



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

72 Main Street

Palmyra, VA 22963

September 3, 2025 at 5:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER
2	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
3	ADOPTION OF AGENDA
4	COUNTY ADMINISTRATOR'S REPORT
5	PUBLIC COMMENTS #1 (5 minutes each)
6	APPOINTMENTS
7	PRESENTATIONS (normally not to exceed 10 minutes each)
A	2025 Thomas Jefferson Planning District Legislative Program Update – David C. Blount, Deputy Director/Director of Legislative Services TJPDC
B	VDOT Quarterly Report – Scott Thornton, Residency Administrator/Louisa Residency
C	Palmyra Streetscape – Eric Dahl, County Administrator
D	Fire Training Building Update – Eric Dahl, County Administrator
E	BOS Two Year Work Plan Updates – Kelly Harris, Assistant County Administrator
8	ACTION MATTERS
G	Deed of Gift from BHL Group LLC, Rural Land Tracts LLC and Catlett Land Company LLC – Dan Whitten, County Attorney
9	PUBLIC HEARING
F	Resolution Endorsing an Application for Transportation Alternatives Funds for The Fork Union Streetscape Project – Eric Dahl, County Administrator; Todd Fortune, Director of Planning
10	CONSENT AGENDA
H	Minutes of August 14, 2025 – Caitlin Solis, Clerk to the Board
I	Minutes of August 20, 2025 – Caitlin Solis, Clerk to the Board
J	Director of Human Resources Position Description Update – Eric Dahl, County Administrator
K	Human Resources Generalist Position Description Update – Eric Dahl, County Administrator
L	Paralegal Position Description Update and Regrade – Eric Dahl, County Administrator
M	Resolution to Authorize Fluvanna County's Participation in The Proposed Settlement of Opioid-Related Claims Against Eight Opioid Manufacturers – Dan Whitten, County Attorney
N	Amend Policy 4.4 Small Purchasing Procedures regarding cooperative purchases under \$100,000 – Dan Whitten, County Attorney
O	Paving Services Contract with S.L. Williamson, Inc. – Dan Whitten, County Attorney
11	UNFINISHED BUSINESS

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING AND DINNER RECESS

TBD

15 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

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

GENERAL RULES OF ORDER

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

RULES OF PROCEDURE FOR PUBLIC HEARINGS

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

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	2025 Thomas Jefferson Planning District Legislative Program Update				
MOTION(s):	N/A				
BOS GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	David C. Blount, Deputy Director/Director of Legislative Services TJPDC				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>The draft program lists three top legislative priorities for 2025 as follows:</p> <ol style="list-style-type: none"> 1. Public Education Funding 2. Budgets and Funding 3. Land Use and Growth Management 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Thomas Jefferson Planning District 2025 Legislative Priorities				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



- 2025 Legislative Priorities -

PUBLIC EDUCATION FUNDING

We urge the State to fully fund its share of the realistic costs of the Standards of Quality (SOQ) and reverse policy changes that previously reduced funding or shifted funding responsibility to localities.

- The Joint Legislative Audit and Review Commission (JLARC) report on K-12 education funding found that public education in Virginia is underfunded, noting that local school divisions receive less funding per student than divisions in other states and several key funding benchmarks.
- Localities need an adequately defined SOQ that more equitably shares the costs of public education between the state and local governments.
- Localities and school divisions should have flexibility in the use of state funds provided for school employee compensation.
- We support allowing all localities the option of levying a one-cent sales tax to be used for construction or renovation of schools.

BUDGETS AND FUNDING

We urge the governor and legislature to enhance state aid to localities, to not impose mandates on or shift costs to localities, and to enhance local revenue options.

- Adequate state investment for local service delivery is crucial.
- We oppose unfunded state and federal mandates and the cost shifting that occurs when the State or the federal government fails to fund requirements or reduces or eliminates funding for programs.
- We support additional revenue options for localities in order to diversify the local revenue stream; the state should not restrict local revenue or confiscate or redirect local dollars to the state treasury.
- Any tax reform efforts should examine financing and delivery of state services at the local level and how revenue is generated relative to our economic competitiveness.

LAND USE and GROWTH MANAGEMENT

We encourage the State to resist preempting or circumventing existing land use authorities, and to support local authority to plan and regulate land use.

- We support the state providing local governments with additional tools to manage growth.
- We support local authority to address siting and other impacts of utility-scale clean energy resources, and state funding and technical assistance that address the planning, production, transmission, and deployment of such resources.
- We support local government authority to regulate accessory dwelling units.
- We support changes to provisions of the current proffer law that limit the scope of impacts that may be addressed by proffers.

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	December 4, 2024				
AGENDA TITLE:	VDOT Quarterly Report				
MOTION(s):	N/A				
BOS 2 YEAR GOAL?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Scott Thornton, VDOT Residency Administrator				
RECOMMENDATION:	Information Only				
TIMING:	Routine				
DISCUSSION:	Quarterly VDOT update.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	VDOT Quarterly Report				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

Fluvanna County
July 2025

MAINTENANCE

Palmyra & Zions Crossroads Area Headquarters for the month of June 2025

- Manicured mowing Rte 15/53,659
- Secondary Mowing Rte 600,601,607,608,613,626,630,631,633,639,676,680,688,759,1010
- Dead Animal Retrival Rte 250,600,631,633,640,659
- Tree Debris Removal Rte 250,600,620,634
- Pothole Rte 250
- Brush Removal Rte 656. Tree Removal Rte 15, 615,616,644
- Tree trimming Rte 15,53,600,611
- Litter Removal Rte 15

LAND DEVELOPMENT & PERMITS

CONSTRUCTION

Bridge Projects

- **0701- 054- 776, B651 (UPC 109599) – Super structure replacement** Rte.701 closed, demo work & substructure work in progress.
Next Milestone: Completion
Scope: Replacement of superstructure str.6059
Estimated contract completion date: April 03, 2026
- **BRDG-967-548, N501 (UPC 121080) On-Call Bridge Maintenance Contract –** Bridge maintenance on various structures.
Scope: Bridge Maintenance -Various locations
Estimated Contract Completion Date: August 31, 2025
(Currently inactive in the area)

Road Projects

- **ADA Compliance 9999-967-317, N01 (UPC 124876)** various locations.
NTP: Specific to each task order
Scope: On call ADA compliance
Estimated contract completion date: August 01, 2025 (T1)
(Currently inactive in the area)
- **0015-054-803, N501 (UPC 122852) – Rte.15 Turnkey Maintenance Pilot-Resurfacing-** Installing storm pipe, ditching, grading work, trench widening and paving in progress.
Next Milestone: Storm pipe installation & ditch grading completion
Scope: Turnkey maintenance and resurfacing
Estimated contract completion date: November 21, 2025
- **9999-967-620, N01 (UPC 119781) On-call Signal** District wide various locations.
NTP: Specific to each task order
Scope: District wide On-call signals contract
Estimated contract completion date: December 31, 2025 (T1)
(Currently inactive in the area)

Schedules

- **PM7A-967-F25, P401 (UPC 125677)** Pavement overlay various routes.
NTP: March 17, 2025
Scope: Plant Mix
Estimated contract completion date: November 21, 2025
- **ST7A-967-F25, P401 (UPC 124962)** Various routes
NTP: March 24, 2025
Scope: Plant Mix
Estimated contract completion date: October 19, 2025
Scope: Plant Mix
Estimated contract completion date: October 19, 2025

TRAFFIC STUDIES/ SPECIAL REQUESTS

No new Requests. All prior traffic studies/special requests complete.



VDOT Maintenance Issues or Concerns
Call 1-800-367-ROAD

July Report

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Palmyra Streetscape Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, list item(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:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the Palmyra Streetscape project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Fire Training Building Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, list item(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:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the fire training building project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	Sep 3, 2025				
AGENDA TITLE:	BOS Two Year Work Plan Updates				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
	X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Kelly Harris, Assistant County Administrator				
PRESENTER(S):	Kelly Harris, Assistant County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Normal				
DISCUSSION:	An update on the progress of the 2024 BOS Work Plan.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	Board approved the 2024 BOS Work Plan October 2024.				
ENCLOSURES:	2024 BOS Work Plan with edits.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 08/28/2025
A	Infrastructure: Develop and maintain adequate utilities and facilities to sustain quality of life and, support appropriate new development and provide for efficient County operations			
	1	Develop sewer infrastructure at Zions Crossroads and Fork Union		
	1a	A preliminary engineering report (PER) is being developed for Zions Crossroads and will be completed by July 1, 2025	1-Jul-25	Aug 2025 - Completed. Will need adjustments as to phasing and revisions pending client needs.
	1b	Re-engage w/ Fork Union Military Academy (FUMA) regarding a partnership, or the County taking over the wastewater treatment plant – County Administrator to initiate discussions with FUMA leadership and provide a status report.	1-Jan-25	Apr 2025 - County engineers and FUMA engineers coordinating to review waste water treatment updates.
	2	Develop water and sewer infrastructure in Pleasant Grove Park		
	2a	PER completion.	1-Jul-25	Aug 2025 - WSP completed field work for ERI survey Dewberry is QA/Qcing plans and verifying water demand assumptions; County will provide updated water use information
	2b	Include funding for master plan development in the FY 2026 Budget with completion.	31-Dec-26	Oct 2024 - Submitted for FY26 CIP Apr 2025 - Approved in FY26 CIP for design and engineering.
	3	Provide for public water in Fork Union		
	3a	PER to be completed by December 31, 2024	31-Dec-24	Draft PER submitted to the County 12/23/24. County staff meet with Dewberry January 9, 2025 to review the PER. Updates and revisions are due back to the County by the end of February 2025.
	3b	Develop an implementation plan by July 1, 2025	1-Jul-25	Aug 2025 - JRWA and final design for surface water plant pending
	3c	Include the project or project components in the FY 2026 Budget and CIP.	FY26	Oct 2024 - Submitted for FY26 CIP Apr 2025 - Approved in FY26 CIP for design and engineering.
	4	Extension of water service west on Route 250 from Zions Crossroads – go/no-go decision by December 31, 2024.	31-Dec-24	01/08/2025 - The BOS decided to suspend moving forward with the project at this time.

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes (Most recent appear in red.) Updated: 08/28/2025
	5	Construct a new County Administration and Social Services Building and renovate the existing County Administration and Social Services Building for department expansion and consolidation.		
	5a	Issue RFP for design and construction	1-Oct-24	Post for 30 days 10/10/2024 - RFP Issued 11/08/2024 - RFP closed. Multiple bids received.
	5b	Select an architect by December 31, 2024.	18-Dec-24	1/22/2025 - BOS approved an agreement with an architect
	5c	Include the project in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP Apr 2025 - Budget authority for space study and design approved in FY22.
	5d	Complete space needs analysis and preliminary planning and develop and adopt a financing plan.	1-Nov-25	02/05/2025 - Board approved Space Needs Study project agreement Apr 2025 - Enteros Design, PC, began space study interviews with County Departments.
	5e	Occupancy planned for July 2028.	30-Jul-28	
B	Government Performance: Continually work to improve efficiency, effectiveness, and equity in service delivery and project management with an appropriate organizational structure and through the adoption of appropriate policies, procedures, and practices; adapt and implement best practices.			
	1	Prepare an enhanced Capital Improvements Plan for the current fiscal year plus 5 for the Fiscal Year 2027 Budget:		
	1a	include project descriptions, costs, sources of funding, potential operating costs.	FY27	
	1b	identify other projects outside of the six-year window or that, while desirable, are of a lower priority for funding.	FY27	
	2	Develop a budget projection tool looking at least five years out (with a goal of a ten-year projection).	1-Dec-25	

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes (Most recent appear in red.) Updated: 08/28/2025
	3	Develop or procure an Asset Management Plan for the maintenance and replacement of capital assets for the Fiscal Year 2028 Budget and CIP.	FY28	Sept 2024: Munis module already purchased, not currently implemented
C	Citizen Engagement: Actively engage citizens through outreach and effective two-way communications.			
	1	Complete implementation of the Citizens Self-Service Portal.	31-Dec-25	
	2	Upgrade the County website to include important information and access to documents	1-Jul-26	
	3	Develop a Communications Plan for citizen engagement		
	3a	identify audiences, potential platforms, information priorities, communications mechanisms, and timing.	1-Jul-25	
	3b	Immediate action to conduct citizen outreach in May and November of 2025, possibly through tax bills, and to include information such as on the budget and County accomplishments.	05/2025 & 11/2025	
D	Economic Development: Support business development and expansion that increases the tax base, provides gainful employment, and enhances quality of life. Agriculture and tourism are important components.			
	1	Provide an annual report on implementation of the Economic Development Strategic Plan and other accomplishments.	1-Mar-25	01/08/2025 - Annual report provided to the BOS
	2	Provide an annual report on implementation of the Tourism Strategic Plan and other accomplishments.	1-Mar-25	04/02/2025 - Annual reported provided to the BOS.
E	Rural Preservation: Foster rural open space, protect the natural beauty of the County, and support agricultural production through appropriate land use planning and regulation.			

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes (Most recent appear in red.) Updated: 08/28/2025
	1	Provide a report on the number of approved cluster subdivisions, including the number of undeveloped lots, and the status of proposed cluster subdivisions. Identify options for management.	1-Nov-24	09/18/2024 BOS Mtg - Provided report and discussed rural cluster subdivisions; Board remanded to PC for further research and options 10/08/2024 PC Mtg - Planning Commission adopted a resolution authorizing and advertisement for Zoning Text Amendment to eliminate rural cluster subdivisions in A1 Zoning District.
	2	Provide a report on undeveloped parcels in the County in size categories such as greater than 1000 acres, 500-1000 acres, 200-500 acres, etc.	1-Nov-24	Planned for the Nov 6, 2024 BOS Mtg. 11/06/2024 - Presentation/map provided. Parcels with more than 50 acres and a single dwelling will be added to the map and presented at a future BOS meeting. 11/20/2024 - updated map provided to the BOS
F	Growth Management: Act to accommodate responsible growth that enhances quality of life, preserves rural character, and provides economic opportunities.			
	1	Revise and update the Comprehensive Plan – provide a plan for the process of updating the plan by January 1, 2025.	1-Jan-25	10/08/2024 PC Mtg - Provided timeline and work plan to Planning Commission; will present to BOS on 11/06/2024
G	Community Development and Enrichment: Support infrastructure development, revitalization, streetscape improvements, and amenities to promote village centers of housing, commerce, and cultural activities in areas such as Columbia, Fork Union, Palmyra, and Zions Crossroads.			
	1	Complete Phase 1 of the Palmyra Streetscape Improvements by December 31, 2025.	31-Dec-25	
	1a	Include future phases in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP
	2	Provide a preliminary plan to complete Fork Union streetscape improvements – by December 31, 2024.	31-Dec-24	Aug 2025 - Planning Staff are working on a grant application to VDOT for funds to undertake spot improvements in the village area, due by September 15. My understanding is that the remaining sidewalks in the area will be rehabbed by VDOT as part of their maintenance program.
	3	Explore planning grants opportunities for the development of a Columbia area plan.	31-Dec-25	Research into grant funding opportunities are temporarily on hold while Staff researches

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes (Most recent appear in red.) Updated: 08/28/2025
	4	Incorporate the use of the \$500,000 grant from Dominion Energy as a funding source for selected projects in the Fiscal Year 2026 CIP.	FY26	

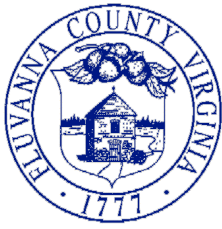
H	Public Safety: Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.			
	1	Present the incentives plan to promote greater volunteer participation developed by the Fire and Rescue Association (FRA) by March 31, 2025.	31-Mar-25	02/05/2025 - Board approved an Incentive Plan for Fluvanna County Fire and Rescue Volunteers to begin retroactively on Jan 1, 2025.
	2	Include funding for a County Fire Chief in the FY 2026 Budget.	FY26	04/23/2025: FY26 Budget Adopted with County Fire Chief funding approved.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Resolution Endorsing an Application for Transportation Alternatives Funds for The Fork Union Streetscape Project				
MOTION(s):	I move that the Board of Supervisors approve a resolution endorsing an application for Transportation Alternatives funds for the Fork Union Streetscape Project, and to authorize the county staff to submit the application for funds to VDOT by the program application deadline of September 15, 2025.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator; Todd Fortune, Director of Planning				
PRESENTER(S):	Eric Dahl, County Administrator; Todd Fortune, Director of Planning				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	The County is working on an application for funding from the Transportation Alternatives (TA) Program to undertake a streetscape project in Fork Union. The application is due to VDOT no later than COB September 15. The project, as envisioned, would entail crosswalks and ADA access at two points on U.S. 15: near Pettit-Foster Lane, and near the entrance to the Fork Union Pharmacy and Sal's Italian Restaurant; and sidewalk improvements to accommodate the ADA access. The remainder of the existing sidewalks between those two points would be rehabbed by VDOT separately as part of its routine maintenance.				
FISCAL IMPACT:	The estimated project cost is \$513,523 – which assumes this can be built as a no-plan project (still waiting for verification from VDOT). This cost breaks out as \$410,818 in federal funds administered through VDOT and \$102,705 in matching funds.				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	None.				
ENCLOSURES:	<ul style="list-style-type: none"> Staff Report Budget Worksheet Concept VDOT CG-12 Generic Rendering VDOT Crosswalk Generic Rendering Resolution 				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-09-03 p.29/124
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors
Request: Approve application for grant funding
Fork Union Streetscape Project

From: Todd Fortune
District: Fork Union Election District

Applicant: Fluvanna County

Requested Action: The Board of Supervisors is being asked to approve a resolution endorsing an application for Transportation Alternatives funds for the Fork Union Streetscape Project, and to authorize the county staff to submit the application for funds to VDOT by the program deadline of September 15, 2025.

Existing Zoning: N/A

Existing Land Use: N/A

Applicant Summary:

The County is working on an application for funding from the Transportation Alternatives (TA) Program to undertake a streetscape project in Fork Union. The application is due to VDOT no later than COB September 15. The project, as envisioned, would entail crosswalks and ADA access at two points on U.S. 15: near Pettit-Foster Lane, and near the entrance to the Fork Union Pharmacy and Sal's Italian Restaurant; and sidewalk improvements to accommodate the ADA access. The remainder of the existing sidewalks between those two points would be rehabbed by VDOT separately as part of its routine maintenance.

The estimated project cost is \$513,523 – which assumes this can be built as a no-plan project (still waiting for verification from VDOT). This cost breaks out as \$410,818 in federal funds administered through VDOT and \$102,705 in matching funds.

The resolution that the Board is being asked to consider is required as part of the funding application submittal. If the Board decides to authorize submission of the application, the resolution will need to be approved. It will then need to be signed and included in the application package.

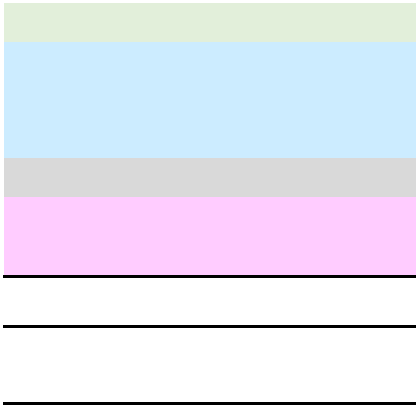
It should be noted that application cycles for the TA program are every two years. Therefore, if the County chooses not to apply this year, then the next opportunity to apply for TA funds would be in 2027.

Suggested Motion:

I move that the Board of Supervisors approve a resolution endorsing an application for Transportation Alternatives funds for the Fork Union Streetscape Project, and to authorize the county staff to submit the application for funds to VDOT by the program application deadline of September 15, 2025.

User Instructions:

1. The PES form has two data-entry modes:
 - "POOL data" mode: Important data, mostly on the right half of the PES form, can only be edited t
→ This mode is indicated by the presence of purple "POOL data" cells.
 - "Edit data" mode: The same data can be edited, and the previously purple cells are now all green
→ This mode is activated by the checkbox to the right, under "PROJECT INFORMATION".
→ Once the decision is made to edit the data manually, users cannot return the PES form to "P
2. Cells that are this color are freely editable.
3. Cells that are this color are limited to a list of acceptable values, available from a dropdown list.
 - These dropdown lists may change, based on the value of other cells.
 - If a previous choice is no longer valid due to changes in other values, a warning message will app
4. Cells that are this color are calculated by Excel, and may not be edited.
5. Cells that are this color have data directly set from POOL. They are protected from editing.
 - If "Edit data manually" mode is activated, there will not be any cells that are this color (aside from
6. ☒ Option Buttons, like the ones to the left, indicate which cells are used in the totals.
7. ☐ Values controlled by inactive ("unchecked") Option Buttons will have grayed-out text. They are n
The two ranges controlled by the pairs of Option Buttons are indicated by boxes enclosing them.



PROJECT ESTIMATE SUMMARY (PES)						UPC & APP unspecified		(Project Description is TBD)			
PRELIMINARY ENGINEERING PHASE								Field Key <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">User-Entered Data (editable)</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Dropdown Choices (editable)</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Calculated Fields (protected)</div> <div style="border: 1px solid black; padding: 2px;">Imported from POOL (protected)</div>			
Category	Comments	Defined Cost	Allowance	Contingency	Total						
<input type="radio"/> Overall PE Phase		\$150,000		\$0 0%	\$0						
<input type="radio"/> Roadway		\$145,000		\$0 0%	\$145,000						
<input type="radio"/> Structures & Bridge				\$0 0%	\$0						
<input type="radio"/> Right-of-Way and Utilities				\$0 0%	\$0						
<input type="radio"/> Survey and SUE				\$0 0%	\$0						
<input checked="" type="radio"/> Hydraulics (SWM, E&S, Nutrient Purchase)				\$0 0%	\$0						
<input type="radio"/> Traffic (MOT & permanent)				\$0 0%	\$0						
<input type="radio"/> Materials and Geotech				\$0 0%	\$0						
<input type="radio"/> Environmental (NEPA, permits, etc.)				\$0 0%	\$0						
<input type="radio"/> Project Management & VDOT/LAP Coordination		\$5,000		\$0 0%	\$5,000						
<input type="radio"/> Other				\$0 0%	\$0						
PE PHASE SUBTOTAL:		\$150,000	\$0	\$0 0%	\$150,000						
RIGHT OF WAY AND UTILITIES PHASE								PROJECT INFORMATION <div>Date Prepared: 8/19/2025 31</div> <div><input type="checkbox"/> Edit Project Information</div> <div>Administered By: VDOT</div> <div>Lead Designer: <input checked="" type="radio"/> In-House <input type="radio"/> Consultant</div> <div>PWA Schedule Template Type: LAP Tier 1 CN Only</div> <div>PCES Estimate Type (Milestone):</div> <div>UPC and APP ID: <input checked="" type="radio"/> IPC <input type="radio"/> APP</div> <div>Project Manager:</div> <div>Project Description:</div> <div>District: Culpeper</div> <div>Jurisdiction (City/Town/County): Fluvanna County</div> <div>Project Complexity: Non complex</div>			
Category	Comments	Defined Cost	Allowance	Contingency	Total						
<input type="radio"/> Overall RW Phase	ROW needs unknown at this time	\$5,000		\$0 0%	\$0						
<input type="radio"/> Right-of-Way Acquisition		\$4,500		\$0 0%	\$4,500						
<input checked="" type="radio"/> Utilities (relocations)				\$0 0%	\$0						
<input type="radio"/> VDOT RW/UT Oversight & VDOT/LAP Coordination		\$500		\$0 0%	\$500						
RW PHASE SUBTOTAL:		\$5,000	\$0	\$0 0%	\$5,000						
CONSTRUCTION PHASE - BID ITEMS											
Category	Comments	Defined Cost	Allowance	Contingency	Total						
<input checked="" type="radio"/> Overall CN Bid Items	Based on discussions with experienced engineer about similar projects,	\$247,895		\$0 0%	\$247,895						
<input type="radio"/> Roadway (road, earthwork)	guidance from 2022 VDOT memorandum on costs, discussions with VDOT staff	\$237,895		\$0 0%	\$0						
<input type="radio"/> Bridge (bridges, major retaining walls & culverts, etc.)				\$0 0%	\$0						
<input type="radio"/> Utilities (in-plan utilities, including water & sewer)				\$0 0%	\$0						
<input type="radio"/> Hydraulics (drainage, SWM, E&S, env, etc.)				\$0 0%	\$0						
<input type="radio"/> Traffic (signals, signs, pavement markings, etc.)				\$0 0%	\$0						
<input type="radio"/> MOT				\$0 0%	\$0						
<input type="radio"/> Mobilization & CN Survey				\$0 0%	\$0						
<input type="radio"/> Other				\$0 0%	\$0						
BID ITEMS SUBTOTAL:		\$247,895	\$0	\$0 0%	\$247,895						
Non-Bid Items								BETTERMENT BREAKOUT <div>PE</div> <div>RW</div> <div>CN Defined Cost</div> <div>CN Allowance</div> <div>Contingency</div> <div>Subtotal</div> <div>CEI</div> <div>Management Reserve</div> <div>Contract Requirements</div> <div>Inflation (Same as CN)</div> <div>BETTERMENT TOTAL</div> <div>Comments</div> <div><small>Note: The Betterment Breakdown is for information purposes only. Betterment costs must be included in the respective phase costs.</small></div>			
Category	Comments	Defined Cost	Allowance	Contingency	Total						
Non-Bid Items (State Police, State Forces, etc.)				\$0 0%	\$0						
Railroad				\$0 0%	\$0						
Project CEI	User can modify % or \$-value	\$49,579	20%	Default = 20%	\$49,579						
Project Management & VDOT/LAP Coordination				\$0 0%	\$0						
Management Reserve	User can modify % or \$-value	\$12,395	5.0%	Complexity max=5%	\$12,395						
Contract Requirements (Incentives & Disincentives)		\$0	0.0%	Not to exceed 5%	\$0						
NON-BID ITEMS SUBTOTAL:		\$61,974	\$0	\$0 0%	\$61,974						
CN PHASE (Bid and Non-Bid) SUBTOTAL		\$309,869	\$0	\$0 0%	\$309,869						
TOTAL PROJECT ESTIMATE WITHOUT INFLATION IN CURRENT DAY DOLLARS (PE, RW & CN):					\$464,869						
TOTAL PROJECT ESTIMATE SUMMARY											
Project Phase	Comments	Phase Start Date	Total Estimate	Inflation	Total with inflation						
Preliminary Engineering (PE)		7/1/2027 31	\$150,000	\$9,135 6.1%	\$159,135						
Right of Way and Utilities (RW)		7/1/2029 31	\$5,000	\$628 12.6%	\$5,628						
Construction (CN)		6/30/2030 31	\$309,869	\$38,891 12.6%	\$348,760						
TOTAL ESTIMATE (PE, RW & CN) WITH INFLATION:				\$48,654	\$513,523						

**Fork Union Streetscape
Overall view**

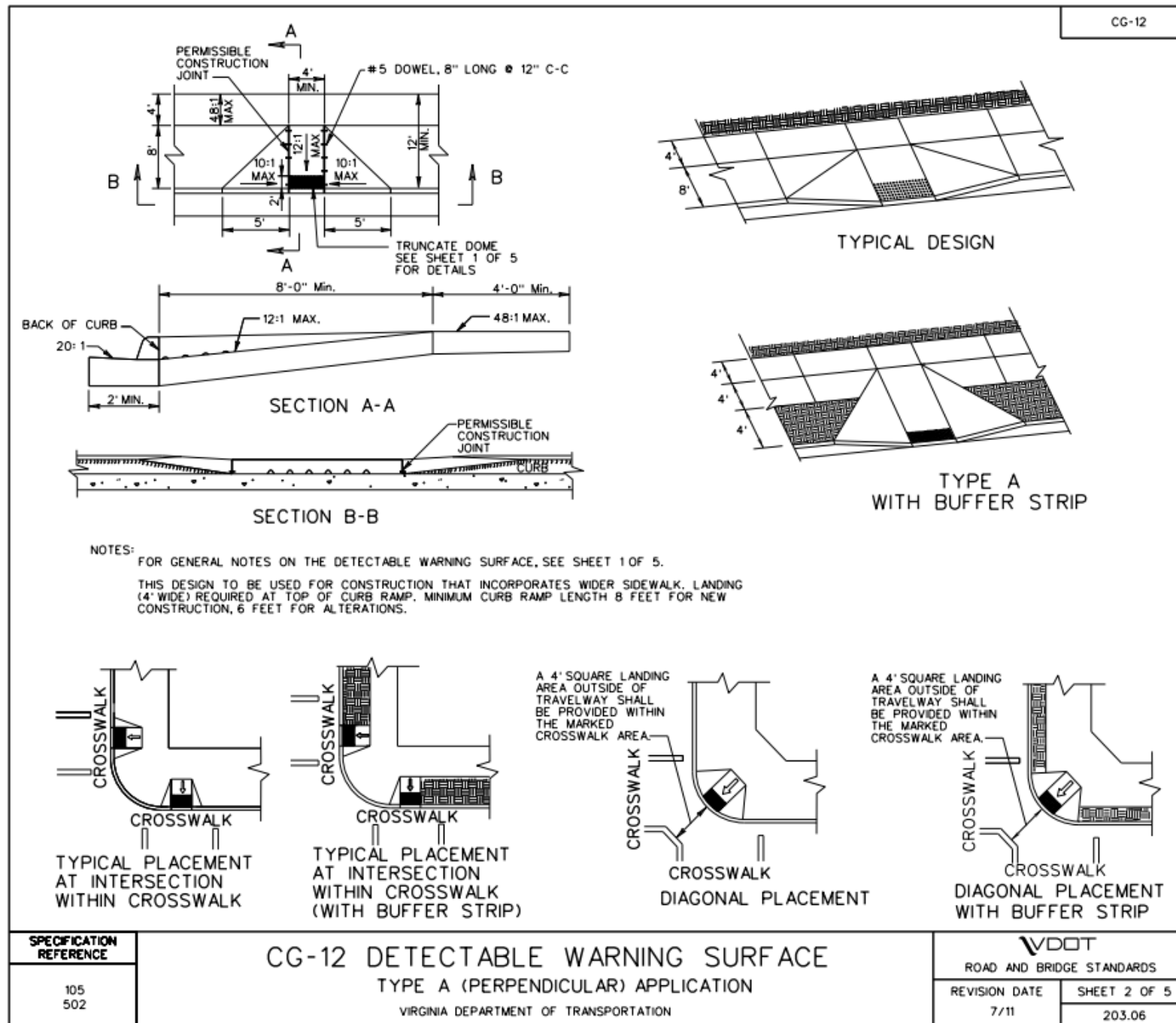


**Fork Union Streetscape
Crosswalk near Petit-Foster Lane**



Fork Union Streetscape
Crosswalk and Pedestrian Island near Restaurant and Drug Store









BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 19-2025

A RESOLUTION FOR THE BOARD OF SUPERVISORS OF THE COUNTY OF FLUVANNA, VIRGINIA AS AN ENDORSEMENT OF THE FORK UNION STREETSCAPE PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the County of Fluvanna.

NOW, THEREFORE, BE IT RESOLVED, that the County of Fluvanna requests the Commonwealth Transportation Board to establish a project for the construction of the Fork Union Streetscape Project.

BE IT FURTHER RESOLVED THAT: The County of Fluvanna hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents subject to appropriation.

BE IT FURTHER RESOLVED THAT: The County of Fluvanna hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: If the County of Fluvanna subsequently elects to cancel the project, the County of Fluvanna hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The County of Fluvanna also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Board of Supervisors of the County of Fluvanna hereby grants authority for the County Administrator to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

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

Attest:

Christopher Fairchild, Chair
Fluvanna County Planning Commission

In my capacity as the duly appointed Clerk of the County of Fluvanna, I hereby certify that Resolution #2025-__ which is hereto attached, was adopted at a duly called and constituted meeting of the Fluvanna County Board of Supervisors held at the Fluvanna County Circuit Court, 72 Main Street, Palmyra, Virginia 22963 on September 3, 2025. Said meeting was called to order by Chris Fairchild, Chair, at 6:00 p.m. with the following members present who remained in attendance throughout and constituted a quorum:

The Board of Supervisors of the County of Fluvanna voted to adopt attached Resolution #2025-__.
Given under my hand this 3RD day of September, 2025.

Clerk

NOTE: The following section is applicable when a scanned or photocopy version is made and submitted. Do not include if an original is submitted:

STATE OF VIRGINIA
COUNTY OF FLUVANNA

Attested Photocopy:

On this 3rd day of September, 2025, I _____ attest that the preceding document is a true, exact, complete and unaltered photocopy made by me of Resolution #2025-__ .

Clerk

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB G

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Deed of Gift from BHL Group LLC, Rural Land Tracts LLC and Catlett Land Company LLC				
MOTION(s):	I move that the Board of Supervisors accept the Deed of Gift from BHL Group LLC, Rural Land Tracts LLC and Catlett Land Company LLC for a 1.018 acre parcel and authorize the County Administrator to execute the Deed of Gift subject to approval as to form by the County Attorney.				
BOS WORKPLAN?	Yes	No	If yes, which items(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Motion to accept Deed of Gift				
TIMING:	Record Deed of Gift after approval by the Board				
DISCUSSION:	BHL Group LLC, Rural Land Tracts LLC and Catlett Land Company LLC is the owner of an approximately 29 acre property located on the west side of U.S. 15 and identified as Tax Map No. 11-9-3. The owner is willing to gift a 1.018 acre portion of the property, as shown on the plat, to the County in order to construct a sewer lift station that will be part of the Zion Crossroads Water and Sewer System.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Deed of Gift Plat 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Tax Map No. 11-9-3

Consideration: \$10.00
Assessment: \$0.00

Prepared by:
 Dan N. Whitten (VSB# 79205)
 Fluvanna County Attorney's Office
 P.O. Box 540
 Palmyra, VA 22963

THIS INSTRUMENT IS EXEMPT FROM RECORDATION TAXES PURSUANT TO §§ 58.1-811(A)(3), 58.1-811(C)(5), AND 17.1-266 OF THE CODE OF VIRGINIA, AS AMENDED.

THIS DEED OF GIFT, made this _____ day of _____, 2025 by and between **BHL GROUP LLC**, a Louisiana limited liability company, **RURAL LAND TRACTS LLC**, a Virginia limited liability company, and **CATLETT LAND COMPANY LLC**, a Virginia limited liability company, whose collective address is 977 Seminole Trail, #292, Charlottesville, Virginia 22901 of the first part (hereinafter, collectively "Grantor"), and the **COUNTY OF FLUVANNA**, a political subdivision of the Commonwealth of Virginia, of the second part (hereinafter "Grantee"), whose address is: P. O. Box 540, Palmyra, Virginia 22963.

W I T N E S S E T H:

That for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the said Grantor does hereby grant and convey, with General Warranty and English Covenants of Title, unto the Grantee, in fee simple, the following described real estate, to wit:

SEE SCHEDULE "A" ATTACHED HERETO AND

MADE A PART HEREOF

This deed is made expressly subject to all other covenants, restrictions, and

easements now of record on said property as the same may lawfully apply.

Witness the following duly authorized signatures and seals.

BHL GROUP LLC,
a Louisiana limited liability company

By: _____ (SEAL)

STATE OF _____
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of
_____, 2025, by _____.

Notary Public [SEAL]

My commission expires:
Notary registration number:

RURAL LAND TRACTS LLC,
a Virginia limited liability company

By: _____ (SEAL)

STATE OF _____
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____
day of _____, 2025, by _____.

Notary Public [SEAL]

My commission expires:
Notary registration number:

CATLETT LAND COMPANY LLC,
a Virginia limited liability company

By: _____ (SEAL)

STATE OF _____
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____
day of _____, 2025, by _____.

Notary Public [SEAL]

My commission expires:
Notary registration number:

The signature of Eric M. Dahl, County Administrator of Fluvanna County, Virginia is affixed hereto on behalf of the County of Fluvanna, Virginia, pursuant to a motion duly adopted by the Board of Supervisors on September 3, 2025 solely to evidence the acceptance of this deed by the Board, in accordance with Va. Code Ann. Sec. 15.2-1803.

COUNTY OF FLUVANNA, a political
subdivision of the Commonwealth of Virginia

BY: _____ (SEAL)
Eric M. Dahl, County Administrator

COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Eric M. Dahl, County Administrator, on behalf of the County of Fluvanna, a political subdivision of the Commonwealth of Virginia.

Notary Public [SEAL]

My commission expires:
Notary registration number:

APPROVED AS TO FORM:

FLUVANNA COUNTY ATTORNEY

SCHEDULE "A"

All that certain tract or parcel of land with improvements thereon and appurtenances thereto pertaining, lying and being in Palmyra Magisterial District, Fluvanna County, Virginia, containing 1.018 +/- Acres said plat recorded in the Clerk's Office of the Circuit Court of County of Fluvanna, Virginia in _____, reference to said plat is made for a more particular description of the property.

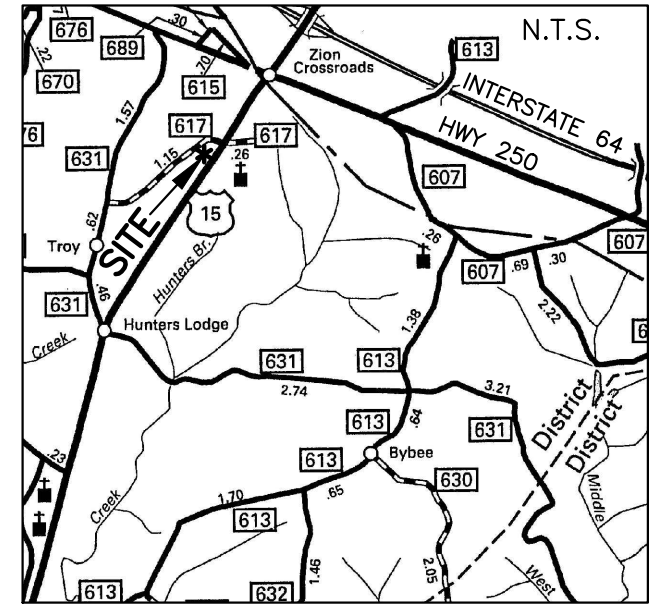
It being a portion of the same property conveyed to BHL Group, LLC, a Louisiana limited liability company, Rural Land Tracts, LLC, a Virginia limited liability company, and Catlett Land Company, LLC, a Virginia limited liability company by Deed from Phillip C. Miller and Coffee Tiller, and Joyce Bewley dated October 19, 2021 and recorded October 29, 2021 in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia as Instrument No. 210005443

- NOTE: 1. THIS IS A SINGLE LOT DIVISION,
ALL EASEMENTS, ENCROACHMENTS,
AND/OR IMPROVEMENTS MAY NOT BE SHOWN
2. THIS PLAT HAS BEEN PREPARED WITHOUT
BENEFIT OF A TITLE REPORT
3. THIS PLAT IS BASED ON A CURRENT
FIELD SURVEY MARKED ON THE GROUND
WITH THE PHYSICAL MONUMENTS INDICATED
4. T.M. NO. 11-9-3
5. REFERENCE PLAT: D.B.162 P.581
6. ZONED I-1: INDUSTRIAL LIMITED

DICKERSON SURVEYING LLC

500 Court Street P.O. Box 112
Appomattox, Virginia 24522
434-352-8560
Michael Ray Goin
Land Surveyor

LOCATION MAP



BALD PROPERTIES, LLC
D.B.983 P.79
PLAT P.B.2 P.142
T.M. NO. 5-A-23E

0.14 mi. to
Hwy. # 15
James Madison Hwy

KATHRYN MAHANES
INST. NO. 220004047
PLAT D.B.220 P.500
T.M. NO. 5-A-40

STATE ROUTE NO. 617
LITTLE CREEK ROAD
30 ft. PRESCRIPTIVE R/W

KINIRP INVESTMENTS, LLC
INST. NO. 240000995
PLAT P.B.4 P.07
T.M. NO. 5-A-38

FAITH DENISE SULLIVAN
W.B.71 P.875
D.B.450 P.609
PLAT P.B.1 P.311
T.M. NO. 11-22-9

ALISON C. KEPHART
D.B.919 P.554
(INST. NO. 200004080)
PLAT P.B.1 P.311
T.M. NO. 11-22-6

RUTH OLIVER ET AL.
W.B.69 P.378 &
D.B.162 P.572
PLAT D.B.162 P.581
T.M. NO. 11-9-1

0.23 mi. to
Rte. # 617
Little Creek Rd.

TODD AND
AMY P. TAYLOR
W.B.72 P.338 &
W.B.72 P.334
PLAT D.B.158 P.639
T.M. NO. 5-16-1

A TO B ALONG BRANCH

Bearing	Distance
N 57°02'05" E	28.64'
N 84°05'46" E	43.97'
N 69°08'25" E	91.77'
N 37°56'20" E	31.81'

STATE HIGHWAY NO. 15
JAMES MADISON HIGHWAY
SEE D.B.18 P.6 FOR 66' R/W
S 43°22'46"W 1041.36' - tie



SINGLE LOT DIVISION

SCALE: 1 IN. = 200 FT.

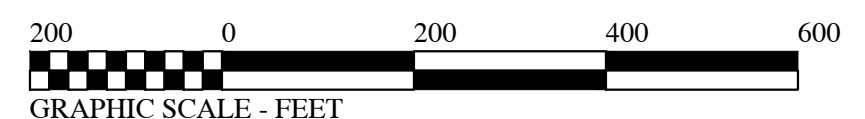
36.187 ACRES

SURVEYED FOR: CATLETT LAND COMPANY, LLC,
RURAL LAND TRACTS, LLC &
BHL GROUP, LLC

SOURCE OF TITLE: BHL GROUP, LLC,
RURAL LAND TRACTS, LLC &
CATLETT LAND COMPANY, LLC
INSTRUMENT NO. 210005443

PALMYRA MAGISTERIAL DISTRICT FLUVANNA COUNTY
VIRGINIA

BOUNDARY SURVEY AUGUST 25, 2021 &
SINGLE LOT DIVISION AUGUST 14, 2025



APPROVED:

SUBDIVISION AGENT-FLUVANNA COUNTY

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors August 14, 2025 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday August 14, 2025, be adopted.				
BOS WORKPLAN?	Yes	No	If yes, list item(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 August 14, 2025.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES
Fluvanna County High School
1918 Thomas Jefferson Parkway
Palmyra, VA 22963
August 14, 2025
Special Meeting 6:30pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair
Mike Goad, Fork Union District (*entered the meeting at 7:05pm*)
Timothy M. Hodge, Palmyra District

ABSENT: John M. (Mike) Sheridan, Columbia District

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Jennifer Schmack, Director of Economic Development
Todd Fortune, Director of Planning

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE
At 6:42pm, Chair Fairchild called to order the Special Meeting of August 14, 2025.

Representatives from Tenaska gave a presentation on the proposed Expedition Generating Station, followed by an open house for community members to have their questions and concerns addressed.

15 - ADJOURN
Adjourned the Special meeting of Wednesday, August 14, 2025 at 8:23pm.

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Harris Christopher S. Fairchild
Assistant County Administrator Chair

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB I

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors August 20, 2025 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday August 20, 2025, be adopted.				
BOS WORKPLAN?	Yes	No	If yes, list item(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 August 20, 2025.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
August 20, 2025
Regular Meeting 6:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair *(entered the meeting at 6:06pm)*
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
John M. (Mike) Sheridan, Columbia District

ABSENT: None.

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 6:05pm, Chair Fairchild called to order the Regular Meeting of August 20, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the August 20, 2025 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Groovin’ at the Grove

- The latest Groovin’ at the Grove was held on August 9 with 415 people in attendance. The evening featured a performance by Joe the Spy, with food from Tasty Vittles and Blue Ridge Pizza Company, both of which nearly sold out.
- The final Groovin’ at the Grove for 2025 will be September 13 following Art in the Park. The event will feature music from Jefferson Speedboat with food vendors Tasty Vittles and Arepas on Wheels.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Sept 3	5:00 PM	Regular Meeting	Circuit Court
Wed	Sept 17	6:00 PM	Regular Meeting	Circuit Court
Wed	Oct 1	5:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 6:08pm, Chair Fairchild opened the first round of Public Comments.

- Don Reynard, 3531 Union Mills Rd, Commented on land use.
- Patti Reynard, 3531 Union Mills Rd, Commented on land use and taxes.
- Tom Diggs, 947 Jefferson Dr, commented on the Tenaska community meeting.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:21pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

Treasurer’s Report – Debbie Rittenhouse, Treasurer

- Ms. Rittenhouse gave the Board a brief overview of the August 2025 Treasurer’s Report.

Historic Courthouse Renovation Update – Eric Dahl, County Administrator

- The County has been working with our architectural/engineering consultants MTFa on 100% Design Development plans. This will be the basis of the work towards developing construction documents.

Board of Supervisors Minutes

- County staff and consultants meet today for a project update on the Invitation of Bid (IFB) documents and items that were being pulled out to be handled directly by the County (cost saving measures).
- The James River Slate contract for the sole sourced slate roofing has been sent to them for signature, and subsequent signature by the County.

Historic Courthouse Restoration – Timeline

Prepare and submit 100% Bid Set	29 days after 95% review mtg	Friday, August 22, 2025
County issues documents for bids	17 days after submission	Monday, September 8, 2025
Bids Received	30 days after issuance	Wednesday, October 8, 2025
County Completes Review of Bids	21 days after receipt of bids	Wednesday, October 29, 2025
County Board Approves Contract	28 days after receipt of bids	Wednesday, November 5, 2025
Commence Construction	7 days after contract approval	Wednesday, November 12, 2025

- Mr. Hodge asked if VDOT was going to go ahead with the streetscape project in front of the Historic Courthouse. Mr. Dahl will reach out to VDOT and bring an update back to the Board.

Fire Training Building Update – Eric Dahl, County Administrator

- The Invitation for Bid (IFB) for site work was issued August 5th.
- A mandatory IFB pre-bid meeting was held August 11th at the Fork Union Fire House and finished up at the future Fire Training Building site.
- 3 contractors attended the meeting (2 local and 1 out of the area)
- The site work IFB is due this Friday, August 22nd at 2pm.
- The procurement process for the Fire Training Building system and the General Contractor/Crane Operator is being finalized.
- The critical date with the Virginia Department of Fire Programs is the completion date of March 2026.

Land Use Presentation – Dan Whitten, County Attorney; Andrew (Mel) Sheridan, Commissioner of Revenue
Mr. Whitten gave the Board an overview of the Land use Program in Fluvanna County including a review of requirements in Virginia Code for land use taxation, different options for land use, and the comparison of valuation methods from surrounding localities. After the presentation Mr. Whitten and Mr. Sheridan answered questions form the Board.

9 - PUBLIC HEARING

Public Hearing to Amend Section 9-2-2 and 9-2-5 of the County Code to Increase FUSD Water Rates and Charges – Eric Dahl, County Administrator

The Fork Union Sanitary District (FUSD) is under financial stress this fiscal year and is expected to have higher expenses than revenues next year as well. FUSD ended FY25 with its operational budget expenditures exceeding revenues by \$165,786. A rate increase needs to be in place for the next fiscal year to start to remedy the projected shortfall for this upcoming year and future years. The sooner that a rate increase can be implemented the smaller the shortfall will be for this fiscal year. Therefore, moving on this issue would be helpful to the sanitary district.

The FUSD rates were last increased in July 2024 to the current structure. Prior to 2024, rates were increased in July 2014, May 2010 and June 2006. Although there have been previous increases, the sanitary district has suffered from a lack of consistent increases for a 20-year period. This has made the financial situation difficult at best for the district. The rates should be adjusted to reflect increases in the cost of doing business and to provide enough projected income to cover the projected expenses for this next fiscal year.

When the proposal for the rate increases were brought before the Board at the July 2, 2025 meeting, staff recommended a rate increase for the Minimum Charge to increase 12.5% from \$24.00 to \$27.00. Also, it was recommended to increase the Above 2,000 gallons charge 11.4% from \$11.22 per 1,000 gallons to \$12.50 per 1,000 gallons.

At the July 2, 2025 Board of Supervisors meeting, the Board suggested to advertise a higher Above 2,000 gallons charge at \$15.00 per 1,000 gallons, to provide flexibility in case they wanted to lower the proposed Minimum Charge of \$27.00.

- The estimated annual additional revenue from increasing the \$24.00 Minimum Charge per \$1.00 brings in \$5,400 in annual revenue.
- The estimated annual additional revenue from increasing the Above 2,000 Gallons rate above \$11.22 per \$1.00 brings in \$2,282 in annual revenue.

Monthly Charges	Jun-06	May-10	% Inc.	Jul-14	% Inc.	Jul-24	% Inc.	Proposed 2025	% Inc.
Minimum Charge (1st 2,000 gallons)	\$ 15.44	\$ 17.76	15.0%	\$ 21.00	18.2%	\$ 24.00	14.3%	\$ 27.00	12.5%
Each 1,000 gallons above 2,000 gallons	\$ 7.72	\$ 8.88	15.0%	\$ 11.00	23.9%	\$ 11.22	2.0%	\$ 15.00	33.7%

A comparison of regional water rates for comparison is below:

Regional Water Rates Comparison			
	Base Rate	Included Gallons	Rate per 1,000 gallons thereafter
Louisa	\$27.75	3,000	\$9.25
Buckingham	\$31.19	4,000	\$16.24
Goochland	\$42.76	4,000	\$7.35
Aqua*	\$22.82	0	\$10.59
Zion Crossroads	\$21.42	2,000	\$11.22
FUSD**	\$27.00	2,000	\$12.50
*Aqua adds several other fees to their customers, which can make their bills higher.			
** FUSD Proposed rates increase			

At 7:28pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:28pm.

MOTION:	Approve the amendment of Section 9-2-2 and 9-2-5 of the County Code to increase Fork Union Sanitary District water rates and charges below, effective (October 1, 2025): \$27.00 for first 2,000 gallons (minimum charge); \$15.00 for each 1,000 gallons up to 300,000 gallons; \$15.00 for each 1,000 gallons above 300,000 gallons; \$30.00 for a Meter Deposit.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	No	Yes	Yes	Yes
RESULT:	4-1				

Public Hearing to Approve Two Deeds of Easement to VDOT – Dan Whitten, County Attorney

- Fluvanna County owns the property identified as TM #18-A-1E, located at Route 600 (South Boston Rd.) near Lake Monticello.
- VDOT intends to add a left turn lane off Route 600 onto Route 618 (Lake Monticello Road), for which project it requires a Right of Way Easements on the County parcel.
- VDOT also intends to install a Brightspeed/CenturyLink communication facility within the same parcel. VDOT will not receive lease revenue from such facility.
- VDOT has offered the County \$4,000 for the Right of Way Easement.

At 7:46pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:46pm.

- Mr. Sheridan Stepped out of the room at 7:46.

MOTION:	Approve a Right of Way Deed of Easement and a Utility Deed of Easement to Virginia Department of Transportation and authorize the County Administrator to execute such easements subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

- Mr. Sheridan entered the room at 7:48pm.

Request for a Waiver for the Sign Requirements for the Fork Union Drive-in – Todd Fortune, Director of Planning;
Dan Whitten, County Attorney

Mr. Goad Read the following statement.
“On Item 9(J) – Request for a Waiver for the Sign Requirements for the Fork Union Drive-in, I would like to disclose the following –
I am an officer or employee who has a personal interest in a transaction. Pursuant to Virginia Code § 2.2-3115(F), as amended, I am disclosing I am employed by Superior Signs which has a contract with Fork Union Drive-in to install the sign.
Accordingly, the transaction has application solely to property or a business or governmental agency in which I have a personal interest. In accordance with Virginia Code § 2.2-3112(A), as amended, I must disqualify myself from participating in this matter before the Board of Supervisors.
I am asking the Clerk to record this statement, verbatim, in the minutes of the Board,”

- A request to waive requirements of the Fluvanna County Code, Section 22-15-3, regulating the number of signs, sign size, and sign height.
- The applicant has submitted an application for a sign permit for the planned Fork Union Drive-in.
 - The parcels in question, Tax Map 51-A-61 and 51-A-62, are zoned B-1, Business, General.
- The proposed signs do not meet the sign requirements as stated in Section 22-15-3 (3) of the Fluvanna County Code. Specifically:
 - Number of signs on parcel
 - ♦ Per Section 22-15-3 (3), there can only be one (1) Business sign per parcel in B-1.
 - Sign size
 - ♦ Per Section 22-15-3 (3), a Business sign (freestanding) in B-1 can be no more than 32 square feet in size.
 - Sign Height
 - ♦ Per Section 22-15-3 (3), a Business sign (freestanding) in B-1 can be no more than 10 feet high.
- The applicant is requesting a waiver from the requirements for sign size, sign height, and number of signs allowed on a parcel.
- The Board is being asked to approve a waiver of these requirements.

At 7:52pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:52pm.

MOTION:	Adopt an ordinance to waive the sign requirements under Section 22-15-3 of the County Code for the Fork Union Drive-in				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Abstain	Yes	Yes	Yes
RESULT:	4-0-1				

8 - ACTION MATTERS

Authorization to Advertise for a Public Hearing to Amend §§ 7-1-1 through 7-1-7 to Allow for Administrative Approval of Special Entertainment Permits – Dan Whitten, County Attorney

- This amendment will allow the Zoning Administrator to approve and enforce special entertainment permits, rather than requiring approval by the Board of Supervisors.
- The definition for music or entertainment festival has been amended to only require a special entertainment permit if a fee is charged for admission.

MOTION:	Advertise a public hearing to be held September 17, 2025 to amend County Code §§ 7-1-1 through 7-1-7.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Authorization to Advertise for a Public Hearing to Amend §§ 4-2-2 and 4-2-5 to Change the Penalties for Violations of Both the Dogs Running At Large Ordinance and the Unrestricted Dogs Ordinance – Dan Whitten, County Attorney

This revision establishes a criminal penalty structure for violations:

- Class 4 misdemeanor for first offense (includes fine of not more than \$250)
- Class 3 misdemeanor for second offense if within one year of conviction for first offense (includes fine of not more than \$500)

- Class 2 misdemeanor for third or subsequent offense if within two years of conviction for second or subsequent offense (includes possible confinement in jail for no more than six months and/or fine of not more than \$1000)

MOTION:	Advertise a public hearing to be held September 17, 2025 to amend County Code §§ 4-2-2 and 4-2-5, with penalties of \$100, \$200, and \$500 escalating for multiple offenses.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY27 Budget Calendar – Tori Melton, Director of Finance
In response to comments from the Board at the August 6, 2025 Board meeting, Ms. Melton presented new options for hearing non-profit agencies’ presentations.

After some discussion, the Board did not make any changes to the budget calendar dates. The Board asked staff to communicate to the non-profits to keep their presentations streamlined to only include their budget requests.

MOTION:	Approve the FY27 Budget Calendar, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for August 20, 2025:

- *Minutes of August 6, 2025* – Caitlin Solis, Clerk to the Board
- *Designating Fluvanna County as a Purple Heart County* – Eric Dahl, County Administrator
- *Resolution to authorize Fluvanna County’s participation in the proposed settlement of opioid-related claims against the Sackler family* – Dan Whitten, County Attorney
- *Position Description Update - 7400 - Equipment and Fleet Maintenance Technician (Mechanic)* – Eric Dahl, County Administrator

MOTION:	Approve the consent agenda, for the August 20, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

None.

12 - NEW BUSINESS

- Mr. Fairchild commented on the condition of the Pleasant Grove House and asked for an update on the status of the restoration of the shutters and the front steps.
- Mr. O’Brien commented on MACAA Pantry flooding. Staff has a meeting planned to discuss remediation and repairs.
- Mr. Goad asked about data centers being by-right, and asked to have the code reviewed to explore the by-right status. Mr. Goad moved to approve staff to initiate a code review for data centers with the Planning Commission, Mr. Hodge seconded the motion, the motion passed 5-0.

13 - PUBLIC COMMENTS #2

At 8:29pm, Chair Fairchild opened the second round of Public Comments.

- Andrew Pullen, 1837 Perkins Rd, commented on FOIA requests made of Kents Store Fire Department.
 - Don Reynard, 3531 Union Mills Rd, commented on taxes, and land use.
 - John Lye, 3 Loving Ter, Commented on emergency services mutual aid with surrounding counties.
 - Patti Reynard, 3531 Union Mills Rd, commented on the FOIA request on mutual aid, land use, and taxes.
- With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 8:41pm.

RECESS FOR CLOSED SESSION

MOTION:	At 8:42pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Legal Matters – Discussion of Employee Survey.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 9:11 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:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

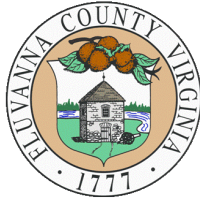
15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, August 20, 2025 at 9:12pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 17-2025

A Resolution to Designate Fluvanna County as a Purple Heart County

WHEREAS, Fluvanna County has always supported its military and veteran population; and

WHEREAS, the residents of Fluvanna County have great admiration and utmost gratitude for all the men and women who have selflessly served their country and this community in the United States Armed Forces; and

WHEREAS, the Purple Heart is specifically awarded in the name of the President of the United States to members of the Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, chartered by Congress in 1958, the Military Order of the Purple Heart’s mission is to foster an environment of goodwill and camaraderie among combat-wounded veterans, promote patriotism, support necessary legislative initiatives, and most importantly, provide service to all veterans and their families; and

WHEREAS, Fluvanna County has a highly decorated veteran population, including many Purple Heart recipients; and

WHEREAS, Fluvanna County appreciates the sacrifices of Purple Heart recipients in defending our freedoms; and

NOW THEREFORE, LET IT BE RESOLVED that the Fluvanna County Board of Supervisors, this 20th day of August, 2025, hereby designates Fluvanna County as a Purple Heart County, honoring the service and sacrifice of our nation’s men and women in uniform wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans; and

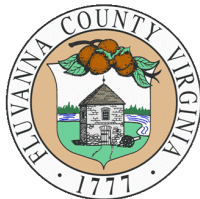
IT IS FURTHER RESOLVED AND ORDERED that a copy of this resolution be permanently recorded among the papers of this Board of Supervisors of Fluvanna County; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 20th day of August 2025.

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 18-2025

A RESOLUTION AUTHORIZING THE COUNTY’S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST THE SACKLER FAMILY, AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY’S PARTICIPATION IN THE SETTLEMENT

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties and cities, including the County of Fluvanna, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Fluvanna’s various departments and agencies; and

WHEREAS, the Commonwealth of Virginia and its counties and cities, including Fluvanna County, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and Fluvanna; and

WHEREAS, a settlement proposal has been negotiated that will cause the Sackler family, the owners of the Purdue Pharma family of companies, to pay an aggregate of \$6.5 billion dollars nationwide to resolve opioid-related claims against them; and

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the “Virginia MOU”), and affirms that this pending settlement with the Sackler family shall be considered a “Settlement” that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, opioid manufacturers Janssen Pharmaceuticals, Teva Pharmaceuticals, and Allergan, and retail pharmacy chains CVS, Walgreens, Walmart, and Kroger; and

WHEREAS, the County Attorney has reviewed the available information about the proposed settlement and has recommended that the County participate in the settlement in order to recover its share of the funds that the settlement would provide;

NOW THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, this 20th day of August, 2025, authorizes the County’s participation in the proposed settlement of opioid-related claims against the Sackler family, and directs the County Attorney to execute the documents necessary to effectuate the County’s participation in the settlement, including the required release of claims against the Sackler family.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 20th day of August, 2025.

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA”, BY AMENDING § 9-2-2 TO INCREASE THE COSTS OF CERTAIN
WATER CONSUMPTION CHARGES AND § 9-2-5 TO INCREASE THE METER DEPOSIT FOR
THE FORK UNION SANITARY DISTRICT

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

*(1) That The Code of the County of Fluvanna, Virginia is amended by amending § 9-2-2 and § 9-2-5,
as follows:*

CHAPTER 9 FORK UNION SANITARY DISTRICT

ARTICLE 2. – WATER DIVISION

Sec. 9-2-2. – Schedule of consumption charges

The monthly charges for water consumption shall be in accordance with the following schedule:

\$27.00 for first 2,000 gallons (minimum charge);

\$15.00 for each 1,000 gallons above 2,000 gallons.

In addition to the foregoing, during the existence of any water emergency which has been declared by the governing body in accordance with Section 9-2-12 of this Code, each and every charge for water consumption shall be subject to a surcharge of ten percent. Such surcharge shall be calculated by multiplying the rates stated above by 110 percent. Such surcharge shall apply at the beginning of the regular billing period next succeeding the adoption of this section or the declaration of such emergency condition, whichever shall last occur. Such surcharge shall cease to apply at the end of the regular billing period which is nearest to, but not later than, sixty (60) days after the governing body shall have declared such water emergency to be at an end.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 11-3-80; Ord. 7-15-86; Ord. 5-21-97; Ord. 7-15-98; Ord. 11-28-01; Ord. 11-20-02; Ord. 06-21-06; Ord. 5-5-10; Ord. 7-2-14; Ord. of 06-20-2024(2), § 1, 6-20-2024)

Editor's note— Amendment adopted 11-20-02 is effective on and after December 1, 2002. Amendment adopted 06-21-06 is effective on and after July 1, 2006. Amendment adopted 7-2-14 is effective on and after August 1, 2014.

Sec. 9-2-5. Meter deposit.

There shall be a deposit of \$30.00 made at the time application for water service is made, refundable at the time of termination of service; provided, that the applicant's bills are paid in full.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 1-1-86)



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

ORDINANCE No. 12-2025

**AN ORDINANCE TO WAIVE SIGN REQUIREMENTS FOR SIGNS UNDER COUNTY CODE
SECTION 22-15-3 FOR THE FORK UNION DRIVE-IN**

WHEREAS, Ronald Unnerstall, acting on behalf of the F.F. White II Revocable Trust, has submitted a sign permit application and design plans for the planned Wawa at Zion Crossroads; and

WHEREAS, Fluvanna County staff have reviewed the design plans and determined that they exceed maximum sign area, height, and number of signs allowed under Section 22-15-3 of the Fluvanna County Code; and

WHEREAS, Ronald Unnerstall has requested a waiver of the maximum sign area, height and number of sign requirements under Section 22-15-3 of the County Code; and

WHEREAS, the Board, after public notice, public hearing and due deliberation in accordance with law approved the waiver of the requirements on **August 20, 2025**.

NOW THEREFORE BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, the waiver to maximum sign area, height and number of sign requirements under County Code Section 22-15-3 for the Fork Union Drive-in, **BE, AND IT IS HEREBY, APPROVED**; such waiver shall allow the proposed signs to exceed size, height, and number of sign requirements.

Adopted this 20th day of August 2025
by the Fluvanna County Board of Supervisors

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Director of Human Resources Position Description Update				
MOTION(s):	I move the Board of Supervisors approve the Job Description for the Director of Human Resources, as presented.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator; Jennifer Whistleman, Interim Director of Human Resources				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	Position duties have been reviewed and revised based on needs of the organization. Knowledge, skills and abilities have been updated to include more current information, as well as, preferred certifications and education.				
FISCAL IMPACT:	None				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Board of Supervisors approved position upgrade from Human Resources Manager to Director of Human Resources on May 4, 2022.				
ENCLOSURES:	<ul style="list-style-type: none"> Director of Human Resources - REDLINE Director of Human Resources - CLEAN 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	X



Fluvanna County, Virginia
Department of Finance
Job Description

DIRECTOR OF HUMAN RESOURCES

Job Class #:	1130
Pay Grade:	29
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Assistant County Administrator

SUMMARY

Performs complex professional and administrative work planning, organizing, and managing the County's human resources programs. Performs related work as required. Work is performed under the general supervision of the Assistant County Administrator. Supervision is exercised over department personnel.

The Human Resources Director serves as the strategic leader of the Human Resources Department, responsible for developing, implementing, and overseeing comprehensive human resource programs and policies for Fluvanna County. This executive-level position provides strategic guidance to senior leadership on all human resources matters, ensures legal compliance, and leads organizational initiatives that support the County's mission and strategic objectives. The Director manages all aspects of human resources including talent acquisition, employee relations, performance management, compensation and benefits, training and development, and risk management. The Human Resources Director partners with appropriate stakeholders to create cost-effective, positive outcomes for the County and staff.

Physical presence on the job is required. Completion of essential functions and responsibilities as part of a remote work situation will be considered on a case-by-case basis.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- Handles confidential personnel information in accordance with statutory requirements.
- Operates a County vehicle in the performance of job duties.
- Collaborates with the County Administrator, Constitutional Officers, Departments and Agency Directors to advance the organization's goals and strategy related to staffing, recruiting, retention, attraction and motivation strategies.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, occupational health and safety; and training and development.
- Oversees recruitment; selection; classification; compensation and benefits; training and development; tuition reimbursement; wellness program; and employee safety.

- Provides recruitment and training assistance to County departments; serves as a consultant in setting up selection procedures and processes.
- Administers all benefit programs such as health, dental, vision, life insurance, wellness, retirement, deferred compensation, flexible spending and other benefit plans/programs.
- Plans and coordinates with third-party benefits administrators on any changes to benefits.
- Addresses employee issues and concerns, ensuring adherence to policy and resolution of disputes; conducts internal investigations as needed; provides assistance and guidance to department directors regarding personnel issues and interpretation of policy.
- Participates in/recommends/reviews disciplinary actions.
- Supports the administration of the grievance process.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Serves as EEO/AA Officer; implements, monitors and evaluates the County's Equal Employment Opportunity plan.
- Meets with employees, supervisors and managers to resolve issues in areas such as personnel policy and workplace conflict.
- Represents the County on Virginia Employment Commission hearings and appeals.
- Develops and maintains department budget within funding guidelines and assists other departments when they are creating their budgets.
- Facilitates professional development, training, and certification activities for all staff.
- Supervises human resource staff and manages program requirements to achieve organizational goals; evaluates work performance of staff.
- Conducts exit interviews for employees leaving County employment.
- Attends Board of Supervisors meetings as required.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the philosophy, principles and practices of public personnel/human resources administration such as the accepted methods and practices of classification and pay, testing and selection and affirmative action and general knowledge of governmental organization and administration.
- Ability to present ideas and concepts effectively, either orally or in writing.
- Ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations.
- Ability to plan, effectively supervise and review work of subordinates.
- Effective and efficient decision-making and problem-solving.
- Ability to meet deadlines and display efficient time management.
- Ability to adapt appropriately to the needs of the organization and employees.
- Ability to prioritize tasks and delegate as appropriate.
- Ability to effectively utilize the organization's HRIS and HR technology platforms.
- Strong analytical and problem-solving abilities.

- Proficient with Microsoft Office Suite or related software.
- Ability to establish and maintain effective working relationships with County officials, associates, employees and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required

- Undergraduate degree with coursework in human resources management or a related field and considerable experience in public personnel/human resources management or an equivalent combination of education and experience.
- Thorough knowledge of employment law and HR best practices.

Preferred

- A master's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Certifications with the Society for Human Resource Management (SHRM) or Public Sector Human Resources Association (PSHRA).
- Progressively responsible experience in local government or a public sector human resources environment.


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 reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

- Background Check
- Confidentiality Agreement
- Reference verifications
- Valid Commonwealth of Virginia driver's license
- PSHRA/SHRM certification withing three (3) years of date of hire

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

	<p>Fluvanna County, Virginia Department of Finance Job Description</p>
<p>DIRECTOR OF HUMAN RESOURCES</p>	
Job Class #:	1130
Pay Grade:	29
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	<u>Assistant</u> County Administrator
<p>SUMMARY</p>	
<p><u>Performs complex professional and administrative work planning, organizing, and managing the County's human resources programs. Performs related work as required. Work is performed under the general supervision of the Assistant County Administrator. Supervision is exercised over department personnel.</u></p> <p><u>The Human Resources Director serves as the strategic leader of the Human Resources Department, responsible for developing, implementing, and overseeing comprehensive human resource programs and policies for Fluvanna County. This executive-level position provides strategic guidance to senior leadership on all human resources matters, ensuring legal compliance, and leading organizational initiatives that support the County's mission and strategic objectives. The Director manages all aspects of human resources including talent acquisition, employee relations, performance management, compensation and benefits, training and development, and risk management. The Human Resources Director partners with appropriate stakeholders to create cost-effective, positive outcomes for the County and staff.</u></p> <p><u>Physical presence on the job is required. Completion of essential functions and responsibilities as part of a remote work situation will be considered on a case-by-case basis.</u></p> <p>The Director of Human Resources performs difficult professional and administrative work planning, directing, managing, and administering a comprehensive human resources program; performs a wide variety of responsible administrative and analytical support duties in a variety of program areas including recruitment and selection; classification and compensation; employee benefits; ensuring legal compliance and implementation of policies and procedures; conducting studies and research programs; participate in special projects and assigned programs; prepare a variety of financial and statistical reports; to ensure work quality and adherence to established policies and procedures; to perform analytical and administrative tasks relative to assigned area of responsibility.</p>	
<p>ESSENTIAL FUNCTIONS</p>	
<ul style="list-style-type: none"> • <u>Regular, reliable attendance necessary.</u> • <u>Handles confidential personnel information in accordance with statutory requirements.</u> • <u>Operates a County vehicle in the performance of job duties.</u> • Collaborates with the County Administrator, Constitutional Officers, Departments and Agency Directors to understand <u>advance</u> the organization's goals and strategy related to staffing, recruiting, retention, attraction and motivation strategies. • Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs. 	

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, ~~and morale~~; occupational health and safety; and training and development.
- Oversees recruitment; selection; classification; compensation and benefits; ~~employee benefits~~; training and development; tuition reimbursement; wellness program; and employee safety.
- Provides recruitment and training assistance to County departments; serves as a consultant in setting up selection procedures and processes.
- Administers all benefit programs such as health, dental, vision, life insurance, wellness, retirement, deferred compensation, flexible spending and other benefit plans/programs.
- Plans and coordinates with third-party benefits administrators on any changes to benefits.
- Addresses employee issues and concerns, ensuring adherence to policy and resolution of disputes; conducts internal investigations as needed; provides assistance and guidance to department directors regarding personnel issues and interpretation of policy.
- Participated in/recommends reviews/reviews disciplinary actions.
- ~~Investigates, prepares response and facilitates the settling of grievances.~~ Initiates and supports the administration of the grievance process. [JW: Generally, HR is involved in the initial process when the grievance begins and when it is moved to the next level, HR becomes the administrative support for the process and may observe in meetings but does not generally participate.]
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Serves as EEO/AA Officer; implements, monitors and evaluates the County's Equal Employment Opportunity plan.
- Meets with employees, supervisors and managers to resolve issues in areas such as personnel policy and workplace conflict.
- Represents the County on Virginia Employment Commission hearings and appeals and/or Workers' Compensation disputes/appeals.
- Develops and maintains HR Department budget within funding guidelines and assists other departments when they are creating their budgets.
- Facilitates professional development, training, and certification activities for all staff.
- Supervises human resource staff and manages program requirements to achieve organizational goals; evaluates work performance of staff.
- Conducts exit interviews for employees leaving County employment.
- Attends Board of Supervisors meetings as required.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the philosophy, principles and practices of public personnel/human resources administration such as the accepted methods and practices of classification and pay, testing and selection and affirmative action and general knowledge of governmental organization and administration.
- Ability to present ideas and concepts effectively, either orally or in writing.

- Ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations.
- Ability to plan, effectively supervise and review work of subordinates.
- Demonstrated professionalism and confidentiality;
- Effective supervisory and leadership abilities;
- Effective and efficient decision-making and problem-solving;
- Ability to meet deadlines and display efficient time management;
- Ability to adapt appropriately to the needs of the organization and employees;
- Ability to prioritize tasks and delegate as appropriate;
- Ability to effectively utilize the organization's HRIS and HR technology platforms.
- Strong analytical and problem-solving abilities.
- Proficient with Microsoft Office Suite or related software.
- Ability to establish and maintain effective working relationships with County officials, associates, employees and the general public.

Formatted: Font: (Default) +Body (Calibri), 11 pt

- ~~Comprehensive Advanced knowledge of the philosophies, principles, and practices, and current trends of public human resources administration, including wage and salary administration, organizational development, employee relations, and benefits administration;~~
- ~~Comprehensive knowledge of state and federal laws related to human resources, with the ability to comprehend, interpret, apply, and explain laws, regulation, policies, and related information;~~
- ~~Proficiency with the organization's HRIS and HR technology platforms;~~
- ~~Thorough knowledge of local government organization and administration.~~
- ~~Ability to establish and maintain effective working relationships with government officials, supervisors, employees, and the general public; ability to work in a fast-paced, interactive, team-oriented environment.~~
- ~~Excellent verbal and written communication skills.~~
- ~~Excellent interpersonal and negotiation skills.~~
- ~~Excellent organizational skills and attention to detail.~~
- ~~Excellent time management skills with a proven ability to meet deadlines.~~
- ~~Strong analytical and problem solving abilities skills.~~

Formatted: Strikethrough

• Familiarity with local government organization and administration preferred.

Formatted: Strikethrough

- ~~Strong supervisory and leadership skills.~~
- ~~Ability to adapt to the needs of the organization and employees.~~
- ~~Ability to prioritize tasks and delegate them when appropriate.~~
- ~~Proficient with Microsoft Office programs, including Excel, Word and Powerpoint Suite or related software;~~

Formatted: Indent: Left: 0.5", No bullets or numbering

~~Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems (i.e. MUNIS).~~

~~Thorough knowledge of the philosophy, principles and practices of public personnel/human resources administration such as the accepted methods and practices of classification and pay, testing and selection and affirmative action; general knowledge of governmental organization and administration;~~

Formatted: Font: (Default) +Body (Calibri), 11 pt

- ~~Ability to present ideas and concepts effectively, either orally or in writing; ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations; ability to plan, supervise and review work of subordinates; ability to~~

~~establish and maintain effective working relationships with County officials, associates, employees and the general public.~~

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required

- ~~• Bachelor's degree in human resources management, business, public administration or a related field.~~
- ~~• Undergraduate degree with coursework in human resources management or a related field and considerable experience in public personnel/human resources management or an equivalent combination of education and experience.~~
- ~~• Thorough knowledge of employment law and HR best practices.~~

Preferred

- A master's degree in Human Resources, Business Administration, Public Administration, or a related field, is preferred.
- ~~C~~Preferred qualifications also include certification ~~with~~ by the Society for Human Resource Management (SHRM) or ~~the International Public Management Association for Human Resources (IPMA-HR)~~Public Sector Human Resources Association (PSHRA).
- Progressively responsible experience in local government or a public sector human resources environment.
 - ~~• A minimum of (5) years of human resource management experience is required.~~
 - ~~• 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.~~

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

~~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 reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.~~

- ~~• Professional Office environment exposure to computer screens; sitting for prolonged periods with standard office equipment.~~
- ~~• Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.~~
- ~~• Must be available to work some Wweekends and evenings; work may be required for presentations, training, and meetings.~~
- ~~• Must possess an appropriate driver's license Vvalid driver's license in the Commonwealth of Virginia for local travel to meetings.~~
- ~~• Local travel is required for meetings and presentations.~~
- ~~• Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.~~

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt, Bold

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) +Body (Calibri), 11 pt, Bold

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) +Body (Calibri), 11 pt, Bold

Formatted: Space After: 8 pt, Don't add space between paragraphs of the same style, Line spacing: Multiple 1.08 li

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Space After: 8 pt, Don't add space between paragraphs of the same style, Line spacing: Multiple 1.08 li, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border), Bar : (No border), Pattern: Clear

Formatted: Strikethrough

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Black, Strikethrough

Formatted: Font: (Default) Calibri, Strikethrough

Formatted: Strikethrough

Formatted: Font: 11 pt, Font color: Black

POST OFFER REQUIREMENTS	
<ul style="list-style-type: none">• Background Check• Confidentiality Agreement• Reference verifications• Valid Commonwealth of Virginia driver's license• PSHRA/SHRM certificatin required within three (3) years of date of hire• • 	

Department DirectorHead Recommended:	County AdministratorHR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 27, 2022	April 27, 2022	April 27, 2022	May 4, 2022

Formatted: Left

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB K

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Human Resources Generalist Position Description Update and Re-grade				
MOTION(s):	I move the Board of Supervisors approve the Job Description for the Director of Human Resources, as presented.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator; Jennifer Whistleman, Interim Director of Human Resources				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>Position duties have been reviewed and revised based on needs of the organization. Knowledge, skills and abilities have been updated to include more current information, as well as, preferred certifications and education.</p> <p>Range change from grade 15 to grade 16 based on market data.</p>				
FISCAL IMPACT:	<p>Pay Band 15 min salary: \$46,238</p> <p>Pay Band 16 min salary: \$48,547</p> <p>Difference in starting salary: \$2,309</p>				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Board of Supervisors last approved position updates May 4, 2022.				
ENCLOSURES:	<ul style="list-style-type: none"> Human Resources Generalist- REDLINE Director of Human Resources - CLEAN 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	X



Fluvanna County, Virginia
Department of Finance
Job Description

HUMAN RESOURCES GENERALIST

Job Class #:	1251
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Human Resources

SUMMARY

Performs difficult professional work providing guidance, support, maintenance and consultation in a variety of human resources program areas including maintaining records and files, preparing reports, onboarding, and acting as the point of contact for employee inquiries for HR related topics.

Work is performed under the limited supervision of the Human Resources Director.

This position ensures effective communication with all County employees to assist in delivering maximum value to the organization. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- Handles confidential personnel data in accordance with statutory requirements.
- Operates a County vehicle in the performance of the job duties.
- Ensures compliance with policies, procedures and applicable federal and state laws and regulations with special attention given to employment and recruitment.
- Collaborates with departmental directors, managers and supervisors to understand abilities, skills and competencies required for position openings.
- Handles employment-related inquiries from applicants and employees, referring complex and/or sensitive matters to the Human Resources Director or other appropriate staff.
- Administers recruitment and hiring activities to ensure compliance with local, state and federal recruiting policies, laws and procedures; advises supervisors on recruitment and retention strategies; monitors the ranking and selection process; administers pre-employment/post-offer screenings and serves on interview panels, as needed.
- Conducts new hire orientation and on-boarding activities, including ensuring required benefit enrollments are selected and processed in a timely manner.
- Ensures I-9 forms are complete and accurate and performs annual I-9 form audit.
- Processes all personnel and status changes and updates records.
- Reconciles billing and payroll data.
- Prepares and issues identification badges for staff.
- Completes weekly/monthly/as needed reports.
- Conducts personnel file audits annually per the Virginia Records Retention Management System requirements.
- Assists with the benefits open enrollment process.

- Files and tracks VRS Hybrid Disability applications for employees.
- Prepares FMLA/ADA documentation and tracking forms.
- Processes Workers' Compensation claims.
- Prepares annual OSHA 300 reporting.
- Performs routine tasks required to administer human resources programs including, but not limited to, compensation; employee recognition; and training and development.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of employment laws, policies, procedures, regulations and practices.
- Knowledge of benefits programs and the application of personnel practices.
- General knowledge of safety issues and workers' compensation programs.
- Knowledge of modern office practices and of standard office and accounting equipment with some knowledge of content management systems and reporting software, hardware and peripheral equipment.
- Ability to perform detail-oriented tasks; follow complex instructions; analyze data and problem solve.
- Ability to organize and prioritize work and meet appropriate deadlines.
- Ability to communicate effectively both verbally and in writing.
- Ability to resolve conflicts effectively.
- Ability to work independently and as part of a team in a proactive manner.
- Ability to work in an occasionally stressful work environment.
- Ability to act with integrity, professionalism, and confidentiality.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required:

Undergraduate degree with coursework in human resources management or a related field and some experience in public personnel/human resources management or an equivalent combination of education and training.

Preferred:

- Certification with the Society for Human Resource Management (SHRM) and/or Public Service Human Resources Association (PSHRA).
- Some experience in local government or a public sector human resources environment.

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 reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word;

hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

- Background Check
- Confidentiality Agreement
- SHRM/PSHRA certification required within three (3) years of employment
- Valid Commonwealth of Virginia driver's license

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

	<p>Fluvanna County, Virginia Department of Finance Job Description</p>
HUMAN RESOURCES GENERALIST	
Job Class #:	1251
Pay Grade:	15 16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Human Resources
<u>SUMMARY GENERAL DEFINITION OF WORK</u>	
<p>Performs difficult professional work providing guidance, support, maintenance and consultation in a variety of human resources program areas including maintaining records and files, preparing reports, onboarding, and acting as the point of contact for employee inquiries for HR related topics. Work is performed under the limited supervision of the Human Resources Director. Under the general supervision of the Director of Human Resources, the Human Resources Generalist the Human Resources Generalist is responsible for the administration of day-to-day operations will assist with the overall daily functions of the Human Resources department, including but not limited to, new hire orientation, benefits, and leave, and enforcing company policies and practices and assisting with the overall operation of the department. The HR-Generalist carries out the responsibilities in some or all of the following functional areas: onboarding functions, benefits, HRIS for record keeping, data entry and acts as the point of contact for employee inquiries for HR related topics and diverse duties.</p> <p>This position ensures effective communication with all County employees to assist in delivering maximum value to the organization. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.</p>	
ESSENTIAL FUNCTIONS	
<p>Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.</p> <ul style="list-style-type: none"> • Regular, reliable attendance necessary. • Handles confidential personnel data in accordance with statutory requirements. • Operates a County vehicle in the performance of the job duties. • Ensures compliance with policies, procedures and applicable federal and state laws and regulations with special attention given to employment and recruitment. • Collaborates with departmental directors, managers and supervisors to understand abilities, skills and competencies required for position openings. Assists with the hiring of qualified job applicants for open positions; collaborates with departmental directors and managers to understand skills and competencies required for position openings. • Handles employment-related inquiries from applicants, and employees, referring complex and/or sensitive matters to the Human Resources Director or other appropriate staff. 	

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Text 1

Formatted: Space After: 0 pt, Add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Text 1

- Administers recruitment and hiring activities to ensure compliance with local, state and federal recruiting policies, laws and procedures; advises supervisors on recruitment and retention strategies; monitors the ranking and selection process; administers pre-employment/post-offer screenings and serves on interview panels, as needed.
- Conducts new hire orientation and on-boarding activities, including ensuring required benefits enrollments are selected and processed in a timely manner and updates materials as required and as changes are made to the County's personnel policies.;
- Ensures I-9 forms ~~is~~ are complete and accurate and performs annual I-9 form audit.;
- ~~Conducts or acquires background checks and employee eligibility verifications.~~
- Processes all personnel and status changes and updates records. Enters personnel actions into payroll system.;
- Reconciles billing and payroll data.
- Prepares and issues identification badges for staff.;
- Completes weekly/monthly/as needed reports.;
- Conducts personnel file audits annually per the Virginia Records Retention Management System requirements.;
- Assists with the benefits open enrollment process.;
- Files and tracks VRS Hybrid Disability applications for employees.;
- Prepares FMLA/ADA documentation and tracking forms.;
- Processes Workers' Compensation claims.;
- Prepares annual OSHA 300 reporting.;
- ~~Implements new hire orientation and employee recognition programs.~~
- Performs routine tasks required to administer ~~and execute~~ human resources programs including, but not limited to, compensation, ~~benefits, and leave~~; ~~employee productivity~~, recognition, ~~and morale~~; ~~occupational health and safety~~; and training and development.
- Handles employment related inquiries from applicants, and employees, referring complex and/or sensitive matters to the appropriate staff.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- ~~Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance.~~
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.
-

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable ~~Thorough~~ knowledge of employment laws, policies, procedures, regulations and practices.;
- Knowledge of benefits programs and the application of personnel practices.;
- General knowledge of safety issues and workers' compensation programs.
- Knowledge of modern office practices and of standard office and accounting equipment with some knowledge of content management systems and reporting software, hardware and peripheral equipment ~~and ability to use Microsoft Office Suite and HRIS software.~~
- Ability to perform detail-oriented tasks; follow complex instructions; analyze data and problem solve.;

- Ability to ~~organize and prioritize work and meet appropriate deadlines.~~~~prioritize and manage tasks effectively and efficiently.~~ ~~delegating tasks when appropriate.~~
- Ability to communicate ~~effectively~~ both verbally and in writing.;
- Ability to resolve conflicts effectively.;
- Ability to work independently and as part of a team in a proactive manner~~ly for the department and for the organization/County.~~;
- Ability to work in an ~~occasionally -sometimes~~ stressful work environment.;
- ~~Ability to act with integrity, professionalism, and confidentiality.~~Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of employment related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required:

Undergraduate degree with coursework in human resources management or a related field and some experience in public personnel/human resources management or an equivalent combination of education and training.

Formatted: Font: Bold

Preferred:

Formatted: Font: Bold

- Certification with the Society for Human Resource Management (SHRM) and/or Public Service Human Resources Association (PSHRA).
Some experience in local government or a public sector human resources environment.~~Associate's An undergraduate degree in human resources management, business management, public administration, or a related field, preferred.~~
- ~~A bachelor's degree or higher in a related field is preferred.~~
~~Preferred qualifications also include certifications by the Society for Human Resource Management (SHRM) and/or the Public Service Human Resources Association (PSHRA) International Public Management Association for Human Resources (IPMA-HR).~~
~~A minimum of (2) years~~Three (3) years of related experience in a of human resources management experience~~related position is required.~~
~~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.~~

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5", Space After: 0 pt, Add space between paragraphs of the same style, Line spacing: single, No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

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 reaching, standing, fingering, and

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Normal, No bullets or numbering

repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

- ~~Must have the ability to occasionally lift, push/pull, and hold/carry 30 pounds.~~
- ~~Must possess an appropriate driver's license valid in the Commonwealth of Virginia.~~
- ~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.~~
- ~~Local travel is required for meetings and presentations.~~

POST OFFER REQUIREMENTS

- Background Check
- Confidentiality Agreement ~~is required.~~
- Reference Verifications
- SHRM/PSHRA certification required within three (3) years of employment
- Valid Commonwealth of Virginia driver's license

Department DirectorHead Recommended:	HR DirectorManager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 27, 2022	April 27, 2022	April 27, 2022	May 4, 2022

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Black

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

Formatted: Indent: Left: 0"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Normal, No bullets or numbering

Commented [KBH1]: If local travel is required, then yes, driver's license should be a requirement. Does the HR Generalist have to travel throughout the County?

Commented [DW2R1]: Generalist may need to travel to different departments for trainings or to drop off information.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Left

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB L

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	#1081 Paralegal - Position Description Update and Regrade				
MOTION(s):	I move the Board of Supervisors approve the Job Description 1081 Paralegal, as presented.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator; Jennifer Whistleman, Interim Director of Human Resources				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>Position duties have been reviewed and revised based on needs of the organization. Knowledge, skills and abilities have been updated to include more current information, as well as, preferred certifications and education.</p> <p>Range change from grade 14 to grade 16 based on market data.</p>				
FISCAL IMPACT:	<p>Pay Band 14: \$44,034</p> <p>Pay Band 16: \$48,547</p> <p>Difference: \$4,513</p>				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	Board of Supervisors last approved position description July 5, 2023.				
ENCLOSURES:	<ul style="list-style-type: none"> Paralegal Position Description - REDLINE Paralegal Position Description - CLEAN 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	X



Fluvanna County, Virginia
County Attorney
Job Description

PARALEGAL/LEGAL ASSISTANT

Job Class #:	1081
Pay Grade:	16
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	County Attorney

SUMMARY GENERAL DEFINITION OF WORK

Performs complex secretarial, legal, professional and responsible administrative support services for the Office of the County Attorney. Ensures that a professional environment is maintained, exercising tact and diplomacy when dealing with the public, maintaining confidentiality at all times. Work is performed under the general supervision of the County Attorney.

Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- Handles confidential information in accordance with statutory requirements.
- Maintains case files ensuring all necessary documents are present.
- Ensures confidentiality of sensitive documents and information.
-
- Prepares legal notice advertisements and staff reports for meetings of the Board of Supervisors.
- Performs title research for properties located in Fluvanna County.
- Prepares and records deeds and easements.
- Gather documents and meets deadlines Freedom of Information Act requests.
- Draft responses to subpoena *duces tecum* requests for County Attorney's signature.
- Provides ordinances adopted by the Board of Supervisors to the Municipal Code for inclusion in the County Code.
- Maintains County Code including distribution of ordinance and supplements to County Code recipients.
- Prepares correspondence and legal papers including motions, briefs, opinions, proceedings, orders, complaints, decisions, contracts, ordinances, resolutions, commitments, affidavits, and other documents.
- Assist in the preparation of the budget.
- Codes and approves invoices for payment.
- Prepares travel reimbursement forms.
- Handles registration for conferences.
- Orders and maintains office supplies.
- Processes incoming and outgoing mail.
- Complies with public record access and retention requirements for documents.
- Conducts legal research, as requested.

- Provides assistance to citizen inquiries.
- Performs other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of office practices, procedures, and equipment.
- Thorough knowledge of departmental functions, County functions, organization, and policies.
- Thorough knowledge of the functions and policies of the court system.
- Strong analytical and problem-solving skills.
- Ability to work under pressure.
- Excellent verbal and written communication skills.
- Thorough knowledge of various related software including Microsoft Office.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to establish and maintain effective working relationships with associates, court officials and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required

Associates degree in business administration, office management, paralegal or a related field with considerable experience in office management and administrative support or an equivalent combination of education and experience.

Preferred

- Undergraduate degree in a related field.
- Extensive and progressive experience in business administration, paralegal work, office management or similar.

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 reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

- Background Check
- Reference verifications
- Confidentiality Agreement
- Valid Commonwealth of Virginia driver's license

Department Director Recommended:	Director of HR: Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
August 28, 2025	August 28, 2025	August 28, 2025	



Fluvanna County, Virginia
County Attorney
Job Description

PARALEGAL/LEGAL ASSISTANT

Job Class #:	1081
Pay Grade:	14 16
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	County Attorney

SUMMARY GENERAL DEFINITION OF WORK

~~Under the general supervision of the County Attorney, the Paralegal/Legal Assistant will provide legal, clerical, and administrative support services as well as prepare, process, and maintain office files and records, serving as support to staff in the County Attorney's Office.~~

Performs complex secretarial, legal, professional and responsible administrative support services for the Office of the County Attorney. Ensures that a professional environment is maintained, exercising tact and diplomacy when dealing with the public, maintaining confidentiality at all times. Work is performed under the general supervision of the County Attorney.

Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- ~~Operates a County vehicle in the performance of the job duties.~~
- Handles confidential information in accordance with statutory requirements.
- Maintains case files ensuring all necessary documents are present.
- Ensures confidentiality of sensitive documents and information.
- ~~Assembles background materials and related materials for meetings of the Board of Supervisors.~~
- Prepares legal notice advertisements and staff reports for meetings of the Board of Supervisors.
- Performs title ~~search of land records~~ research for properties located in Fluvanna County.
- Prepares and records deeds and easements.
- ~~Prepares necessary paperwork to institute civil collection of outstanding balances owed to the County.~~
- ~~Assists in gathering documents~~ Gather documents and meets deadlines for Freedom of Information Act requests.
- Draft responses to subpoena *duces tecum* requests for County Attorney's signature.
- ~~Requests information from attorneys, law enforcement officers, and court personnel.~~
- ~~Forwards~~ Provides ordinances adopted by the Board of Supervisors to the Municipal Code for inclusion in the County Code.
- Maintains County Code including distribution of ordinance and supplements to County Code recipients.
- Prepares correspondence and legal papers including motions, briefs, opinions, proceedings, orders, complaints, decisions, contracts, ordinances, resolutions, commitments, affidavits, and other documents.

- Assist in the preparation of the budget.
- Codes and approves invoices for payment.
- Prepares travel reimbursement forms.
- Handles registration for conferences.
- Orders and maintains office supplies.
- Processes incoming and outgoing mail.
- Complies with public record access and retention requirements for documents.
- Conducts legal research, as requested.
- Provides assistance to citizen inquiries.
- Performs other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of office practices, procedures, and equipment.
- Thorough knowledge of departmental functions, County functions, organization, and policies.
- Thorough knowledge of the functions and policies of the court system.
- Strong analytical and problem-solving skills.
- Ability to work under pressure.
- Excellent verbal and written communication skills.
- Thorough knowledge of various related software including Microsoft Office.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to establish and maintain effective working relationships with associates, court officials and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required

Associates degree in business administration, office management, paralegal or a related field with considerable experience in office management and administrative support or an equivalent combination of education and experience.

Preferred

- Undergraduate degree in a related field.
- Extensive and progressive experience in business administration, paralegal work, office management or similar.
- ~~Any combination of education or experience equivalent to graduation from a four-year accredited university or college and experience working in a law office.~~
- ~~A bachelor's degree or higher in related field is preferred.~~

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 reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

- ~~Office environment exposure to computer screens; sitting for prolonged periods.~~

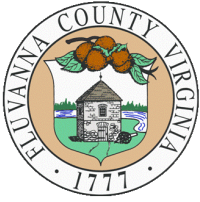
<ul style="list-style-type: none"> • Must have the ability to frequently or constantly lift, push/pull, and hold/carry 10 pounds. • Work requires stooping, fingering, grasping, and repetitive motions. • Vocal communication is required for expressing or exchanging ideas by means of spoken words. • Hearing is required to perceive information at normal spoken word levels. • Visual acuity is required for preparing and analyzing written or computer data, operating 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 possess an appropriate driver's license valid in the Commonwealth of Virginia. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Background Check • Reference verifications • Confidentiality Agreement • Valid Commonwealth of Virginia driver's license 			
Department Director Recommended:	Director of HR: Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
June 26, 2023 August 28, 2025	June 26, 2023 August 28, 2025	June 26, 2023 August 28, 2025	July 5, 2023

Formatted: Not Highlight

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB M

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Resolution to Authorize Fluvanna County's Participation in The Proposed Settlement of Opioid-Related Claims Against Eight Opioid Manufacturers				
MOTION(s):	I move the Board of Supervisors approve the Resolution to authorize the County's participation in the proposed settlement of opioid-related claims against eight manufacturers.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> The eight opioid manufacturers involved in this settlement are Alvogen, Amneal, Apotex, Hikma, Invidior, Mylan, Sun, and Zydus. Settlement agreements have been reached with each manufacturer has been negotiated that will require the companies to pay an aggregate of \$720 million dollars nationwide to resolve opioid-related claims against them. The County has already approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), to which this settlement is subject. The County must participate in this settlement in order to receive any funds. The amount that will be received has not been determined at this point. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Resolution 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. XX-2025

A RESOLUTION AUTHORIZING THE COUNTY'S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST EIGHT OPIOID MANUFACTURERS, AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY'S PARTICIPATION IN THE SETTLEMENT

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties and cities, including the County of Fluvanna, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Fluvanna's various departments and agencies; and

WHEREAS, the Commonwealth of Virginia and its counties and cities, including Fluvanna County, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and Fluvanna; and

WHEREAS, settlement proposals have been negotiated that will cause the opioid manufacturers Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (collectively, "the Manufacturers") to pay an aggregate of approximately \$720 million dollars nationwide to resolve opioid-related claims against them; and

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that this pending settlement with the Manufacturers shall be considered a "Settlement" that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, opioid manufacturers Janssen Pharmaceuticals, Teva Pharmaceuticals, and Allergan, and retail pharmacy chains CVS, Walgreens, Walmart, and Kroger; and

WHEREAS, the County Attorney has reviewed the available information about the proposed settlement and has recommended that the County participate in the settlement in order to recover its share of the funds that the settlement would provide;

NOW THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, this 3rd day of September, 2025, authorizes the County's participation in the proposed settlement of opioid-related claims against the Manufacturers, and directs the County Attorney to execute the documents necessary to effectuate the County's participation in the settlement, including the required release of claims against the Manufacturers.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 3rd day of September, 2025.

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB N

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Amend Policy 4.4 Small Purchasing Procedures regarding cooperative purchases under \$100,000				
MOTION(s):	I move the Board of Supervisors approve the amended Policy 4.4 Small Purchasing Procedures, attached, to allow cooperative purchases under \$100,000 to be effected by purchase order in lieu of a formal written contract.				
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):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Current Small Purchase Procedures require that all purchases over \$10,000 must be in the form of a formal written contract. Cooperative purchases authorized by VA Code § 2.2-4304 rely on already-existing vendor contracts; layering new contracts on top causes redundancy and inefficiency. Some vendors, especially large software vendors, object to alternate contract terms. Allowing purchase orders that incorporate cooperative contracts by reference in lieu of creating separate formal contracts will streamline the procurement process considerably. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Policy 4.4 Small Purchasing Procedures blackline 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

04. PROCUREMENT POLICIES AND PROCEDURES

4.4. Small Purchasing Procedures

BOS Approved Amendment – September 3, 2025

4.4.1. Authorization. The Virginia Public Procurement Act, Virginia Code Section 2.2-4300 *et seq.*, (Hereinafter referred to as the “VPPA”) permits a locality to establish written small purchase procedures for single or term purchases from non-governmental contractors that do not require competitive sealed bids or competitive negotiation, on the condition that such procedures provide for competition wherever practicable. See Virginia Code Section 2.2-4303(G). The following small purchase procedures have been established by the Board of Supervisors of Fluvanna County for use by the County when acquiring (1) materials, supplies, equipment, printing, or other goods and non-professional services from non-governmental contractors where the estimated cost is less than or equal to \$100,000, (2) professional services through single or term contracts if the aggregate or the sum of all phases is not expected to exceed \$80,000, and (3) specifically for vehicles such as a car truck or van where the estimated cost is less than or equal to \$200,000. Notwithstanding the foregoing, small purchasing procedures for any transportation-related construction may only be used when the estimated aggregate cost or sum of all phases is not expected to exceed \$25,000.00. In general, the objective of this policy shall be to provide the County and its taxpayers with the best value possible – reflecting high quality and best price – through efficient and effective use of the competitive market.

4.4.2. Authority of Purchasing Agent. The “Purchasing Agent”, who is the County Administrator, has responsibility and authority for negotiating, placing and when necessary, modifying every Solicitation, Contract and purchase order issued by the County under the County’s Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County’s Small Purchasing Procedures.

4.4.3. General Policies

- A. The procedures established in this Section are intended to provide for competition wherever practicable and shall be applied to further this intent.
- B. The County may choose to require more formal bidding procedures or more stringent requirements in addition to or in lieu of the methods provided in these procedures. Reasons for imposing such requirements may include, but shall not be limited to, (1) a belief that a more competitive price could be obtained or (2) to comply with more stringent funding source procurement requirements.
- C. The County shall not procure goods or services in a piecemeal manner, split procurement into multiple parts, or request that the selected vendor invoice the County at intervals for the purpose of reducing the estimated cost of the procurement below the applicable limit for the

type of goods or services being purchased as set forth in section 4.4.1 *supra*. Order splitting with the intent of keeping a small purchase under the maximum dollar amounts prescribed in section 4.4.1 is prohibited.

- D. The receipt of written quotations is preferred.
- E. All oral quotes must be documented by the employee receiving said quote. A standard County form shall be available for this purpose.
- F. When practicable, the County shall inquire about available discounts.
- G. The County may, but shall not be required to, follow the methods provided in these procedures for procurements of goods or services which are exempt from requirements of competition under the VPPA.
- H. Where the estimated cost exceeds the limit for the type of goods or services being purchased as set forth in section 4.4.1 *supra*, then the County shall follow the applicable provisions of the VPPA and the County's Procurement Policies and Procedures (the "Policy").
- I. In the event that the required number of quotes cannot be obtained, the purchaser must document either that there are no other vendors available to provide the good or perform the service (single source determination), or that a reasonable effort was made to contact other vendors with no response. Documentation of such reasonable effort to contact vendors should include copies of fax confirmation sheets or letters requesting the quote and confirmation from the purchaser that no response was received. A standard County form may be available for this purpose.
- J. Consistent with Section 4.1.4 of the County's Procurement Procedures, when applicable under the VPPA, the County may make use of existing contracts in other localities for the purchase of similar goods and services as a small cooperative procurement in accordance with this policy and Virginia Code Section 2.2-4304 ("Small Cooperative Procurement"). The contract price in any one (1) Small Cooperative Procurement contract shall satisfy any quotation requirements of this policy.
- K. A contract may include provisions for modification of the contract during performance, but no contract price may be increased such that the total contract price would be more than applicable limit for the type of goods or services being purchased as set forth in section 4.4.1 *supra*, without the advance written approval of the Board of Supervisors of Fluvanna County (the "Board"). In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its quote or offer.
- L. In the solicitation or awarding of contracts, the County shall not discriminate against an offeror because of race, religion, color, sex, national origin, age, marital status, sexual

orientation, gender identity, status as a service-disabled veteran, disability, or any other basis prohibited by state law relating to discrimination in employment.

- M. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Small Business and Supplier Diversity.
- N. Whenever Solicitations are made, the County shall include and incorporated by reference the General Terms, Conditions and Instructions to Bidders and Contractors, attached to the Policy as Appendix 1, as may be amended, modified, or replaced by the Board from time to time.
- O. The County encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions
- P. **Compliance with Immigration Law.** Pursuant to § 2.2-4311.1. of the Code of Virginia, the Contractor does not, and shall not during the performance of a Contract, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986. (BOS action Oct. 1, 2008).
- Q. Compliance with the Uniform State Building Code is required for all small purchases and cannot be waived.

4.4.4. Definitions

- A. The County of Fluvanna Procurement Policies and Procedures, being the statement of purpose, Sections 4.1 to 4.7 inclusive, and Appendix I, are referred to throughout as the “Policy”.
- B. The definitions of the “Policy” as stated in Section 4.1 apply to the entire Policy, but for clarity are specifically incorporated to this Section 4.4 by reference.
- C. The term “contracts” previously defined in Section 4.1 shall be expanded to also include any decisions to purchase a good or service made in compliance with the procedures outlined in this Section 4.4, with or without a formal written contract, including documentation.
- D. “Small purchases” are single or term contracts for goods or services where the estimated sum or aggregate of all phases does not exceed the applicable limit for the type of goods or services being purchased as set forth in Article 1 *supra*.
- E. **“Professional services”**, consistent with its definition in Section 4.1, means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.

F. ***“Nonprofessional services”***, consistent with its definition in Section 4.1, means any services not specifically identified as professional services in the definition of professional services.

G. The “estimated cost” of a contract shall be according to a single purchase order, not the annual total for a particular vendor. However, unit orders shall not be split in order to reduce the invoice total.

H. A “quotation” may be either written or oral. A supplier's current price list may serve the same purpose as obtaining a quote. It is the responsibility of the employee receiving an oral quote to document thoroughly the price and good or service provided.

4.4.5. Small Procurement Methods

A. One quotation. Purchases where the estimated cost of goods, professional services, or nonprofessional services does not exceed \$5,000 may be made upon receipt of a written or oral quote from one vendor.

1. The County shall seek additional quotations whenever there is reason to believe a materially better value could be found.
2. Where more than one quote has been obtained for goods or nonprofessional services, the County shall select the supplier with the lowest responsive and responsible quote. It shall be consistent with these Small Purchasing Procedures for the County to consider product quality, service, and vendor reliability to reach this determination.
3. Where more than one quote has been obtained for professional services, the County shall negotiate with the vendor determined to be the most qualified, responsible and suitable; cost shall not be the sole determining factor. If a satisfactory contract cannot be negotiated with such vendor, negotiations shall then be undertaken with the second most qualified, responsible and suitable vendor, and so on until a satisfactory contract is agreed upon.

B. Two Quotations

1. Purchases where the estimated cost of goods, professional services, or nonprofessional services exceeds \$5,000 but does not exceed \$30,000 may be made upon receipt of written or oral quotes from two vendors, subject to the provisions of Section 4.4.3(J) above.
2. For goods and nonprofessional services, the County shall select the supplier with the lowest responsive and responsible quote. It shall be consistent with these Small

Purchasing Procedures for the County to consider product quality, service, and vendor reliability to reach this determination.

3. For professional services, the County shall negotiate with the vendor determined to be the most qualified, responsible and suitable; cost shall not be the sole determining factor. If a satisfactory contract cannot be negotiated with such vendor, negotiations shall then be undertaken with the second most qualified, responsible and suitable vendor, and so on until a satisfactory contract is agreed upon.

C. Three Written Quotations

1. Purchases where the estimated cost of goods, professional services, or nonprofessional services exceeds \$30,000 but does not exceed \$60,000 may be made upon receipt of written quotes from three vendors, subject to the provisions of Section 4.4.3(J) above.
2. For goods and nonprofessional services, the County shall select the supplier with the lowest responsive and responsible quote. It shall be consistent with these Small Purchasing Procedures for the County to consider product quality, service, and vendor reliability to reach this determination.
3. For professional services, the County shall negotiate with the vendor determined to be the most qualified, responsible and suitable; cost shall not be the sole determining factor. If a satisfactory contract cannot be negotiated with such vendor, negotiations shall then be undertaken with the second most qualified, responsible and suitable vendor, and so on until a satisfactory contract is agreed upon.
4. Notwithstanding the foregoing, small purchases of transportation-related construction may only be used when the estimated aggregate cost or sum of all phases is not expected to exceed \$25,000.00.

D. Four Written Quotations

1. Purchases where the estimated cost of goods, professional services, or nonprofessional services exceeds \$60,000 but does not exceed \$100,000 (\$200,000 for vehicle purchases) may be made upon receipt of written quotes from four vendors, subject to the provisions of Section 4.4.3(J) above. Notwithstanding the foregoing, small purchases of professional services may not exceed the limit of \$80,000 as set forth in section 4.4.1.
2. Written informal solicitation of a minimum of four bidders or offerors shall be required.
3. For goods and nonprofessional services, the County shall select the supplier with the lowest responsive and responsible quote. It shall be consistent with these Small

Purchasing Procedures for the County to consider product quality, service, and vendor reliability to reach this determination.

4. For professional services, the County shall negotiate with the vendor determined to be the most qualified, responsible and suitable; cost shall not be the sole determining factor. If a satisfactory contract cannot be negotiated with such vendor, negotiations shall then be undertaken with the second most qualified, responsible and suitable vendor, and so on until a satisfactory contract is agreed upon.
5. Notwithstanding the foregoing, small purchases of transportation-related construction may only be used when the estimated aggregate cost or sum of all phases is not expected to exceed \$25,000.00

4.4.6. Exceptions to Competitive Requirements. Fluvanna County has determined that competition normally is either not practicable or available for small purchases of the following goods or services which, accordingly, may be purchased without receipt of quotes from additional vendors:

- A. Books, pre-printed materials, reprints and subscriptions (e.g., print or electronic), pre-recorded audio and video cassettes and slide presentations when only available from the publisher/producer;
- B. Any items purchased on state contract;
- C. Academic/research consulting services;
- D. Honoraria, entertainment (speakers, lecturers, musicians, etc.);
- E. Royalties and film rentals when only available from producer or protected distributors;
- F. Membership dues;
- G. Advertisements such as in newspapers, magazines, journals, radio, television, etc.; and
- H. Utility charges.

4.4.7. Contract Requirements

- A. **Except for purchases made in accordance with Section 4.4.7 (B),** every purchase under these Small Purchasing Procedures for \$10,000 or more must be in the form of a formal written contract approved as to form **by the County Attorney** and **must** include and incorporate by reference the General Terms, Conditions and Instructions to Bidders and Contractors attached

to ~~this~~ the Policy as Appendix 1. A formal written contract can be used for purchases under \$10,000.at the County Purchasing Agent's discretion.

B. Purchases utilizing cooperative procurement in accordance with Virginia Code Section 2.2-4304 shall not require a formal written contract unless the total purchase amount is over \$100,000. Instead, the Finance Department shall issue a purchase order that incorporates by reference the terms and conditions of the cooperative agreement.

C. All small purchases made hereunder shall be subject to the provisions of paragraph 48 of the General Terms, Conditions and Instructions to Bidders and Contractors attached to the Policy as Appendix 1.

Adopted: Board of Supervisors, November 20, 2002

Amended to include procurement of professional services: February 18, 2004

Amended to include compliance with immigration law provision: October 1, 2008

Amended to increase professional services threshold to \$50,000 in compliance with §2.2-4303 (H) of the Code of Virginia: September 16, 2009.

Amended to be incorporated into the County's Procurement Policies and Procedures: April 3, 2013.

Amended to allow one quote for Small Cooperative Procurements September 20, 2017.

Amended to increase threshold limits and to address other changes in the Virginia Public Procurement Act July 7, 2021.

Amended to address difficulties in purchasing vehicles and contract requirement on April 5, 2023.

Amended to remove Attachment A for purchases of more than \$500 but less than \$10,000 on April 3, 2024.

Amended to remove the contract requirement under Section 4.4.7. for cooperative agreement purchases under \$100,000 on September 3, 2025

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB O

MEETING DATE:	September 3, 2025				
AGENDA TITLE:	Paving Services Contract with S.L. Williamson, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Paving Services Contract with S.L. Williamson, Inc. for paving the entrance road at the Convenience Center at a total cost of \$194,870.00, and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>Contract terms the County should be aware of (highlights only, see contract for details):</p> <ul style="list-style-type: none"> The County issued IFB #2025-01 on July 11, 2025. Vendor was the lowest responsive and responsible bidder for the Convenience Center entrance road project out of three bidders. Total paving cost is \$194,870; this amount was budgeted in the FY25 CIP for Public Works 				
FISCAL IMPACT:					
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> S.L. Williamson, Inc. contract 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Convenience Center Entrance Road Paving Services Contract

This **Convenience Center Paving Services Contract** (the "**Contract**") dated the ____ day of _____, 2025 is between **S.L. WILLIAMSON, INC. ("Contractor")**, a Virginia corporation and Class A contractor and **FLUVANNA COUNTY ("County")**, a political subdivision of the Commonwealth of Virginia, and sets forth the terms and conditions for Contractor's provision of Paving Services to the County.

Whereas, on July 11, 2025 the County issued IFB #2025-01 requesting bids for the Countywide Paving Project, which included the Convenience Center entrance road (the "**Project**"), which IFB and addenda are attached hereto as **Exhibit 1**; and

Whereas, the Contractor submitted its Bid dated July 28, 2025 (the "**Bid**") to the County for the Paving Services and associated options, warranties, and associated work and services (together the "**Services**"), as more specifically described in such Bid attached hereto as **Exhibit 2** and incorporated herein as a material part of this Contract; and

Whereas, the County wishes to purchase, and the Contractor wishes to provide all Services to the County as described in the Bid for the Project;

NOW THEREFORE, the parties hereby agree as follows:

1. **RECITATIONS AND WARRANTIES.** The foregoing recitations are incorporated herein by reference as material terms of the Contract between the County and Contractor. In addition, all warranties required or offered under the Bid or this Contract for the Services shall be assigned and delivered to the County with the Services.
2. **SCOPE OF SERVICES.** The Contractor agrees that the Services shall meet or exceed: (i) all applicable industry standards so as to pass without exception in the trade; (ii) all requirements and provisions of this Contract and the Bid; (iii) all requirements of the County's General Terms, Conditions and Instructions to Bidders and Contractors (the "County's General Terms") attached hereto as **Exhibit 3**, which are incorporated herein by reference as a material part of this Agreement; and (iv) all requirements of Applicable Law. "Applicable Law" as used herein means all applicable federal, Commonwealth of Virginia and local laws, ordinances, rules and regulations or similar standards in any way related to the Services or performance under this Contract.

The Contractor has reviewed and agrees to the County's General Terms: ____ [Initial].

The Paving Project requires:

- A. Mill existing pavement.
 - B. Full depth reclamation to about 12" compact to make stable substrate.
 - C. Pave existing road with 2" surface asphalt base and 2" surface mix asphalt for heavy duty/heavy truck application in accordance with VDOT specifications (image attached hereto as **Exhibit 4**).
 - D. Recontour existing ditches on both sides of the road.
3. **LOCATION FOR SERVICES.** The Services are being completed at certain County property briefly described as the Convenience Center, located at 11206 W. River Road, Fork Union, VA 23055.
 4. **PERFORMANCE.** The Services under the Contract shall be completed no later than **October 31, 2025**; time being of the essence. Any warranties on the Services shall begin on

Convenience Center Entrance Road Paving Services Contract

the later of the date that the County accepts all the Services without reservation. All applicable warranties, promises and covenants relating to the Services provided for hereunder shall continue according to the terms thereof and shall survive any earlier termination of this Contract.

5. **DAMAGE TO COUNTY PROPERTY.** The Contractor shall repair and/or replace any damage done to any County property by their officers, employees or agents or resulting from Contractor's Services as soon as practicable, but in any event, no more than ten (10) calendar days after notification by the County. All such repairs or replacements shall be completed to the County's sole satisfaction. To protect the Contractor, the Contractor shall document any existing damage to the County property prior to commencing work in a writing to the County.
6. **NOTICE.** Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

COUNTY:

Fluvanna County, Attn: Linda Mills, Purchasing Officer, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1930 (billing and service and product inquiries)

Fluvanna County, Attn: Dale Critzer, Director Public Works, 197 Main Street, Palmyra, VA 22963, telephone (434) 591-1925 (service and product inquiries)

With a Copy to: Fluvanna County Attorney, P.O. Box 540, Palmyra, VA 22963, telephone (434) 591-1910 (contract inquiries)

CONTRACTOR:

S.L. Williamson Company, Inc., 1230 River Road, Charlottesville, VA 22901, telephone (434) 295-6137

7. **INSURANCE.** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Public General Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate
--------------------------	---

Excess Liability	\$1,000,000 Aggregate Over Above Policy Limits
------------------	--

Convenience Center Entrance Road Paving Services Contract

Worker's Compensation

Amount required by Virginia law

These requirements are minimums. The Contract may specifically require the Contractor to carry additional or higher minimum amounts of insurance; and may include other additional requirements with respect to insurance and the provisions therefor.

The Contractor shall provide a copy of a Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the County prior to entering into any Contract with the County. On this Certificate of Insurance, the County shall be named or indicated as additional insureds for comprehensive general liability. No change, cancellation or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the County and such shall be noted in the policy. The Contractor shall furnish a new certificate prior to any change or cancellation date. Insurance required by this section shall be in full force and effect throughout any Contract term. If the Contractor fails to provide the County with acceptable evidence of current insurance within ten (10) days after written request from the County therefor during the any Contract term, then the County shall have the absolute right to terminate the Contract without any further obligation to the Contractor.

8. **COMPENSATION.** Consistent with the Bid, the Contractor shall be paid a flat fee of **One Hundred Ninety-Four Thousand Eight Hundred Seventy and No/100 Dollars (\$194,870.00)** ("Contract Price") for the Services, being more specifically described in the Bid.
9. **PAYMENTS.** Payment and Invoice terms are governed by the County's General Terms. Any additional services must be purchased only under a written amendment of this Contract signed by authorized representatives of both parties. Invoices should be directed to Fluvanna County Finance Department. The date that the Services are completed in compliance with this Contract to the satisfaction of the County is the "**Completion Date.**" In no event may the Contractor charge for travel, mileage, administrative costs, meals, lodging, overhead or other similar costs.
10. **FORCED AND CHILD LABOR PROHIBITION.** Contractor agrees that the use of forced or indentured child labor, as defined by VA Code § 2.2-4311.4, will be prohibited in the performance of this Contract. Contractor agrees to include this prohibition in any subcontract or purchase order that exceeds \$10,000, so that the prohibition is binding upon each subcontractor or vendor.
11. **EXHIBITS AND RESOLVING CONFLICTS.** The rights and duties of the County and Contractor under this Contract are set out herein and in the Exhibits attached hereto. Whenever possible, the terms of the above Contract and the Exhibits shall be read together and where there are similar provisions both shall apply, however in the event of a direct conflict, the order of control shall be this Contract, the County's General Terms, then Exhibit 2, then Exhibit 1. To clarify, the Contract shall control over the Exhibits in the event of a direct conflict, the County's General Terms shall control over the other Exhibits,

Convenience Center Entrance Road Paving Services Contract

and Exhibit 2 shall control over Exhibit 1.

- 12. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. Applicable law and venue provisions of the County's General Terms apply.
- 13. OTHER TERMS OF THE CONTRACT.** All other terms and conditions of the Contract remain in full force and effect and shall remain binding on the parties hereto.
- 14. COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Contract may be executed in counterparts, each of which shall be deemed an original, but such counterparts, when taken together, shall constitute one contract. This Contract may be executed by a Party's signature transmitted by facsimile or email, and copies of this Contract executed and delivered by means of faxed or emailed signatures shall have the same force and effect as copies hereof executed and delivered with original signatures.

In witness hereof, the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures.

Contractor:

S.L. Williamson Company, Inc.

County:

**County of Fluvanna, a political subdivision of
the Commonwealth of Virginia**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

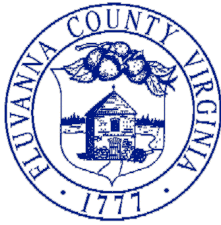
Date: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

**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"/>	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"/>	The Board of Supervisors Work Plan



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-09-03 p.119/124
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: September 3, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY26 BOS Contingency Balance

The FY26 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Available:	\$150,000



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-09-03 p.121/124
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: September 3, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY26 Capital Reserve Balances

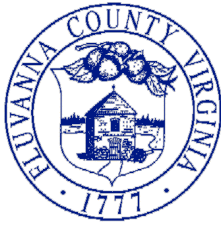
The FY26 Capital Reserve account balances are as follows:

County Capital Reserve:

FY25 Carryover	\$542,664.43
FY26 Budget Allocation:	\$250,000
FY26 Available:	\$792,664.43

Schools Capital Reserve:

FY25 Carryover	\$176,044.63
FY26 Budget Allocation:	\$250,000
Less: CEN Playground Equipment – 08.06.25	-\$16,263.10
Less: FCHS Bus Loop Sheetrock & Ceiling – 08.06.25	-\$12,000
Less: FCHS Chiller 1 – 08.06.25	-\$9,430
Less: FCHS Stage CYC Lights – 08.06.25	-\$10,660
Less: FMS Track Inspections and Projects – 07.02.25	-\$13,000
FY26 Available:	\$364,691.53



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-09-03 p.123/124
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: September 3, 2025
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY25 Year End (Unaudited) Unassigned Fund Balance:	\$11,387,352.90
Less: Coves Monticello Performance Grant – 07.02.25	-\$63,208.33
Less: Pleasant Grove Park Paving CIP – 08.06.25	-\$21,216
Less: Information Technology ADP Services – 08.06.25	-\$11,535
Current (Unaudited) Unassigned Fund Balance:	\$11,291,393.57

*Audited FY25 Year End Unassigned Fund Balance will be available upon Completion of the FY25 Annual Comprehensive Financial Report

