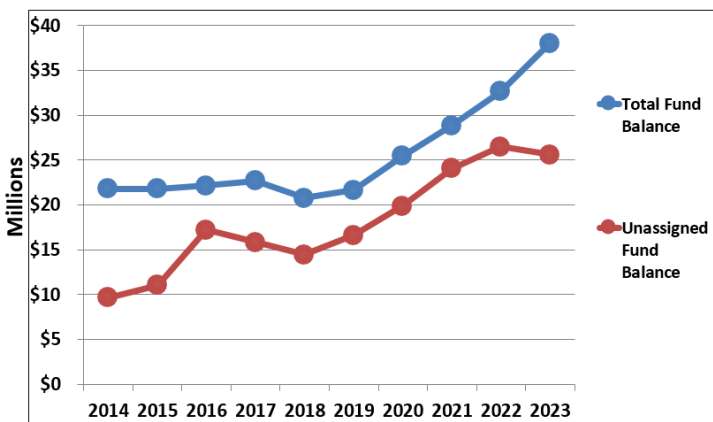
General Fund Balance June 30, 2023

As of June 30, 2023	
Nonspendable (e.g., Leases)	\$6,689
Restricted (e.g., FUSD Debt Reserve)	\$117,348
Committed (e.g., CIP Projects)	\$11,330,851
Unassigned	\$26,584,082
Total	\$38,038,970
Unassigned Fund Balance Target per Policy	\$11,198,981
Excess Above Target	\$15,385,101

General Fund Balance (\$38M) – as of June 30, 2023



General Fund Balance – FY14 to FY23

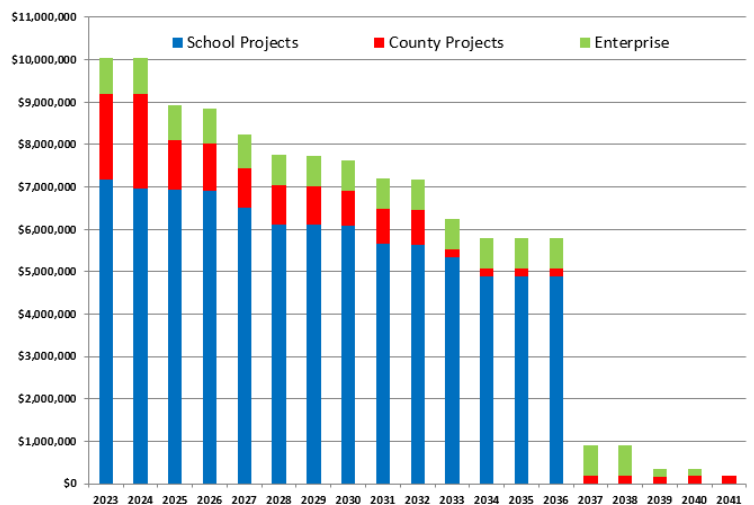
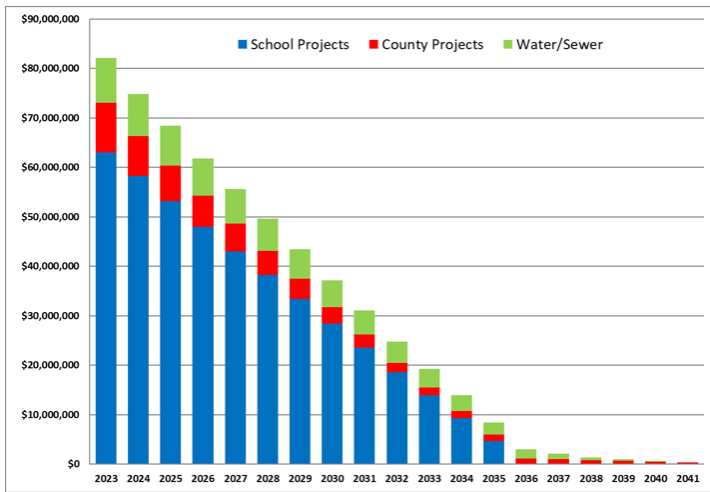


Debt & Capital Leases - June 30, 2023

A	B	C	D
Outstanding Debt	2022	2023	FY22 to FY23 Inc/Dec
General Obligation Bonds	\$65,617,584	\$61,331,511	-7%
State Moral Obligation Bonds	835,000	630,000	-25%
Qualified Energy Conservation Bond	5,493,185	4,997,952	-9%
Capital Leases/Notes Payable	7,671,101	6,135,212	-20%
Water/Sewer Bonds	9,527,117	9,047,249	-5%
Total	\$89,143,987	\$82,141,924	-8%

Total Debt (at end of FY23)

Annual Debt Service (at end of FY23)



Fluvanna County Staff Opinion Survey – Eric Dahl, County Administrator presented the results of the 2023 County Staff Survey.

Highlights of Survey Results:

- 84 respondents – 42% of employees
- employment satisfaction lowered since 2018 survey
- Sample of employee concerns:
 - Gym membership
 - Professional development
 - Merit raises

Mr. Dahl will present a plan to raise the percentages on the next staff survey at a later date.

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for December 20, 2023:

- *Minutes of December 6, 2023* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for November 2023* – Tori Melton, Director of Finance
- *Accept Dedication of Right-of-way from NVA Properties, LLC* – Dan Whitten, County Attorney
- *CRMF - Commonwealth Attorney's Office Restoration* – Calvin Hickman, Director of Public Works
- *CRMF - County Attorney's Office Restoration* – Calvin Hickman, Director of Public Works

MOTION:	Approve the consent agenda, for the December 20, 2023 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for November 2023, in the amount of \$2,397,224.75.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

10 - UNFINISHED BUSINESS

Zion Crossroads West Waterline Funding Update – Eric Dahl, County Administrator

- In February 2020, the Virginia Department of Environmental Quality (DEQ) approached the County about extending the Zion Crossroads waterline on U.S. Rt. 250 1.1 miles west of where it currently terminates on Memory Lane, to properties contaminated by an old petroleum release.
- Four petroleum impacted properties currently have water treatment systems until a permanent solution is provided. In addition, two nearby properties are at risk of petroleum contamination. This project extension helps to provide a reliable water source to the affected residents of the County and advances a Phase 2 component earlier with the assistance of DEQ.
- The County has coordinated with DEQ and we have received a formal letter outlining their proposal and available funding. DEQ will fund:
 - Up to \$200,000 for Engineering Services (*Agreement already approved*)
 - Up to \$800,000 for Construction Services and/or excess of remaining Engineering funds
- The overall cost for this Phase 2 Zion Crossroads waterline extension back in June 2020 was estimated at \$1.5M. DEQ would provide a maximum funding for this project of \$1.0M and Fluvanna County Board of Supervisors issued Revenue Bonds for the \$500K remainder of the project.

ZXR West Waterline Extension	June 2020 Est.	Nov. 2021 Est.	Apr. 2022 Est.	Current Est.
Engineering Costs				
Design, Survey, Geo-Tech., Environmental	\$ 130,000	\$ 149,769	\$ 149,769	\$ 149,769
Bidding, Construction Admin., Constuction Insp.	\$ 70,000	\$ 100,000	\$ 125,000	\$ 100,000
Additional Design	\$ -	\$ -	\$ -	\$ 19,450
Legal Costs				
Doc Prep (deeds, plats and title)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 10,000
Easement Acquisition Estimates				
Easement valuation and appraisals	\$ 35,000	\$ 35,000	\$ 35,000	\$ 16,875
Estimated Construction Cost				
	\$ 1,200,000	\$ 1,997,600	\$ 2,569,600	\$ 2,819,600
Contingency				
	\$ -	\$ -	\$ -	\$ 281,960
ESTIMATED TOTAL	\$ 1,510,000	\$ 2,357,369	\$ 2,954,369	\$ 3,397,654
DEQ Funding	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Debt Proceeds	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
FUNDING	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
ADDITIONAL FUNDING NEEDED	\$ 10,000	\$ 857,369	\$ 1,454,369	\$ 1,897,654

Next Steps

- Final design is complete, with some additional design revisions needed
- DEQ does NOT currently have additional funding to offset the cost increase
- The County has submitted for 2 rounds of grant funding through VDH – ODW for Bipartisan Infrastructure Law (BIL)
 - FY23 application request denied
 - FY24 application request approved, but only for loan funding.

11 - NEW BUSINESS

None

12 - PUBLIC COMMENTS #2

At 9:14pm, Chair Booker opened the second round of Public Comments.

- James Kelley, 363 Manor Blvd, commented on the Staff Survey, made suggestions to improve the next survey and offered his assistance if needed. He also thanked the outgoing Board members for their service.
- Tim Hodge, 264 Manor Blvd, commented on the Staff Survey, and made suggestions to improve the next survey. He also thanked the outgoing Board members for their service.

With no one else wishing to speak, Chair Booker closed the second round of Public Comments at 9:21pm.

13 - CLOSED MEETING

MOTION:	At 9:22pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Director of Community Development Position, County Administrator Performance; Legal Matters – Fluvanna Rescue Squad, Inc.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	At 11:02 pm, 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. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION TO EXTEND

- At 11:02pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 20, 2023 Regular Board of Supervisors meeting to 11:02pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

14 - ADJOURN

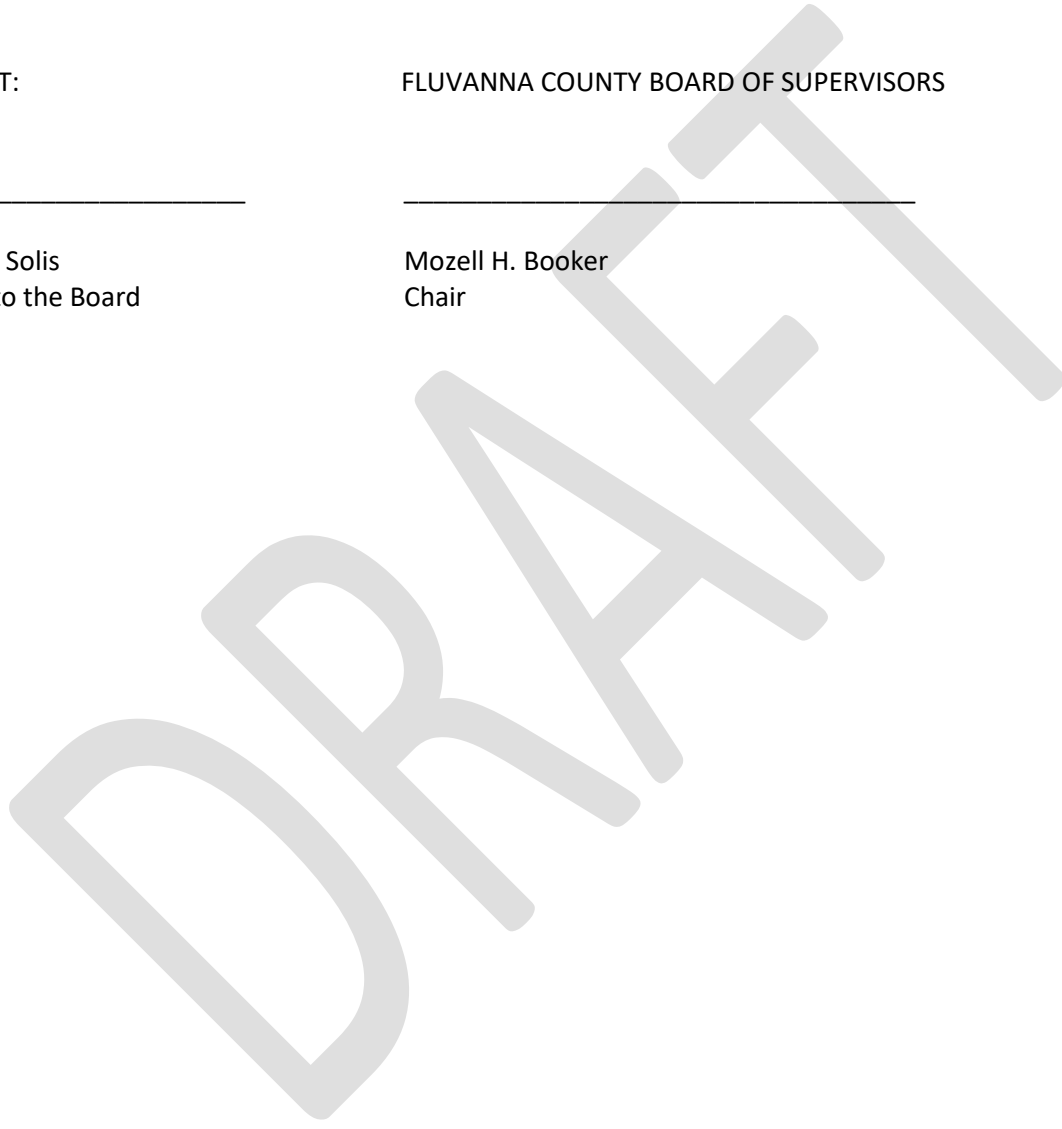
MOTION:	Adjourn the regular meeting of Wednesday, December 20, 2023 at 11:03pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:					
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Mozell H. Booker
Chair





BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 44-2023

A Resolution to Take Mulberry Drive in the Nahor Village Subdivision into the Secondary System of Highways in Fluvanna County, Virginia

At a regular meeting of the Board of Supervisors of Fluvanna County held at the Carysbrook Performing Arts Center at 7:00 PM on Wednesday, December 20, 2023, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

WHEREAS, the eligible street described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, is shown on a plat and survey entitled “Plat Showing Public Right-Of-Way For Mulberry Drive, Nahor Subdivision, Fluvanna County, VA” prepared by Timothy Miller, Land Surveyor, dated December 12, 2023 to be recorded in the Clerk’s office of the Circuit Court of Fluvanna County; and

WHEREAS, the street described in the Nahor Village Subdivision has been developed in Fluvanna County and the developer has constructed the street in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the street has been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

NOW, THEREFORE BE IT RESOLVED, on this 20th day of December, 2023, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described road listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right- of-way, and any necessary easements for cuts, fills, and drainage; and

BE IT YET FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 20th day of December, 2023:

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

Attest:

Mozell H. Booker, Chair

Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	January 3, 2024								
AGENDA TITLE:	Position Description Updates – Director of Planning								
MOTION(s):	<p>I move the Board of Supervisors approve and reactivate the updated position description as presented for:</p> <ul style="list-style-type: none"> • Job Class 2390, Director of Planning. 								
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):						
		X							
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other				
				X					
STAFF CONTACT(S):	Donna Snow, Director of Human Resources								
PRESENTER(S):	Donna Snow, Director of Human Resources								
RECOMMENDATION:	Approve								
TIMING:	Normal								
DISCUSSION:	<p>1. Current Director of Community Development has resigned and his last day with Fluvanna County will be Friday, January 5, 2024.</p> <p>2. Proposing the elimination of the Director of Community Development position and reactivating position #2390 – Planning and Zoning Administrator with a title change to Director of Planning.</p> <p>3. Decreasing the responsibilities from Director of Community Development to Director of Planning will allow for a more specific focus on professional planning including land use and long-range planning, as well as the preparation and implementation of the Comprehensive Plan. The main change will eliminate the Building Inspection department oversight from the Director of Planning and will move that oversight to the Asst. County Administrator.</p> <ul style="list-style-type: none"> • Plan: Reactivate and update existing position description #2390, in Pay Band 29. 								
	Salary Comparison			Hourly			Salary		
	Position #	Title	Pay Band	Min	Mid	Max	Min	Mid	Max
	#2000	Dir. of Community Development	30	42.40	\$52.99	\$63.59	\$88,182	\$110,228	\$132,273
#2390	Dir of Planning	29	\$40.38	\$50.47	\$60.56	\$83,983	\$104,979	\$125,975	
FISCAL IMPACT:	No additional cost. This change will reduce costs by an estimated \$4,199.								
POLICY IMPACT:	N/A								
LEGISLATIVE HISTORY:	N/A								

ENCLOSURES:	#2000 - Director of Community Development Position Description Draft #2390 – Director of Planning Position Description – REDLINE Draft #2390 – Director of Planning Position Description – CLEAN				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Fluvanna County, Virginia
 Department of Administration
 Job Description

DIRECTOR OF ~~COMMUNITY DEVELOPMENT~~ PLANNING

Job Class #:	2000 XXX
Pay Grade:	3029
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	<u>Assistant</u> County Administrator

SUMMARY

The Director of ~~Community Development~~ Planning performs ~~difficult~~ complex professional and administrative work directing and coordinating all planning and zoning functions, programs, and activities of the county; does related work as required. Serves as the County's Subdivision Agent and Zoning Administrator, and provides oversight and supervision ~~of the Building Inspections and over all department staff~~ Planning Departments. Work is performed under general supervision of the Assistant County Administrator.

ESSENTIAL FUNCTIONS

Plans, directs, coordinates, and supervises planning programs, services, staff and functions; ~~coordinating~~ working collaboratively with department directors and County Administrator; provides staff and technical resource support to the Board of Supervisors, Planning Commission, and other boards and commissions as necessary. ~~Strategically works to protect and strengthen the County's high quality of life, facilitate the growth of a strong local economy, protect and enhance property values, and meet the Code of Virginia requirements.~~

- Serves as the County's Subdivision Agent and Zoning Administrator.
- ~~Delegates and S~~upervises ~~Building Inspections and the work of~~ Planning Departments staff; evaluates subordinates' work performance and helps to implement career development plans.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Establishes department goals, policies, and procedures.
- Reviews development applications such as re-zonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances.
- Supervises and participates in preparing presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Counsels developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to re-zonings, subdivisions, site plans, etc.
- Collaborates with other department directors in completing projects and resolving problems.
- Mentors and provides guidance for department staff; interprets zoning and subdivision ordinances; coordinates staff assignments, and evaluates work performance.
- Serves as a professional advisor to Planning Commission.
- Directs the preparation of an annual department budget; monitors expenditures; develops annual Capital Improvement Plan (CIP) in conjunction with the Director of Finance and County Administrator.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Principles and practices of urban and regional planning and zoning. • Principles of business, economics, finances, and sociology as they apply to planning, and zoning, and economic development. • Principles and practices of urban and regional planning and zoning. • Principles and practices of civil and environmental engineering as they relate to planning. • Strong understanding of business and industry location strategies, and facility, logistics, financial, labor, and business service needs. • Principles and practices of community and economic development, and tourism. <p>Skills in:</p> <ul style="list-style-type: none"> • Strong skills in team leadership, <u>collaboration</u>, and communication <u>skills</u>. • Writing clear and concise directives, reports, memoranda, and letters. • Preparing and delivering presentations to elected officials, corporate executives, and at public hearings. • Operation and use of common office equipment including personal computers and copiers. • Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions. • Effective interpersonal facilitation and negotiating techniques. <p>Ability to:</p> <ul style="list-style-type: none"> • Work independently and take initiative in completing projects and implementing process improvements. • Utilize cost-benefit analyses. • Prepare clear and comprehensive financial and administrative reports. • Communicate ideas clearly and concisely, both orally and in writing. • Establish and maintain effective working relationships with County and State officials, associates and the general public. • Analyze complex problems and develop goal-oriented solutions. • Establish and maintain effective working relationships with the Board of Supervisors, associates<u>colleagues</u>, other government officials, other agencies, and the general public. • Resolve conflicts and complaints from <u>staff and</u> the public.
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING
<ul style="list-style-type: none"> • Bachelor's degree specializing in community planning, economic development, business/ public administration, or other closely related field from an accredited college. Master's Degree strongly preferred. • Minimum of five (5) years of<u>Extensive</u> experience with <u>professional</u> planning and zoning, and/or business development in local or state government. • Minimum of two (2) years of supervisory experience. • Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position. • Preferred American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA)
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS
<ul style="list-style-type: none"> • This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings

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- ~~and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.~~
- Office environment exposure to computer screens; sitting for prolonged periods of time.
 - Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
 - Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
 - Must be available to work some weekends and evenings for County and other meetings, presentations, and training.
 - Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
 - Local travel may be required for meetings and presentations.

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POST OFFER REQUIREMENTS			
Background check.			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
 Department of Administration
 Job Description

DIRECTOR OF PLANNING

Job Class #:	2390
Pay Grade:	29
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Assistant County Administrator

SUMMARY

The Director of Planning performs complex professional and administrative work directing and coordinating all planning and zoning functions, programs, and activities of the county; does related work as required. Serves as the County’s Subdivision Agent and Zoning Administrator, and provides oversight and supervision over all department staff. Work is performed under general supervision of the Assistant County Administrator.

ESSENTIAL FUNCTIONS

Plans, directs, coordinates, and supervises planning programs, services, staff and functions; working collaboratively with department directors and County Administrator; provides staff and technical resource support to the Board of Supervisors, Planning Commission, and other boards and commissions as necessary.

- Serves as the County’s Subdivision Agent and Zoning Administrator.
- Delegates and supervises the work of Planning Department staff; evaluates subordinates’ work performance and helps to implement career development plans.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Establishes department goals, policies, and procedures.
- Reviews development applications such as re-zonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances.
- Supervises and participates in preparing presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Counsels developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to re-zonings, subdivisions, site plans, etc.
- Collaborates with other department directors in completing projects and resolving problems.
- Mentors and provides guidance for department staff; interprets zoning and subdivision ordinances; coordinates staff assignments, and evaluates work performance.
- Serves as a professional advisor to Planning Commission.
- Directs the preparation of an annual department budget; monitors expenditures; develops annual Capital Improvement Plan (CIP) in conjunction with the Director of Finance and County Administrator.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning and zoning.
- Principles of business, economics, finances, and sociology as they apply to planning and zoning.
- Principles and practices of civil and environmental engineering as they relate to planning.

Skills in:

- Strong team leadership, collaboration, and communication skills.
- Writing clear and concise directives, reports, memoranda, and letters.
- Preparing and delivering presentations to elected officials, corporate executives, and at public hearings.
- Operation and use of common office equipment including personal computers and copiers.
- Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions.
- Effective interpersonal facilitation and negotiating techniques.

Ability to:

- Work independently and take initiative in completing projects and implementing process improvements.
- Utilize cost-benefit analyses in decisions.
- Communicate ideas clearly and concisely, both orally and in writing.
- Analyze complex problems and develop goal-oriented solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, colleagues, other government officials, other agencies, and the general public.
- Resolve conflicts and complaints from staff and the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor’s degree specializing in community planning, business/ public administration, or other closely related field from an accredited college. Master’s Degree strongly preferred.
- Extensive experience with professional planning and zoning in local or state government.
- Minimum of two (2) years of supervisory experience.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
- Preferred American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for County and other meetings, presentations, and training.
- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

Background check.

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



Fluvanna County, Virginia
 Department of Administration
 Job Description

DIRECTOR OF COMMUNITY DEVELOPMENT

Job Class #:	2000
Pay Grade:	30
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Director of Community Development performs difficult professional and administrative work directing and coordinating all planning and zoning functions, programs, and activities of the county; does related work as required. Serves as the County’s Subdivision Agent and Zoning Administrator and provides oversight and supervision of the Building Inspections and Planning Departments. Work is performed under general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

Plans, directs, coordinates, and supervises planning programs, services, staff and functions; coordinating work with department directors and County Administrator; provides staff and technical resource support to the Board of Supervisors, Planning Commission, and other boards and commissions as necessary. Strategically works to protect and strengthen the County’s high quality of life, facilitate the growth of a strong local economy, protect and enhance property values, and meet the Code of Virginia requirements.

- Serves as the County’s Subdivision Agent and Zoning Administrator.
- Supervises Building Inspections and Planning Departments; evaluates subordinates’ work performance and helps to implement career development plans.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Establishes department goals, policies, and procedures.
- Reviews development applications such as re-zonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances.
- Supervises and participates in preparing presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Counsels developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to re-zonings, subdivisions, site plans, etc.
- Collaborates with other department directors in completing projects and resolving problems.
- Mentors and provides guidance for department staff; interprets zoning and subdivision ordinances; coordinates staff assignments and evaluates work performance.
- Serves as a professional advisor to Planning Commission.
- Directs the preparation of an annual department budget; monitors expenditures; develops annual Capital Improvement Plan (CIP) in conjunction with the Director of Finance and County Administrator.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of business, economics, finances and sociology as they apply to planning, zoning, and economic development.
- Principles and practices of urban and regional planning and zoning.
- Principles and practices of civil and environmental engineering as they relate to planning.
- Strong understanding of business and industry location strategies, and facility, logistics, financial, labor, and business service needs.
- Principles and practices of community and economic development, and tourism.

Skills in:

- Strong skills in team leadership and communication.
- Writing clear and concise directives, reports, memoranda and letters.
- Preparing and delivering presentations to elected officials, corporate executives, and at public hearings.
- Operation and use of common office equipment including personal computers and copiers.
- Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions.
- Effective interpersonal facilitation and negotiating techniques.

Ability to:

- Work independently and take initiative in completing projects and implementing process improvements.
- Utilize cost-benefit analyses in decisions.
- Prepare clear and comprehensive financial and administrative reports.
- Communicate ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with County and State officials, associates and the general public.
- Analyze complex problems and develop goal oriented solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, associates, other government officials, other agencies, and the general public.
- Resolve conflicts and complaints from the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree specializing in community planning, economic development, business/ public administration, or other closely related field from an accredited college. Master's Degree strongly preferred.
- Minimum of five (5) years of experience with planning and zoning, and/or business development in local or state government.
- Minimum of two (2) years of supervisory experience.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
- Preferred American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and

activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

Background check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
July 23, 2018	July 23, 2018	July 23, 2018	Aug 1, 2018

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

TAB K

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Children's Services Act (CSA) Program Manager Position Description				
MOTION(s):	I move the Board of Supervisors to approve the position description for the Children's Services Act (CSA) Program Manager.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Donna Snow, Director of Human Resources				
PRESENTER(S):	Donna Snow, Director of Human Resources				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	Requesting the Board of Supervisors approve the attached position description; this was a title change (changing the position title from Children's Services Act (CSA) Program Coordinator to Children's Services Act (CSA) Program Manager). This was included in the FY23 budget. Duties have been updated to reflect actual job duties as they have changed in compliance with State Code.				
FISCAL IMPACT:	No additional funds needed for this position were accounted for in the FY23 budget.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Children's Services Act (CSA) Program Manager Position Description (redline and clean versions.)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	COAD



Fluvanna County, Virginia
 Department of Children's Services Act
 Job Description

CHILDREN'S SERVICES ACT (CSA) PROGRAM MANAGER

Job Class #:	1351
Pay Grade:	21
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Finance <u>Assistant County Administrator</u>

SUMMARY

The Children's Services Act (CSA) Coordinator serves as ~~coordinator~~ Program Manager and primary program administrative support for CSA functions in the County. The ~~Coordinator~~ Program Manager performs responsible, professional, and administrative work coordinating the CSA program, preparing and maintaining files and records, reviewing and processing bills for payment of services, and handling sensitive, confidential, possibly contentious and controversial information. Serves as a liaison between CSA, contracted vendors, and ~~various multiple other~~ local and state agencies. Performs work under the general supervision of the ~~Deputy Assistant~~ County Administrator with latitude for independent judgement.

ESSENTIAL FUNCTIONS

- ~~Works closely with various stakeholders to include: agency case managers in social services, health, schools, mental health, and court services to develop cost effective programs with an emphasis on home, family and community involvement and collaboration. Case Managers from 16th District Court Services Unit, Fluvanna County Department of Social Services, Fluvanna County Public Schools, and Region Ten Community Services Board; the Family Assessment and Planning Teams (FAPT); and the Community Policy Management Team (CPMT).~~
- Facilitates and runs all meetings of FAPT (12 hours/month) and CPMT (3 hours/month).
- Develops cost effective programs with an emphasis on home, family, and community involvement and collaboration.
- Manages the purchase and invoicing of services and supports recommended and funded by FAPT and/or CPMT.
- ~~Monitors compliance with utilization management principles, and with CSA policies and procedures. Facilitates family involvement through knowledge of program while working collaboratively to encourage family involvement and financial responsibility, including parental co-payment and assumption of all responsibility in a timely manner.~~
- Maintains confidential client records and administrative files for current and past cases considered by the Family Assessment and Planning Team (FAPT) and Community Policy Management Team (CPMT) teams; maintains CSA cases database with an active caseload of 80-110 cases annually.
- Negotiates and manages contracts with all vendors providing services and/or supports funded by Fluvanna County's CSA program.
- Identifies and establishes relationships with new vendors.
- Provides ongoing training and education case managers on CSA records, procedures, and

~~requirements to all stakeholders on CSA regarding state and local policies related to CSA, program procedures, and best practices.~~

- Develops formats for forms, case reports, financial reports and records consistent with current policy and procedures; maintains databases and financial records using the following software: Thomas Brothers, Munis, and Microsoft Office; and the following online platforms: ~~Thomas Brothers, Munis DocuSign, and the Office of Children's Services, and CANVaS.~~
- Evaluates documentation provided by service providers to monitor compliance and completion of paperwork.
- Evaluates documentation submitted by Case Managers for FAPT and CPMT meetings, to monitor compliance with state and program guidelines, and provide feedback for any needed revisions.
- Reviews the cost effectiveness of services; monitors client progress; maintains a list of all services currently available to children and families, prepares grant applications and administers awarded grants.

~~Maintains a list of all services currently available to children and families.~~

- Supervises department staff, including: CSA Program Assistant
- ~~Serves as Chairperson and member of the FAPT.~~
- ~~Serves as Chairperson and member of the CPMT; coordinates the fiscal management supporting each client's service program.~~
- Serves as local administrator for CANS (Child and Adolescent Needs and Strengths) assessment; mandatory uniform assessment instrument for all children, youth and families receiving services funded by the Comprehensive Services Act (CSA).
- Prepares agendas for the CPMT and FAPT meetings; maintains accurate records of the meetings.
- ~~Keeps CPMT and FAPT members aware of local and state funding levels and the need to contain and reduce the cost of services.~~
- ~~Informs CPMT and FAPT of all training dates and locations, provides orientation briefings and assistance to new CPMT and FAPT members.~~
- ~~Develops, maintains, and revises procedures for new and current case managers on FAPT process.~~
- ~~Assists and provides~~ professional and collaborative feedback to all stakeholders for successful outcomes for students and families.
- Reviews and analyzes local CSA policies; collaborates with CPMT on any needed additions, updates, or revisions to local policy ~~Revises CPMT and FAPT policies and procedures as needed for efficiency and consistency,~~ in keeping with state CSA guidelines and Virginia state laws.
- Maintains the Local CSA Policy Manual.
- Facilitates family involvement through knowledge of program while working collaboratively to encourage family involvement.
- Participates in local, regional, and statewide organizations and workgroups related to CSA.
- Regular collaboration and communication with multiple state agencies, including: Office of Children's Services, Department of Education, Virginia Department of Social Services, Virginia Department of Juvenile Justice.
- Provides periodic updates to the Fluvanna County Board of Supervisors.
- Prepares and submits a variety of reports as required to the state and county in compliance with OCS requirements.
- Prepares annual budget requests for both departmental budget and Purchase of Service budget ~~CSA Program in concert with the Deputy County Administrator.~~
- Manages annual departmental budget expenditures, tracks funds status, and codes accounts payable for payment.
- ~~Monitors legislative action from the General Assembly related to the Children's Services Act and related agencies.~~

<ul style="list-style-type: none"> • — • — Performs related tasks as required. •
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES</p>
<ul style="list-style-type: none"> • General knowledge of local and state human services systems, with specialized knowledge of at least one program area related to the Children’s Services Act (e.g. foster care, mental health, special education, juvenile justice). • Knowledge of system of care philosophy and values. • Knowledge of government structure, operation and regulatory functions. • Knowledge and ability to develop and manage a program budget. • Knowledge of local community resources and services available to assist at risk youth and their families. • Ability to establish and maintain effective working relationships with individuals in a diversity of roles, such as families, colleagues, agencies vendors, consultants and state and local government officials. • Ability to maintain detailed confidential and fiscal information in a secure manner. • Ability to collect, organize and report data. • Ability to research and evaluate local, state, and federal statutes and regulations pertaining to the administration of the Children’s Services Act • Ability to develop meaningful measurable outcomes to provide feedback to the FAPT, CPMT, and other interested local parties on the operation of the CSA program. • Ability to think critically and creatively to resolve problems in the service delivery system. • Ability to research, locate and develop additional services to meet identified needs of at-risk youth in the community. • Ability to plan, organize, facilitate and/or deliver both routine and specialized training. • Ability to handle multiple concurrent tasks, projects and responsibilities. • Demonstrated skills and ability in providing leadership in a team environment. • Excellent interpersonal skills which demonstrate respect for others. • Excellent organizational and time management skills, including the ability to prioritize tasks. • Excellent communications skills, both oral and written with the ability to reach a variety of audiences. • Proficient in the use Microsoft Office, Adobe Acrobat, and DocuSign. • Certifications to perform Child and Adolescent Needs and Strengths assessments preferred
<p>ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING</p>
<ul style="list-style-type: none"> • Any combination of education and experience equivalent to a Bachelor’s degree in public administration or human services, as well as a minimum of two years’ experience in increasingly responsible administrative work. Experience in local government preferred. • General knowledge of the management of confidential data. • Valid driver’s license.
<p>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS</p>
<ul style="list-style-type: none"> • This is sedentary work requiring the exertion of up to 30 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse

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environmental conditions. Must be available to work occasional special community meetings and gatherings. Local travel regularly required, with occasional regional and statewide travel (including overnight stays.)

POST OFFER REQUIREMENTS

- Background check
- Certifications to perform Child and Adolescent Needs and Strengths assessments

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



Fluvanna County, Virginia
Department of Children's Services Act
Job Description

CHILDREN'S SERVICES ACT (CSA) PROGRAM MANAGER

Job Class #:	1351
Pay Grade:	21
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant County Administrator

SUMMARY

The Children's Services Act (CSA) Coordinator serves as Program Manager and primary program administrative support for CSA functions in the County. The Program Manager performs responsible, professional, and administrative work coordinating the CSA program, preparing and maintaining files and records, reviewing and processing bills for payment of services, and handling sensitive, confidential, possibly contentious and controversial information. Serves as a liaison between CSA, contracted vendors, and multiple local and state agencies. Performs work under the general supervision of the Assistant County Administrator with latitude for independent judgement.

ESSENTIAL FUNCTIONS

- Works closely with various stakeholders to include: Case Managers from 16th District Court Services Unit, Fluvanna County Department of Social Services, Fluvanna County Public Schools, and Region Ten Community Services Board; the Family Assessment and Planning Teams (FAPT); and the Community Policy Management Team (CPMT).
- Facilitates and runs all meetings of FAPT (12 hours/month) and CPMT (3 hours/month).
- Develops cost effective programs with an emphasis on home, family, and community involvement and collaboration.
- Manages the purchase and invoicing of services and supports recommended and funded by FAPT and/or CPMT.
- Monitors compliance with utilization management principles, and with CSA policies and procedures.
- Maintains confidential client records and administrative files for current and past cases considered by the Family Assessment and Planning Team (FAPT) and Community Policy Management Team (CPMT) teams; with an active caseload of 80-110 cases annually.
- Negotiates and manages contracts with all vendors providing services and/or supports funded by Fluvanna County's CSA program.
- Identifies and establishes relationships with new vendors.
- Provides ongoing training and education to all stakeholders on CSA regarding state and local policies related to CSA, program procedures, and best practices.
- Develops formats for forms, case reports, financial reports and records consistent with current policy and procedures; maintains databases and financial records using the following software: Thomas Brothers, Munis, and Microsoft Office; and the following online platforms: DocuSign, Office of Children's Services, and CANVaS.
- Evaluates documentation provided by service providers to monitor compliance and completion of paperwork.

- Evaluates documentation submitted by Case Managers for FAPT and CPMT meetings, to monitor compliance with state and program guidelines, and provide feedback for any needed revisions.
- Reviews the cost effectiveness of services; monitors client progress; maintains a list of all services currently available to children and families.
- Supervises department staff, including: CSA Program Assistant
- Serves as local administrator for CANS (Child and Adolescent Needs and Strengths) assessment; mandatory uniform assessment instrument for all children, youth and families receiving services funded by the C CSA.
- Prepares agendas for the CMPT and FAPT meetings; maintains accurate records of the meetings.
- Provides professional and collaborative feedback to all stakeholders for successful outcomes for students and families.
- Reviews and analyzes local CSA policies; collaborates with CPMT on any needed additions, updates, or revisions to local policy, in keeping with state CSA guidelines and Virginia state laws.
- Maintains the Local CSA Policy Manual.
- Facilitates family involvement through knowledge of program while working collaboratively to encourage family involvement.
- Participates in local, regional, and statewide organizations and workgroups related to CSA.
- Regular collaboration and communication with multiple state agencies, including: Office of Children’s Services, Department of Education, Virginia Department of Social Services, Virginia Department of Juvenile Justice.
- Provides periodic updates to the Fluvanna County Board of Supervisors.
- Prepares and submits a variety of reports as required to the state and county in compliance with OCS requirements.
- Prepares annual budget requests for both departmental budget and Purchase of Service budget.
- Manages annual departmental budget expenditures, tracks funds status, and codes accounts payable for payment.
- Monitors legislative action from the General Assembly related to the Children’s Services Act and related agencies.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of local and state human services systems, with specialized knowledge of at least one program area related to the Children’s Services Act (e.g. foster care, mental health, special education, juvenile justice).
- Knowledge of system of care philosophy and values.
- Knowledge of government structure, operation and regulatory functions.
- Knowledge and ability to develop and manage a program budget.
- Knowledge of local community resources and services available to assist at risk youth and their families.
- Ability to establish and maintain effective working relationships with individuals in a diversity of roles, such as families, colleagues, agencies vendors, consultants and state and local government officials.
- Ability to maintain detailed confidential and fiscal information in a secure manner.
- Ability to collect, organize and report data.
- Ability to research and evaluate local, state, and federal statutes and regulations pertaining to the administration of the Children’s Services Act
- Ability to develop meaningful measurable outcomes to provide feedback to the FAPT, CPMT, and other interested local parties on the operation of the CSA program.
- Ability to think critically and creatively to resolve problems in the service delivery system.

- Ability to research, locate and develop additional services to meet identified needs of at-risk youth in the community.
- Ability to plan, organize, facilitate and/or deliver both routine and specialized training.
- Ability to handle multiple concurrent tasks, projects and responsibilities.
- Demonstrated skills and ability in providing leadership in a team environment.
- Excellent interpersonal skills which demonstrate respect for others.
- Excellent organizational and time management skills, including the ability to prioritize tasks.
- Excellent communications skills, both oral and written with the ability to reach a variety of audiences.
- Proficient in the use Microsoft Office, Adobe Acrobat, and DocuSign.
- Certifications to perform Child and Adolescent Needs and Strengths assessments preferred

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and experience equivalent to a Bachelor’s degree in public administration or human services, as well as a minimum of two years’ experience in increasingly responsible administrative work. Experience in local government preferred.
- General knowledge of the management of confidential data.
- Valid driver’s license.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 30 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Must be available to work occasional special community meetings and gatherings. Local travel regularly required, with occasional regional and statewide travel (including overnight stays.)

POST OFFER REQUIREMENTS

- Background check
- Certifications to perform Child and Adolescent Needs and Strengths assessments

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

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

TAB L

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Appointment of Acting Director of Planning				
MOTION(s):	I move the Board of Supervisors appointment Kelly Harris as the Acting Director of Planning, effective January 6, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator and Dan Whitten, County Attorney				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>The current Director of Community Development has resigned and his last day with Fluvanna County will be Friday, January 5, 2024. Another agenda item is proposing to change the Director of Community Development position to the Director of Planning. The official role covered by the Director of Community Development/Director of Planning is Subdivision Agent. With Kelly Harris serving as the Acting Director of Planning, she would fill the role of Subdivision Agent until a permanent Director of Planning has been selected.</p> <p>County Code Sec. 19-9-1. - Subdivision Agent. The Board of Supervisors shall appoint an agent to administer this chapter. Such agent shall have the power and duty to interpret this chapter according to its literal terms, to review and approve plats subject to this chapter, to carry out the ministerial functions prescribed herein, and to investigate alleged violations thereof. Approval or disapproval of a plat by the Subdivision Agent shall constitute approval or disapproval by the Board of Supervisors. Except as otherwise expressly provided by the Board of Supervisors, the Director of Planning and Development shall be deemed to be the Subdivision Agent.</p>				
FISCAL IMPACT:	None.				
POLICY IMPACT:	Appointment required by the Board of Supervisors				
LEGISLATIVE HISTORY:	Fluvanna County Code §19-9-1				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB M

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Appointment of Zoning Administrator				
MOTION(s):	I move the Board of Supervisors appoint Jason Overstreet as the Zoning Administrator, effective January 6, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator and Dan Whitten, County Attorney				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>The current Director of Community Development has resigned and his last day with Fluvanna County will be Friday, January 5, 2024. The official role covered by the Director of Community Development is Zoning Administrator. Until this position is officially filled, staff is requesting for Jason Overstreet, Senior Planner, CZA (Certified Zoning Administrator) to fill the Zoning Administrator role.</p> <p>Virginia Code §15.2-2286 A. A zoning ordinance may include, among other things, reasonable regulations and provisions as to any or all of the following matters: 4. For the administration and enforcement of the ordinance including the appointment or designation of a zoning administrator who may also hold another office in the locality. The zoning administrator shall have all necessary authority on behalf of the governing body to administer and enforce the zoning ordinance. His authority shall include (i) ordering in writing the remedying of any condition found in violation of the ordinance; (ii) insuring compliance with the ordinance, bringing legal action, including injunction, abatement, or other appropriate action or proceeding subject to appeal pursuant to § 15.2-2311; and (iii) in specific cases, making findings of fact and, with concurrence of the attorney for the governing body, conclusions of law regarding determinations of rights accruing under § 15.2-2307 or subsection C of § 15.2-2311.</p>				
FISCAL IMPACT:	None.				
POLICY IMPACT:	Appointment required by the Board of Supervisors				
LEGISLATIVE HISTORY:	Virginia Code §15.2-2286				

ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

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

TAB N

MEETING DATE:	January 3, 2024				
AGENDA TITLE:	Voting District Name Change				
MOTION(s):	N/A				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(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:	Joyce Pace, Director of Elections/General Registrar recommended if the BOS wanted to make any changes, to delay any proposed changes until after the November 2024 Presidential General Election.				
TIMING:	Normal				
DISCUSSION:	<p>The Palmyra District, as redrawn following 2020 Census and Redistricting, is no longer located near the village of Palmyra. It was previously discussed on whether or not to change this district name or others.</p> <p>Polling place changes cannot occur within 60 days of a general election unless there is an emergency (VA Code 24.2-306). This section does not apply to primary elections, but it is important to be mindful of how close the primary election is. Early voting begins 45 days prior to a primary election or general election.</p> <p>Additionally, there is still an approval process (either by public hearing or submitting a certificate of no objection). If there are any changes, pertinent information needs to be uploaded to the Department of Elections to review. VA Code 24.2-129. Covered practices; actions required prior to enactment or administration covers the requirements for preclearance/permanent changes.</p> <p>Notice of changes must be mailed no later than 15 days prior to election.</p> <p>If the BOS decides to move forward with changes, some decisions required are:</p> <ul style="list-style-type: none"> • Which district name to change? Palmyra only or all district names change • If a name is selected to change, what is the new name of the district(s)? 				
FISCAL IMPACT:	<p>Costs vary according to the number of district names changed.</p> <p># of Registered Active Voters per District (as of December 4, 2023):</p> <ul style="list-style-type: none"> • Palmyra: 3,959 				

	<ul style="list-style-type: none"> • Columbia: 3,820 • Fork Union: 4,072 • Cunningham: 3,966 • Rivanna: 4,452 <p>Below outlines the cost estimates:</p> <ul style="list-style-type: none"> • Postage: \$.68/letter (effective January 21, 2024) <ul style="list-style-type: none"> ○ (\$2,692 Palmyra District only; \$13,783 for all districts) • Envelopes, paper, and outsourced or staff costs for the actual printing, processing and mailings: TBD • Legal ad (for public hearing): \$154 x 2 • Publication in newspaper of notice of change: \$154 x 2 • I would estimate ~\$3,200 - \$3,800 cost per district name change or ~\$16,000 - \$19,000 for all districts. 				
POLICY IMPACT:	Update to County Code; requires a public hearing				
LEGISLATIVE HISTORY:	Redistricting Ordinance adopted Dec 15, 2021				
ENCLOSURES:	<ul style="list-style-type: none"> • Voter Registration Counts by District • Virginia Code §24.2-306 Changes not to be enacted within 60 days of general election; notice requirements 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

Code of Virginia

Title 24.2. Elections

Chapter 3. Election Districts, Precincts, and Polling Places

Article 3. Requirements for Election Districts, Precincts, and Polling Places

§ 24.2-306. Changes not to be enacted within 60 days of general election; notice requirements

A. No change in any local election district, precinct, or polling place shall be enacted within 60 days next preceding any general election. In addition to the requirements set forth in § 24.2-129, notice shall be published prior to enactment in a newspaper having general circulation in the election district or precinct once a week for two successive weeks. The published notice shall state where descriptions and maps of proposed boundary and polling place changes may be inspected.

B. Notice of any adopted change in any election district, town, precinct, or polling place other than in the location of the office of the general registrar shall be mailed to all registered voters whose election district, town, precinct, or polling place is changed at least 15 days prior to the next general, special, or primary election in which the voters will be voting in the changed election district, town, precinct, or polling place. Notice of a change in the location of the office of the general registrar shall be given by posting on the official website of the county or city, by posting at not less than 10 public places, or by publication once in a newspaper of general circulation in the county or city within not more than 21 days in advance of the change or within seven days following the change.

C. Each county, city, and town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-395, and send copies of enacted changes, including a Geographic Information System (GIS) map showing the new boundaries of the districts or precincts, to the local electoral board, the Department, and the Division of Legislative Services. Any county, city, or town that does not have GIS capabilities may request the Department of Elections to create on its behalf a GIS map showing the boundaries of the new districts or precincts, and the Department of Elections shall create such a map.

Code 1950, §§ 24-49 through 24-51; 1970, c. 462, § 24.1-39; 1971, Ex. Sess., c. 119; 1993, c. 641; 1995, c. 249; 2003, c. 1015; 2004, c. 1000; 2012, cc. 328, 486; 2019, cc. 777, 778; 2020, Sp. Sess. I, c. 56; 2021, Sp. Sess. I, cc. 528, 533.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

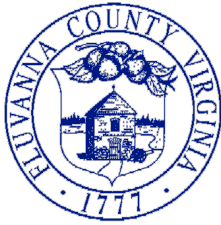
**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ELECTIONS
Registrant Counts By Locality
Voters registered as of 12/4/2023**

Locality: 065 FLUVANNA COUNTY

Precinct No.	Precinct Name	Active	Inactive	All	Military	Overseas	Federal		
0101	101 - PALMYRA	3,959	183	4,142	43	13	3		
0201	201 - COLUMBIA	3,820	131	3,951	24	8	4		
0301	301 - FORK UNION	4,072	175	4,247	32	5	3		
0401	401 - CUNNINGHAM	3,966	169	4,135	42	12			
0501	501 - RIVANNA	4,452	215	4,667	51	14	4		
# of Precincts in the Locality:		5	# of Voters:	20,269	873	21,142	192	52	14

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	CARES Fund Balance Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	American Rescue Plan Act - Fact Sheet
<input type="checkbox"/>	American Rescue Plan Act - FAQs
<input type="checkbox"/>	



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-01-03 p.133/138
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: January 03, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 BOS Contingency Balance

The FY24 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$146,615
Less: Consulting Services Agreement with B.W. Murray, Inc. – Registrar – BOS Approval 07.05.23	-\$20,000
Less: Agreement with VDOT regarding "Watch for Children" signs – Public Works - BOS Approval 09.20.23	-850
Less: Annual Card Terminal Fees – Information Technology – BOS Approval 10.04.23	-2,736
Available:	\$123,029



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MEMORANDUM

Date: January 03, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 Capital Reserve Balances

The FY24 Capital Reserve account balances are as follows:

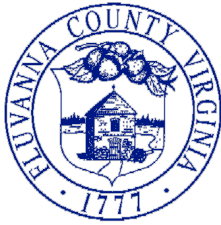
County Capital Reserve:

FY23 Carryover	\$540,987.90
FY24 Budget Allocation:	\$250,000
Add: Closed CRM Projects 07.24.23	6,477.05
Add: Closed CRM Projects 08.21.23	3,769.97
Less: Lower Court Clerk's Office Mold Remediation. 11.01.23	-37,079
Less: Replace Turbo Assembly and minor repairs to Ambulance 49. 12.06.23	-6,198.36
Less: Commonwealth Attorney's Office Restoration. 12.20.23	-78,504
Less: Fluvanna County Attorney's Office Restoration. 12.20.23	-180,720
FY24 Available:	\$498,733.56

Schools Capital Reserve:

FY23 Carryover	\$258,993.42
FY24 Budget Allocation:	\$200,000
Add: Closed CRM Projects 07.24.23	365.93
Add: Closed CRM Projects 08.21.23	3,071
Less: Quality CCTV Systems Abrams Academy. 09.06.23	-11,800
Less: Bluebird Buses. 09.06.23	-9,994.74

Less: Central Elementary Capital and Budget Electric. 09.20.23	-5,785
Less: HAVTECH at FCHS. 09.20.23	-12,861.39
FY24 Available:	\$421,989.22



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MEMORANDUM

Date: January 03, 2024
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY23 Year End (Unaudited) Unassigned Fund Balance:	\$15,877,058
Less: Palmyra Village Streetscape Project – BOS Approval 08.02.23	-118,169
Current (Unaudited) Unassigned Fund Balance:	\$15,758,889

*Audited FY23 Year End Unassigned Fund Balance will be available upon Completion of the FY23 Comprehensive Annual Financial Report

