



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

May 20, 2026

Regular Meeting at 6:00 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

A Board, Commission, and Committee Appointments – Eric Dahl, County Administrator

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

B Revised EMS Response Districts – MJ Fick, EMS Supervisor

C Fork Union Water Supply Project – Bobby Popowicz, Director of Public Utilities

D Fire Training Building Update – Eric Dahl, County Administrator

E Historic Courthouse Restoration Update – Eric Dahl, County Administrator

F James River Water Authority Project Update – Eric Dahl, County Administrator

8 – ACTION MATTERS

G Position Upgrade for Clerk of the Circuit Court Clerk’s Office – Tristana Treadway, Clerk of the Circuit Court

H 2% Bonus for General Registrars and Electoral Board Members – Eric Dahl, County Administrator

I Authorization to Advertise a Public Hearing to Amend § 21-2-13 and Chapter 21 Appendix A of the County Code – Dan Whitten, County Attorney

9 – PUBLIC HEARING

J VDOT Secondary Six Year Plan Public Hearing – Scott Thornton, Residency Administrator/Louisa Residency

10 – CONSENT AGENDA

K Minutes of April 15, 2026 – Caitlin Solis, Clerk to the Board

L Financial Auditing Services Contract with Robinson, Farmer, Cox Associates – Dan Whitten, County Attorney

M Temporary Staff Stipend for Additional Duties (Frazier) – Tristana P. Treadway, Clerk of the Circuit Court

N FY26 FCPS Grants Supplemental Appropriation – Gemma Soares, Executive Director for Instruction and Finance

O Purchase Agreement with Atlantic Emergency Solutions, Inc. for 2026 Pierce PUC Pumper Truck – Dan Whitten, County Attorney

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.

P Director of Economic Development Position Description Update – Eric Dahl, County Administrator

Q CRMF - Pleasant Grove Well – Don Stribling, FCPS Executive Director

11 – UNFINISHED BUSINESS

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING

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
BCC APPOINTMENTS STAFF REPORT

TAB A

MEETING DATE:	May 20, 2026		
AGENDA TITLE:	Board, Commission, and Committee Appointments		
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):		
Board/Commission/Committee	Candidates (I) indicates incumbent	Term Start	Term End
Community Policy and Management Team (Parent Representative)	Nikki Sheridan (I)	7/1/2026	6/30/2028
Economic Development Authority (At-Large) Economic Development Authority (At-Large) Economic Development Authority (At-Large)	Joshua Bower (I) Reese Peck (I) Rudy Garcia (I) Barbara Haines Greg Ipsan Erica Rice Woody Fincham	7/1/2026	6/30/2030
Library Board of Trustees (At-Large) Library Board of Trustees (At-Large) Library Board of Trustees (At-Large)	Barbara Goshorn (I) Charles Haden Thomas Parrish (I) Sherron Haley (I) Marilyn Austin	7/1/2026	6/30/2030
Monticello Area Community Action Agency (Fluvanna County Representative)	David Harlow (I)	7/1/2026	6/30/2029
Social Services Board (Cunningham)	James Wilkin (I)	7/1/2026	6/30/2030

BCC VACANCIES AND APPLICANTS				
BCC Interest	Applicant	Type	District	Current BCC Appointments / Other Notes
Community Policy and Management Team (Parent Representative)	Nikki Sheridan (I)	Reappt	Fork Union	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2028
Economic Development Authority (At-Large)	Joshua Bower (I)	Reappt	Cunningham	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030.
Economic Development Authority (At-Large)	Reese Peck (I)	Reappt	Cunningham	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030. Also serving on the Rivanna River Basin Commission.
Economic Development Authority (At-Large)	Rudy Garcia (I)	Reappt	Fork Union	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030. Also serving on the Finance Board.

Economic Development Authority (At-Large)	Barbara Haines	Appt	Cunningham	Term beginning July 1, 2026 and ending June 30, 2030.
Economic Development Authority (At-Large)	Greg Ipsan	Appt	Rivanna	Term beginning July 1, 2026 and ending June 30, 2030.
Economic Development Authority (At-Large)	Erica Rice	Appt	Fork Union	Term beginning July 1, 2026 and ending June 30, 2030.
Library Board of Trustees (At-Large)	Barbara Goshorn (I)	Reappt	Columbia	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030.
Library Board of Trustees (At-Large)	Charles Haden Thomas Parrish (I)	Reappt	Palmyra	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030. Also serving on the PVCC Board, SSB, and TJSWCD Board.
Library Board of Trustees (At-Large)	Sherron Haley (I)	Reappt	Fork Union	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030.
Library Board of Trustees (At-Large)	Marilyn Austin	Appt	Rivanna	Term beginning July 1, 2026 and ending June 30, 2030.
Monticello Area Community Action Agency (Fluvanna County Representative)	David Harlow (I)	Reappt	Fork Union	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2029.
Social Services Board (Cunningham)	James Wilkin (I)	Reappt	Cunningham	Incumbent seeking reappointment. Term beginning July 1, 2026 and ending June 30, 2030.
DISCUSSION:	<ul style="list-style-type: none"> • Community Policy and Management Team (CPMT) – One position - Term beginning July 1, 2026 and ending June 30, 2028. • Economic Development Authority (EDA) – Three positions – Terms beginning July 1, 2026 and ending April 30, 2030. • Library Board of Trustees (LBoT) – Three positions – Terms beginning July 1, 2026 and ending April 30, 2030. • Monticello Area Community Action Agency (Fluvanna County Representative) – One position - Term beginning July 1, 2026 and ending June 30, 2029. • Social Services Board (Cunningham) – One position - Term beginning July 1, 2026 and ending June 30, 2030. 			
ENCLOSURES:	Candidate Applications			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Nikki Sheridan	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Fluvanna CPS and Intake 2016-2019 Magistrate Supreme Court of Virginia 2014-2016 Region Ten/REACH 2013-2014 Policy Advisor Virginia Dept. of Elections 2010-2013 Virginia DJJ 2002-2005 VCU MSW 2000 UVA BA 1998 FCHS 1994	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Previously served on Fluvanna Board for Aging Currently serving on FCPS Learning Resource Committee Currently serving on FCPS Special Education Advisory Committee Currently serving as CASA in 16th judicial circuit (no active case presently)	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Member Byrd Chapel UMC 1977-2024 Attendee Fork Union Baptist 2024 present Auxiliary member Kents Store Volunteer Fire Department	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Longtime resident with two children in FCPS, one of whom has an IEP and received ECSE and VPI services. I have familiarity with developmental disorders and delays, related services and therapies, child protection investigations, foster care advocacy, juvenile justice processes and case management, and legislative and policy adherence generally.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

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

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Nikki Sheridan		02-24-2025	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
1450 Rivanna Woods Drive Fork Union, VA 23055			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
35			
Office Use Only			
Application Received On:	2/20/2025	Application Received By:	
Acknowledgement Sent:	2/24/2025	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

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Name: Joshua Bower	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): I have an Associates Degree in Architecture from Penn College (1994-96) and a Bachelors Degree in Architecture from Temple University (1996-2002). I am a licensed Architect in Virginia and have been a partner in my firm since 2017. I have been practicing Architecture since 1998.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I have served as an elected member of Mount Joy PA Borough Council for 7 years (President Pro-tem for 2 years), Mount Joy PA planning commission for 9 years (chair for 4 years), Mount Joy PA Main Street executive board for 5 years, Building Committee on Main Street Org for 5 years and at Church for over 10 years. I was elected as Judge of Elections for (2) four year terms. I also served on the St Marks UMC leadership team for 6 years and chair for two of those years.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I have been a member of Sigma Phi Epsilon Fraternity in college and a member of Rotary International in MOUNTY JOY PA. I am currently a member the American Institute of Architects and of the National CPTED Organization	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: My family and I moved here from Pennsylvania in 2015. When in PA I was fortunate to dedicate some of my personal time to help make the community better through governmental, economic development and spiritual organizations. As out children are now moving onto college, I would like to start seeking opportunities to dedicate some of my personal time to Fluvanna County and its residents	

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ON WHICH YOU WISH TO SERVE.**

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

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Applicant's Signature <i>(Typing name below serves as digital signature)</i> Joshua Bower		Date 1-13-2022	
Mailing Address (including City, State, & ZIP) 418 Fox Hollow Ln, Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 6	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	1-13-2022	Application Received By: Leontyne Peck	
Acknowledgement Sent:	1-13-2022		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



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Name: A. Reese Peck	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See attached resume.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <small>Essex County EDA, board appointment. James City County Planning Commission, board appointment. King & Queen/Essex Regional Public Radio System Policy Team, ex-officio member. Virginia Peninsula Public Service Authority, board appointment. Middle Peninsula Planning District Commission, board appointment. Middle Peninsula Juvenile Detention Commission, board appointment. Middle Peninsula Broadband Authority, board appointment. Missouri River Basin Association, gubernatorial appointment. Northern States Power Resource Advisory Board (1991), company's request. Small Business Clean Air Compliance Advisory Panel, department appointment. Town of Clifton Park Trails Advisory Committee, board appointment. CWC Catskill Fund for the Future Loan Review Committee, board appointment.</small>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): No current associations. Past Rotarian - 12 years.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am a retired public administrator that has a wealth of experience in planning & zoning, economic development and natural resource management. I want to share my expertise in the community I choose to live the rest of my retirement in.	

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	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board	X	James River Water Authority (JRWA)	X	Rivanna River Basin Commission
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	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)		Library Board of Trustees		
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Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
A. Reese Peck		1/17/2023	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
5 Spoon Terrace, Palmyra			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
6 months	[REDACTED]		[REDACTED]

Office Use Only

Application Received On:	1/23/2024	Application Received By:	
Acknowledgement Sent:	1/29/2024	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

A. Reese Peck

5 Spoon Terrace ♦ [REDACTED] [REDACTED] [REDACTED]

Profile

Motivated, personable, public administration professional with multiple college degrees and a successful 35-year track record of public service. Talent for quickly mastering complex public policy issues. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive issues in a public setting.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent team-building skills.

Education

University of South Dakota – Vermillion, SD
Master's Degree in Public Administration, 1977

SUNY Albany – Albany, NY
Bachelor's Degree in Political Science, 1975

Core Competencies

- ♦ Board Management
- ♦ Public Finance
- ♦ Human Resources
- ♦ Knowledge of state and local governmental arrangements
- ♦ Knowledge of local public services, land use, environmental and fiscal issues
- ♦ Demonstrated ability to develop solutions and recommendations for appropriate action.
- ♦ Demonstrated ability to draft agency procedures and policy statements.
- ♦ Effective in dealings with state and local officials, agency staff and the public
- ♦ Effective communicator

Selected Accomplishments In Essex County

Working under the leadership of Essex County Board of Supervisors, in just three short years we were able to implement initiatives in the following areas.

- ♦ **Transparency.** Updated and expanded the County website using the following platforms: MuniCode, Board Doc, OpenGov and Civic Live.
- ♦ **Board management.** Worked with the BOS to develop and adopt its first ever set of operating By-Laws, established a monthly work session schedule, implemented the use of Board Docs and developed Board expense and reimbursement policies.
- ♦ **Citizen participation.** Established three new advisory committees (Animal Control, Parks & Recreation, and Agricultural and Forestry). Worked with the various local economic development groups to fund and hire a full time economic developer. Worked with the EDA and industry representatives to develop a roadmap for agriculture and forestry industries in Essex County.
- ♦ **Intragovernmental relations.** Implemented weekly meetings with Department Heads and quarterly meetings with Constitutional Officers and the Superintendent of Schools. Updated County policies and procedures with the involvement of Board Members, Department Heads, Constitutional Officers and County staff. Developed and implemented personnel policy MOU's with Extension, Registrar, Revenue, Treasurer, Sheriff and Commonwealth's Attorney.

Reese Peck

- ◆ **Employee relations.** Developed and implemented employee surveys and newsletters to gain employee feedback and foster better communication. Established an employee recognition program and encouraged professional development training. Implemented an on-line performance evaluation management system.
- ◆ **Financial management.** Rationalized the County's retirement health benefits (reducing the County's OPEB liability by \$1.78 million), increased the County's unassigned fund balance, thus allowing us to reduce the amount of RAN borrowing, and continued to decrease the amount of outstanding County debt.

Management Experience Summary

I have over 30 years of progressively responsible management experience. Management positions I have held include County Administrator, Town Manager, State Agency Division Director, State Department Deputy Secretary, Executive Director of a large public agency, and Managing Principal for a national financial services firm.

Virginia Public Service (2007-2022) – In addition to serving as Bowling Green's Town Manager, I previously served as as Essex County's Administrator, Chaired the James City County's Planning Commission (one of the fastest growing counties in Virginia), managed Virginia's Enterprise Zone Program, served on Essex County's EDA and restructured the state of Virginia's Stormwater Management Program.

Managing Principal/Sales Manager (1999-2005) - Financial Services Manager and Investment Advisor Supervisor for the Albany Prudential Insurance Agency and, at Waddell & Reed, was District Manager in the Greater Albany Area and Managing Principal in the Hampton Roads Area. Recruited, trained and developed award winning financial services sales units.

Executive Director (1997-1999) – Set up a \$200 million regional development corporation. The CWC was the result of a precedent-setting agreement between New York City, the upstate communities that supply its water, environmental interests, and state and federal authorities. The 1997 New York City Watershed Memorandum of Agreement required the development of a total of 14 city-funded environmental protection and economic development programs in the watershed west of the Hudson River. The CWC was required to establish and implement seven of those programs, including the Catskill Fund for the Future (CFF), a \$59.7 million business loan and grant program.

State Agency Manager (1981-1995) – Eight of my 16 years in management at the SD Department of Environment and Natural Resources were in the capacity as the cabinet secretary's deputy. In the Deputy position, I managed the day-to-day activities of the agency's environmental and water resources programs. My responsibilities included administering all major federal environmental programs within South Dakota, including Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Act, Community Right-to-Know Act and Superfund.

I also prepared the department's annual operating budget; identified agency funding opportunities and oversaw the management of the agency's 12 major federal funding grants. Developed and implemented department internal fiscal controls and operating procedures. Supervised department's personnel functions. Conducted department management reviews and implemented subsequent reorganizations of operating divisions to more effectively deliver department services.

Reese Peck

Government-Related Board and Association Appointments

- ◆ King & Queen/Essex Regional Public Radio System Policy Team, ex-officio member.
- ◆ Middle Peninsula Jail Authority (alternate), board appointment.
- ◆ Virginia Peninsula Public Service Authority, board appointment.
- ◆ Middle Peninsula Planning District Commission, board appointment.
- ◆ Middle Peninsula Juvenile Detention Commission, board appointment.
- ◆ Middle Peninsula Broadband Authority, board appointment.
- ◆ Middle Peninsula Public Access Authority (alternate), board appointment.
- ◆ Rappahannock Community College Business Management Citizens' Advisory Committee, college appointment.
- ◆ James City County Planning Commission, board appointment.
- ◆ Missouri River Basin Association, gubernatorial appointment.
- ◆ Western States Water Council, gubernatorial appointment.
- ◆ Association of State and Interstate Water Pollution Control Administrators, department appointment.
- ◆ Interstate Council on Water Policy, department appointment.
- ◆ National Institute for the Environment, department appointment.
- ◆ Northern States Power Resource Advisory Board (1991), company's request.
- ◆ Small Business Clean Air Compliance Advisory Panel, department appointment.
- ◆ State Emergency Response Commission, department appointment.
- ◆ Town of Clifton Park Trails Advisory Committee, board appointment.
- ◆ CWC Catskill Fund for the Future Loan Review Committee, board appointment.
- ◆ Hampton Roads Financial Planning Association's Legislative Director, board appointment.

January 23, 2024

Dear Ms. Solis:

Please find my application to serve on Fluvanna County boards, commissions and committees and supporting documents. I am a retired public administrator that has a wealth of experience in planning & zoning, economic development, and natural resource management. I want to share my expertise with the community I choose to live the rest of my retirement in.

My background includes working as a planner for a PDC, serving on the Board of a PDC and as an Executive Director of a regional environmental and economic development agency (see attached Catskill Watershed article). As a former County Administrator, I have thorough knowledge of local governments operations, have served on local advisory boards, managed environmental and water resources programs in two states, and developed local and regional economic development programs.

I am also a Certified Virginia Planning Commissioner and former Chair of James City County Planning Commission (one of the fastest growing counties in Virginia). I serve as Chair of its policy committee and in 2010 Chair of the full Commission. As Chair I introduce to the County an Annual Scorecard for monitoring progress on implementing the County's Comprehensive Plan (see attached 2010 Annual Report).

Sincerely,



A. Reese Peck
5 Spoon Terrace
Palmyra, VA 22963



IN THE REGION

Reese Peck leads the Catskill Watershed Corporation

The Catskill Watershed Corporation has engaged Reese Peck as Executive Director. A former Deputy Secretary of Environment and Natural Resources in South Dakota, Peck began his state career with the South Dakota State Planning Bureau in 1979 as the local government liaison. He helped develop local technical assistance programs to coordinate state policy objectives and local concerns. He later moved to the State's Department of Environment and Natural Resources, where he continued his close association with local governments through the administration of the state \$7 million Community Development Block Grant Program, other state funding programs and the State's Water Planning Process.

Peck has coordinated the

financing of over \$700 million worth of municipal and regional infrastructure projects using a wide variety of funding sources. These projects were crucial to the local economy, and promotion of community and economic development.

The South Dakota Department of Environment and Natural Resources successfully proposed legislation that impacted state-wide environmental and water issues. Most notable of the legislative successes was passage of the South Dakota Environmental Protection Acts of 1989 and 1992 and creation of regional water planning and financing districts.

Peck holds a Master's of Public Administration degree from the University of South Dakota and a Bachelor of Arts in political science from SUNY, Albany.



A. Reese Peck, new Executive Director of the CWC

His wife, Julie Apgar, was raised in Stone Ridge and attended colleges in Stone Ridge, Oneonta and Cortland. Peck was raised in Fishkill, NY.

The couple have four children, Moriah, Tara, Kristofer and Alexander.

Catskill Watershed Corporation Update

Reese Peck isn't concentrating on the three R's, he's studying the three P's. Policy, Procedure and Protocol. The inauguration of a new entity destined to oversee hundreds of millions of dollars is a procedure-laden business: How will the Board operate? How will loans and grants be handled? How will accounting be handled? What will be the workplace rules for employees? What are the job descriptions?

These are just some of the questions occupying Reese Peck. The Catskill Watershed Corporation will be perhaps the most closely monitored organization in recent memory. Peck has an enormous undertaking which, with good humor, he's tackling while in the middle of construction debris,

moving men and a major overhaul of their new offices in the former Catskill Mountain News building on Main St., Margaretville.

Reached by phone in the midst of this chaos, he was very positive about the progress of the CWC. With only a summer intern, he is working to establish the aforementioned policies and procedures. The Board policy is awaiting CWC adoption; Personnel policy is complete. Now he's concentrating on the physical space. Construction of new offices (including offices for the New York State Office of General Services and the DEP and/or the DEC who may be sharing the building) has created hassles. Someone dropped his computer.

And he has no copy machine.

Interviewing for staff positions was to be completed by the second week in August. Peck hopes that construction is finished too. He plans to have his new staff in place at that time.

The Board recently approved another position—an Economic Development Director to work with regional development agencies to identify and encourage appropriate economic development. Applications for the job will be taken during August.

The CWC board meets on the fourth Tuesday of the month at the new offices. The Economic Development Committee meets on the second Tuesday of each month. For more information, call 914-586-1400.



2010 PLANNING COMMISSION ANNUAL REPORT

MESSAGE FROM THE CHAIRMAN

As Planning Commission Chair I am pleased to present the Commission's 2010 Annual Report. This year's report has a new look with the inclusion of statistics and graphics of relevant data and a map showing where development is occurring. Also new this year is one of the implementation items included in County's 2009 Comprehensive Plan - an Annual Scorecard.

Recognizing the dynamic nature of growth pressures and development patterns, the Commission will review the Comprehensive Plan on an annual basis in order to monitor the progress, appropriateness, and effectiveness of its policies. The purpose of the Annual Scorecard is to permit the decision-makers of the County to more easily determine whether the vision of the Plan is being implemented. The Comprehensive Plan calls for the Annual Scorecard to track a wide variety of data organized into sections corresponding to the goals, strategies and actions (GSAs) of the Plan.

I would like to publicly thank the County's excellent planning staff led by Planning Director Allen Murphy and look forward to another productive year in 2011.

A. Reese Peck, Chairman
James City County Planning Commission



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2010 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Reese Peck ** (Chair)	Berkeley	1/2/2008	1/31/2013
Joe Poole III ** (Vice-Chair)	Jamestown	1/22/2008	1/31/2012
Richard Krapf **	Stonehouse	1/23/2007	1/31/2011
Jack Fraley **	Roberts	1/12/2004	1/31/2012
Al Woods	Powhatan	1/26/2010	1/13/2014
Mike Maddocks**	At-Large	1/26/2010	1/31/2014
Tim O'Connor	At-Large	8/10/2010	1/31/2013

PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Director of Planning / Assistant
Development Manager

Tammy Rosario, AICP, Principal Planner

Christopher Johnson, Principal Planner

Ellen Cook, AICP, Senior Planner II

Scott Whyte, Senior Landscape Planer

Jason Purse, Senior Planner

Jose Ribeiro, Senior Planner

Kate Sipes, Senior Planner

Leanne Reidenbach, Senior Planner

Luke Vinciguerra, Planner

Sarah Propst, Planner

Terry Costello, Development Management Assistant

Brian Elmore, Development Management Assistant

Jennifer VanDyke, Administrative Services Coordinator

ZONING DIVISION STAFF

Melissa Brown, CZA, Zoning Administrator

Christy Parrish, CZA, Proffer Administrator

John Rogerson, CZA, Senior Zoning Officer

** Virginia Certified Planning Commissioner
AICP – American Institute of Certified Planners
CZA-Certified Zoning Administrator

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and ordinance revisions.

Planning Commission Responsibilities:

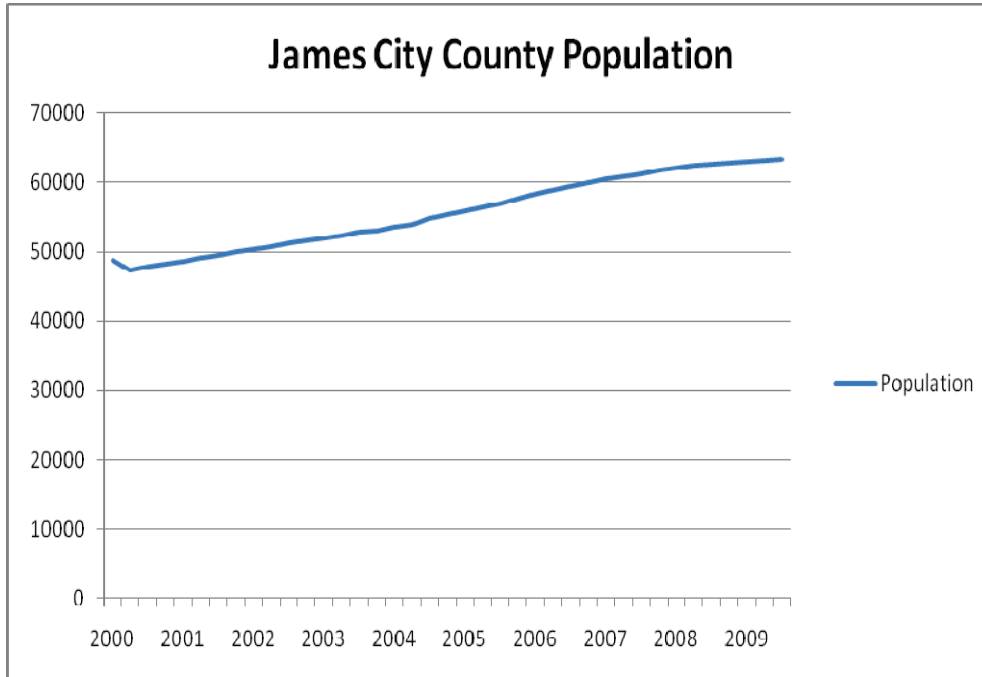
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare of policy and ordinance revisions;
- Assess the annual Capital Improvements Program;
- Participate in community planning forums and committee studies.



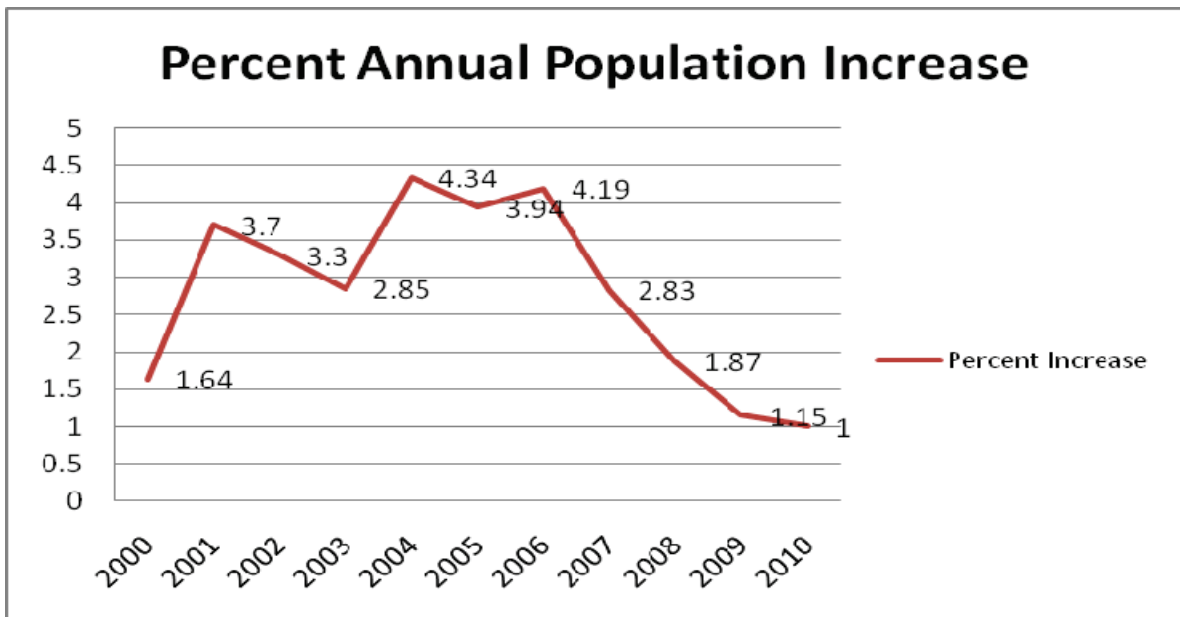
2010 Schedule		
Regular Meetings		Work Sessions
01/31/10	07/07/10	03/23/10
02/03/10	08/04/10	08/10/10
03/03/10	09/01/10	
04/07/10	10/06/10	Public Forums
05/05/10	11/03/10	08/24/10
06/02/10	12/01/10	09/01/10
		09/27/10

DEVELOPMENT AND GROWTH

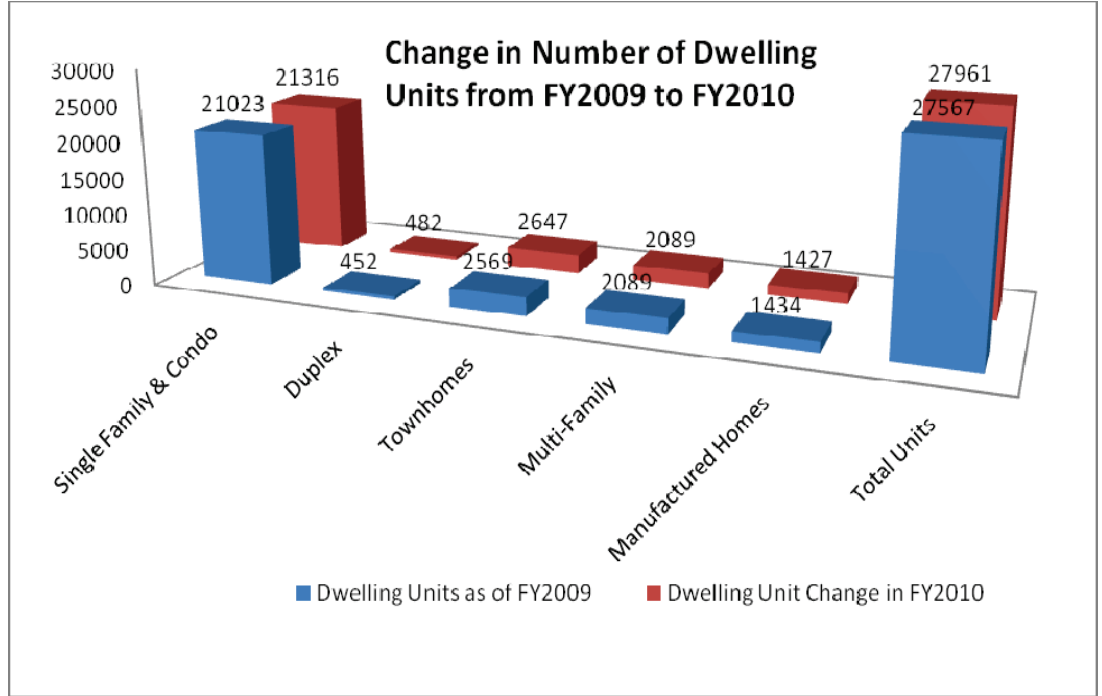


Population

Year	Pop.
2001	48228
2002	49997
2003	51622
2004	55399
2005	57584
2006	59994
2007	61694
2008	62847
2009	63569
2010	64207*
* 3rd qtr totals	



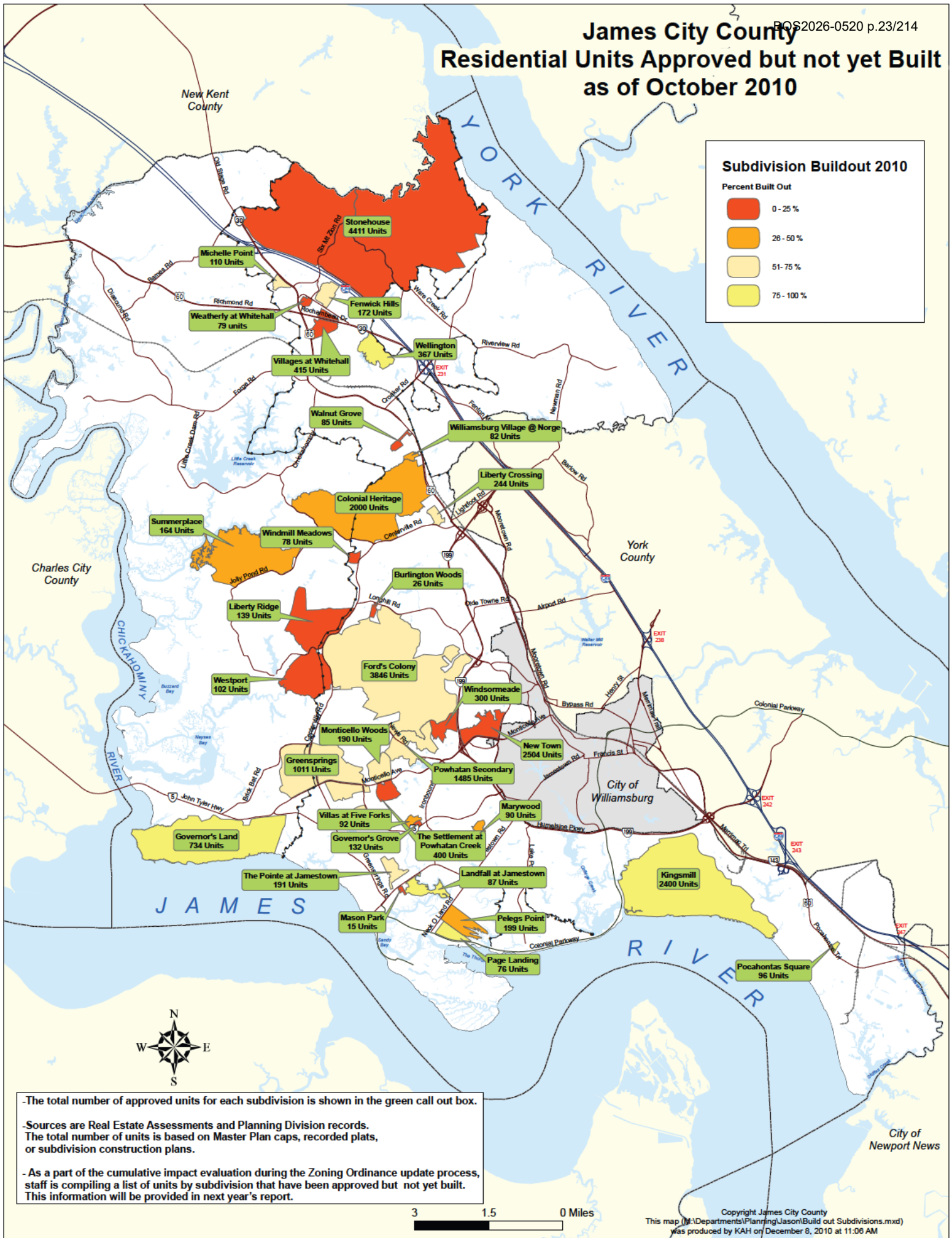
Housing



Types of Units	Single Family & Condo	Duplex	Townhomes	Multi-Family	Manufactured Homes	Total Units
Dwelling Units as of FY2009	21023	452	2569	2089	1434	27567
Dwelling Unit Change in FY2010	293	30	78	0	-7	394
Total	21316	482	2647	2089	1427	27961



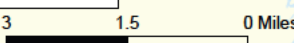
James City County Residential Units Approved but not yet Built as of October 2010



-The total number of approved units for each subdivision is shown in the green call out box.

-Sources are Real Estate Assessments and Planning Division records. The total number of units is based on Master Plan caps, recorded plats, or subdivision construction plans.

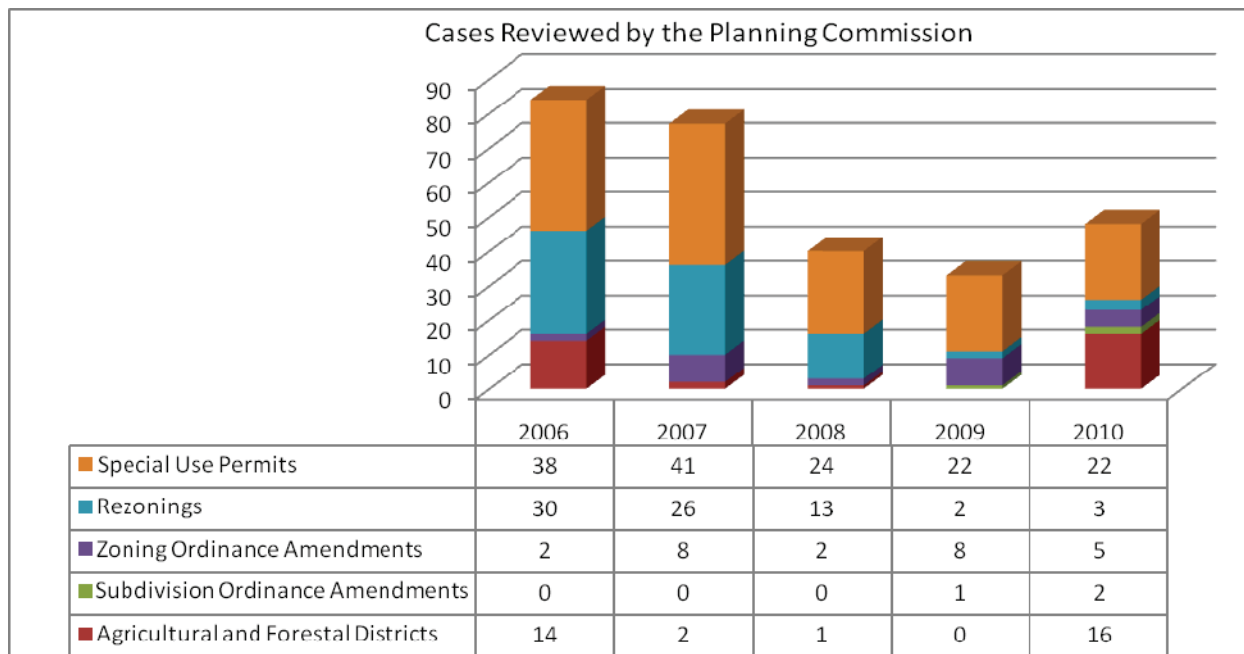
-As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff is compiling a list of units by subdivision that have been approved but not yet built. This information will be provided in next year's report.



PLANNING COMMISSION ACTIVITIES AND HIGHLIGHTS

Development Review

Development review activities consist primarily of rezoning, special use permits, site plans, subdivisions and conceptual plans.



Special Use Permits: The Planning Commission reviewed 22 applications. The applications included three wireless communication towers, a CVS/Food Market, four business expansions, a new landscaping business, and two borrow pit renewals. A trail amendment, special lighting and seasonal lighting for Busch Gardens, and an outreach center expansion were considered.

Rezoning: Three applications were considered by the Commission. The application for a fast food restaurant rezoned property from M-2, General Industrial, to B-1, General Business, with Proffers. Other applications include the School Operations Center on Jolly Pond Road which added additional parking, and an application for a convenience store with fuel sales.

Residential Units Legislatively Approved in 2010: The Planning Commission and Board of Supervisors approved 1 two-family dwelling. (SUP-0003-2010, Gilley Property, Neck-O-Land Road)

Zoning Ordinance Amendments: Five amendments were reviewed by the Commission. These included changes to the permitted uses for LB (Limited Business) and B-1 (General Business) Districts, changes to pedestrian orientated signage, and updates to the plan review criteria and

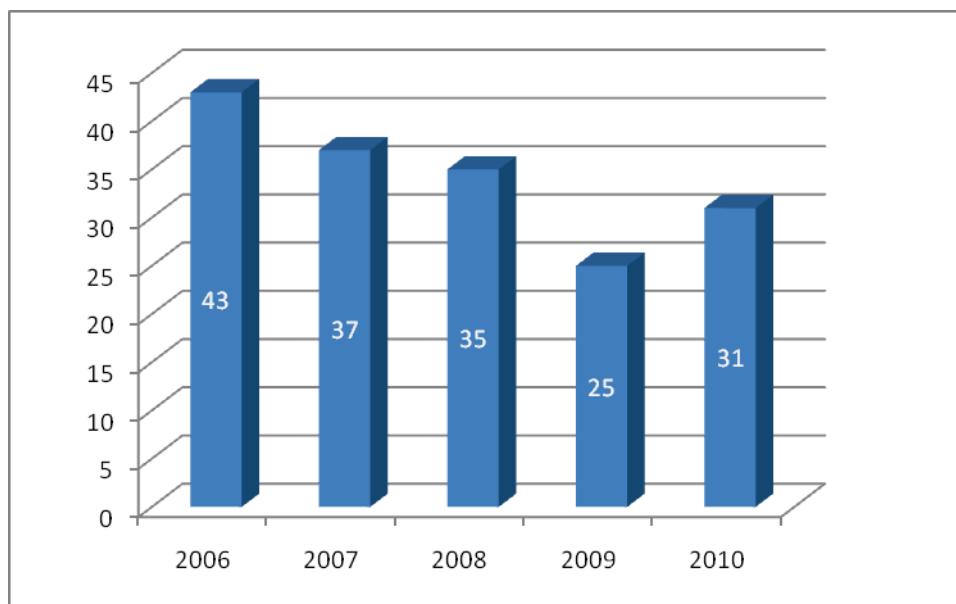
procedures for site plans and subdivisions. These amendments incorporated many of the BCTF and SSPRIT recommendations including the creation of enhanced conceptual plan review into the Zoning Ordinance. Two other amendments were necessary to bring the County Code in conformance with the Virginia State Code.

Subdivision Ordinance Amendments: Two amendments were considered by the Commission. These included changes to the plan review criteria and procedures for subdivisions, and changes to bring the County Code into compliance with the Chesapeake Bay Act

Agricultural and Forestal Districts: The Planning Commission reviewed 13 districts being renewed, one applications for an addition to the Croaker AFD, one application for an addition to the Barnes Swamp AFD, and on application for an addition to the Gordon Creek AFD.

The Development Review Committee reviewed 31 cases. These included Zaxby's Chicken, The Colonies at Williamsburg Timeshares, Autumn West Townhomes, TPMG Medical Building, Police Headquarters, Summerplace, Williamsburg Pottery and Courthouse Commons. Nine applicants requested the Committee's input on potential legislative proposals and received guidance and feedback to help them create plans and drawings that are consistent with the Comp Plan.

DRC Cases



Policy Review

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. This year the Policy Committee undertook the following topics:

- External Communications
- Planning Commission Public Comment Session Format
- Comprehensive Plan – Progress Report
- Zoning Ordinance Update Methodology
- Pedestrian Wayside Signage
- Subdivision / Site Plan Review Improvement Team (SSPRIT) Recommendations



PLANNING COMMISSION ACTIONS

Special Use Permits

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0003-2010	Gilley Property Two Family Dwelling	248 Neck O Land	4.74	Construction of a two-family dwelling	Approval	Approval	Approved
SUP-0026-2009	Constance Avenue WCF Tower	115 Constance Ave	27	Wireless communication tower	Approval	Approval	Approved
SUP-0002-2010	CVS & Food Mart at Soap and Candle Factory	7521 Richmond Road	14	Construction of a CVS/Food Market	Approval	Approval	Approved
SUP-0028-2009	Ingram Road Pegasus Tower	108 Ingram Road	6.98	Wireless communication tower	Approval	Approval	Approved
SUP-0017-2009	Freedom Market	5534 Centerville Road	1	Convenience store with fuel sales	Approval	Approval	Approved
SUP-0008-2010	Busch Gardens Griffon Theatrical Lighting	7851 Pocahontas Trail	5	Theatrical lighting for summer nights special events	Approval	Approval	Approved
SUP-0012-2010	Camp Road Tower	126 Camp Road	1.22	Wireless communication tower	Approval	Approval	Approved
SUP-0009-2010	USA Waste of Virginia Borrow Pit Renewal	700 Blow Flats Road	139	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0010-2010	Branscome Borrow Pit Renewal	750 Blow Flats Road	281	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0004-2010	Courthouse Commons	5223 Monticello Ave, 4023 & 4025 Ironbound Rd, 113 New Quarter Rd	9	Create commercial center at the intersection of Monticello Rd and Ironbound Rd	Denial	Denial	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0013-2010	Chickahominy Road Manufactured Home	2818 Chickahominy Road	.57	Replace existing dwelling with a manufactured home	Approval	Approval	Approved
SUP-0014-2010	Grove Christian Outreach Center	8798 Pocahontas Trail	2	Permit a single building with 2750 square feet	Approval	Approval	Approved
SUP-0015-2010	Chanco's Grant Greensprings Trail Amendment	3123 Ironbound Road	5	Allow a trail to be constructed to connect the Greensprings Trail Network to Clara Byrd Baker Elementary School	Approval	Approval	Approved
SUP-0016-2010	La Tienda Virginia Packaging	8105 Richmond Road	0.15	Applicant proposes sausage and ham processing operations in existing units	Approval	Approval	Approved
SUP-0018-2010	American Heritage RV Park Expansion	146 Maxton Lane	70	Phased expansion of the American Heritage RV Park, a total of 327 RV sites	Approval	Approval	Approved
SUP-0019-2010	Harmonious Hardscapes	8162 Richmond Road	2	Retail sales of plant, garden and hardscape supplies and services	Approval	Approval	Approved
SUP-0020-2010	Diamond Healthcare SUP Amendment	5477 Mooretown Road	8	Permit an additional 17 in-patient psychiatric beds	Approval	Approval	Approved
SUP-0022-2010	Charlie's Antiques	7691 & 7709 Richmond Road, 3645 Toano Woods Dr	17	Relocate Charlie's Antiques	Approval	Approval	Approved
SUP-0023-2010	Cranston's Mill Pond Dam	6616 Cranston's Mill Pond Rd	59	Bring dam in compliance with State Dam safety Act and related state regulations	Approval	Approval	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0025-2010	Colonial Towne Plaza Shopping Center Flea Market	6925 Richmond Road	25	Continue to operate a flea market at location	Approval	Approval	Approved
SUP-0026-2010	Tractor Supply Company at Norge Center	7508 Richmond Road	25.35	Permit 19000 square foot retail tractor supply store and a 15000 square foot outdoor display and sales area.	Approval	Approval	Approved
SUP-0027-2010	Jamestown High School Auxiliary Gymnasium	3751 John Tyler Hwy	76.99	Construction of a 6500 square foot auxiliary gym at the rear of the school	Approval	Approval	Deferred

Rezoning

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
Z-0004-2009	School Operations Center Parking	597 Jolly Pond Road, 6616 Cranston's Mill Pond Road	28	A-1 to PL	Approval	Approval	Approved
Z-0003-2009	Freedom Market	5534 Centerville Road	1	LB to B-1, with Proffers	Approval	Approval	Approved
Z-0001-2010	Fast Food Restaurant	8953 Pocahontas Trail	1	M-2 to B-1, with Proffers	Approval	Approval	Approved

Zoning Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
ZO-0004-2009	Use List for Limited Business and General Business Zoning Districts	Changing certain SUPs to permitted uses	Approval	Approved
ZO-0001-2010	Pedestrian Oriented Signage	Changing requirements for Exterior Signs Way-Finding Signage	Approval	Approved
ZO-0002-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
Section 24-24	Adding to Article I	Changes that require proof of real estate taxes paid for properties listed in applications	Approval	Approved
Section 24-666	Addition	Petition for Certiorari to Review Decision of Board	Approval	Approved

Subdivision Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
SO-0001-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
SO-0002-2010	Changes to Ordinance	To bring Ordinance in compliance with Chesapeake Bay Preservation Ordinance	Approval	Approved

Agricultural and Forestal District Renewals

Case Number	Name of Project	Acres	Case Description	Recommendation / Action			
				Staff	AFD	PC	BOS
AFD-1-94	Wright's Island AFD Renewal	1454.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-89	Armistead AFD Renewal	311.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-2-86	Croaker AFD Renewal	1075.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-3-86	Hill Pleasant Farm AFD Renewal	568.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-5-86	Barnes Swamp AFD Renewal	1616.1	Renewal of District	Approval	Approval	Approval	Approved
AFD-6-86	Cranston's Pond AFD Renewal	769.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-7-86	Mill Creek AFD Renewal	2913.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-9-86	Gordon Creek AFD Renewal	3206.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-10-86	Christenson's Corner AFD Renewal	562.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-11-86	Yarmouth Island AFD Renewal	2031.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-12-86	Gospel Spreading Church AFD Renewal	1133.7	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-93	Williamsburg Farms AFD Renewal	279.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-02	Carter's Grove AFD Renewal	317.7	Renewal of District	Approval	Approval	Approval	Approved

Agricultural and Forestal District Additions

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action			
					Staff	AFD	PC	BOS
AFD-5-86-2-2010	Racefield Property Barnes Swamp AFD Addition	230 & 260 Racefield Drive	121.7	Addition to the Barnes Swamp AFD	Approval	Approval	Approval	Approved
ADF-2-86-3-2010	Wenger Farms, Croaker AFD Addition	4474 Ware Creek Road	7	Addition to the Croaker AFD	Approval	Approval	Approval	Approved
AFD-9-86-3-2010	News Road Gordon Creek AFD Addition	3603 News Road	31	Addition to the Gordon Creek AFD	Approval	Approval	Approval	Approved

ZONING ORDINANCE AND SUBDIVISION ORDINANCE UPDATE

The Planning Division announced the official kick-off of the Zoning Ordinance and Subdivision Ordinance update process in July 2010. This undertaking is to ensure that many of the concepts expressed in the recently adopted 2009 Comprehensive Plan are implemented and put into practice. The update is scheduled to follow a 20-month timeline with new ordinances ready for consideration in late 2011 or early 2012.

The Planning Commission and the Board of Supervisors discussed a draft methodology on several occasions, including a joint work session on March 23, 2010. The Commission endorsed the methodology at its April 7, 2010 meeting and the Board of Supervisors gave its approval on May 11, 2010. Then the ordinance update process began with a joint work session of the Planning Commission and Board of Supervisors on August 10, 2010. Three public forums were held during the months of August and September to collect citizen, business, and community group ideas regarding the ordinances. A dedicated website (www.jccplans.org) has also been established to collect community input and provide information throughout the process.

Through a review of approved 2009 Comprehensive Plan strategies and actions, staff, the Planning Commission, and the Board of Supervisors identified several major research topics to evaluate during the review of the ordinance. Five priority items were identified:

- Cumulative Impact Database Set-Up
- Sustainability Audit
- Development Standards – with Sign Ordinance
- Commercial/Business Districts
- Economic Opportunity District

Highlights of 2010 activities include:

Sustainability Audit

One of the five priority items for the Zoning Ordinance update process was to conduct a sustainability audit. This summer, LSL Planning, Inc. was hired in order to undertake a sustainability audit. This audit entailed a review of the existing ordinances and policies and provision of actions which could improve the County's sustainability, which is the ability to meet present needs without compromising those of future generations. The final report was presented to the Commission and shared with the Board of Supervisors in November 2010. The actions will be utilized to develop a Zoning Ordinance and Subdivision Ordinance which incorporates the ideas of the 2009 Comprehensive Plan *Historic Past, Sustainable Future*.

Green Building Design Roundtable

The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The



report describes green building and design, reviews other local governments' green efforts, covers the County's existing policies and presents the roundtable's recommendations for the future. The report was endorsed by the Board of Supervisors on July 27, 2010.

Fiscal Impact Analysis Worksheet

For the past six months, staff has been developing a draft Fiscal Impact Analysis Template. The template creates a standard for fiscal impact analyses and studies submitted to the County. The template uses the County's own data and assumptions when calculating the fiscal impact of a development on the community. Designed for maximum simplicity and user-friendliness, it will calculate residential and commercial costs and revenues, as well as a phasing plan. This worksheet is in its early developmental stage, and staff is currently soliciting comments from other departments and outside resources.

Business Climate Task Force Recommendations

The Business Climate Task Force (BCTF) helped identify how the County could be a more value-added partner to the business and industrial community. (This report can be found at <http://www.jccegov.com/pdf/businessstaskforce/08Jan02FINALReport.pdf>.) The zoning and subdivision ordinances were amended to address recommendations of the BCTF regarding the review process for new development proposals. Changes were also made to the Zoning Ordinance for the Limited Business (LB) and General Business (B-1) Districts, allowing uses by-right that were once specially permitted uses. The goal is that these changes will attract, retain, and expand businesses in the County.

Annual Scorecard

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists actions that have been completed and their associated tasks. A number of high priority items from the Community Character (CC), Economic Development (ED), Environmental (ENV), Housing (H), Land Use (LU), Parks and Recreation (PR), Population Needs (PN), Public Facilities (PF), and Transportation (T) sections of the Comprehensive Plan have yet to be initiated and/or completed. Tasks may not have been initiated and/or completed during the past calendar year because of financial constraints, Board of Supervisors direction, available manpower, County Administration decisions and other limiting factors that play a crucial role in determining when GSAs get implemented. Other tasks may be high priority items with a 0-5 year timeframe, but have yet to be started even though they are still on schedule to be completed within the timeframe established in the Comprehensive Plan. The Board of Supervisors further prioritizes projects, based on available funding and resources, through the annual budget and Strategic Management Plan processes. For a list of the complete Implementation Schedule with all GSAs and the associated priority and timeframe, please visit the following link: <http://planning.jccegov.com/default.aspx>

Note: The list below focuses on completed high priority actions as referenced in the 2009 Comprehensive Plan Implementation Schedule. It does not include current in-progress tasks (i.e. specific zoning ordinance update items not yet completed) or actions programmed for future years.

Tasks with a 0-5 year timeframe

Action	Task Completed
<p>CC 3.2. Adopt a conceptual plan process that provides early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.</p>	<p>Planning staff processed a new Conceptual Plan process zoning ordinance amendment adopted by the Board of Supervisors on June 22nd of this year. This amendment allows applicants to submit a plan for conceptual review by County staff and/or the Development Review Committee prior to a legislative case submission and to elicit comments early in the process.</p>
<p>ED 1.6. Support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.</p>	<p>Planning staff processed a number of Zoning Ordinance amendments to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review</p>

<p>Committee.</p> <p>The Office of Economic Development (OED) and the College of William & Mary’s Technology and Business Center have connected the County’s Incubator clients with W&M business school professors and students.</p> <p>OED redesigned its website and is developing a promotional video to enhance marketing efforts.</p> <p>OED developed a proposal to create a Technology Zone.</p>	
<p>The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The Report describes green building and design, reviews other local governments’ green efforts, covers the County’s existing policies and presents the Roundtable’s recommendations for the future. The Report was presented to, and accepted by, the Board of Supervisors on July 27, 2010. The report includes recommendations on policy/ordinance amendments that are being examined as part of the overall ordinance amendment process.</p> <p>The sustainability audit, conducted by a consultant, and presented to the Planning Commission in November 2010, also included an evaluation of appropriate conservation technology in the zoning ordinance. Recommendations from the audit are being evaluated for possible inclusion in the ordinance during the update process.</p>	<p>ENV 4.5. Investigate amending County ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (i.e., rain barrels, residential-sized wind turbines, solar panels, etc.).</p>
<p>On March 23, 2010, the BOS adopted a Sustainable Building Policy to guide facility design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.</p>	<p>ENV 4.4. Create a green building policy and a cost-benefit analysis policy for County building capital projects and ensure that proposed County buildings meet the guidelines of that policy in advance of Capital Improvements Program construction expenditures.</p>
<p>As noted in ENV 4.4, the James City County Sustainable Building Policy was adopted as a follow up to the Cool Counties Declaration. In addition, a number of actions have occurred with respect to existing buildings. To improve energy efficiency in existing County</p>	<p>ENV 4.6. Make County facilities a climate stabilization leader throughout the County by:</p> <p>ENV 4.6.1. Developing an action plan for the installation of energy</p>

<p>management control systems and renewable energy technologies and the maintenance of heating and cooling systems at County facilities.</p>	<p>buildings, windows and doors were replaced in County offices on Palmer Lane. HVAC systems were upgraded at the Emergency Operations Center (EOC) and at several County offices. Lighting systems were upgraded at the JCWCC and the EOC. By the end of FY11, all lighting will be changed at Buildings A,B,F, and the WJCC Community Center to high efficiency fluorescent and LED lights. Web based building control systems will be in place at all Government Center Buildings and the Community Center. These capital maintenance activities will result in long-term energy savings for the County.</p>
<p>H 2.1. Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.</p>	<p>The County awarded a contract to construct infrastructure, including new streets, in the Ironbound Square Subdivision. The subdivision will contain 33 new EarthCraft certified homes built by private and non-profit housing partners.</p>
<p>H 2.4. Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.</p>	<p>The Office of Housing and Community Development (OHCD) received a \$7,900 Virginia Department of Housing and Community Development (DHCD) award to make emergency home repairs.</p> <p>OHCD receives additional funding from DHCD to provide indoor plumbing to residences with failed well/water or sewer/septic systems.</p> <p>OHCD partners with Housing Partnerships to provide emergency home repairs.</p> <p>OHCD received a grant from the Virginia Housing Development Authority to provide counseling to home buyers.</p> <p>OHCD administers approximately \$1.2 million per year of HUD funded rental assistance.</p>
<p>H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency, and the need for donations of money, supplies, and labor to keep these groups functioning to meet their missions.</p>	<p>The Office of Housing and Community Housing Development assists in marketing and referring applicants to Peninsula Habitat for Humanity, and in marketing and financing new homes built by Housing Partnerships. Two OHCD staff sit on the Habitat Family Selection Committee and two staff sit on the Housing Partnership's Core Group advisory committee.</p>
<p>H 2.6. Continue to promote the deferred payment policy of the</p>	<p>OHCD has taken two applications for low-income home owners and</p>

<p>James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.</p> <p>H 2.9. Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.</p>	<p>home buyers to connect to JCSA water and sewer.</p>
<p>LU 1.5. Facilitate continued diversification of the local economy and maintain an adequate balance between residential and non-residential development.</p>	<p>OHCD received a Community Development Block Grant award of \$1.4 million to improve housing and infrastructure in the Forest Heights Neighborhood.</p> <p>The County’s part-time Business Facilitator helped 22 businesses navigate through government processes such as obtaining business licenses, applying for Special Use Permits and submitting site plan reviews.</p>
<p>LU 4.5.2. Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited plan review.</p>	<p>The Zoning Ordinance was revised to include more flexibility with regard to which uses needed special use permits in the business/industrial districts, and amendments also streamlined the approval process for cases requiring approvals from the Development Review Committee.</p>
<p>LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.</p>	<p>Thirteen of the fourteen Agricultural and Forestal Districts were all recently evaluated and renewed for new terms. The Board of Supervisors also adopted a new withdrawal policy for all districts for parcels both inside and outside the Primary Service Area.</p>
<p>LU 7.1. Conduct a sustainability audit of James City County codes, ordinances, and regulations prior to conducting comprehensive updates.</p>	<p>A consultant was hired and a sustainability audit was completed. The audit was presented to the Planning Commission at its November meeting. Recommendations from the audit are currently being evaluated for possible inclusion into the zoning ordinance during the update process.</p>
<p>PN 4.3. Work with the Senior Services Coalition to develop a strategic plan for seniors.</p>	<p>Through work with the Senior Services Coalition, Community Services staff developed a strategic plan for seniors during the last calendar year.</p>
<p>PF 4.1. Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs, and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.</p>	<p>Renovations to the Law Enforcement Center to make it the Fire Administration Headquarters and Training Center, as well as design and construction of the new Police Building were completed in accordance with “green” building design standards with the goal of attaining Silver LEED recognition. Both projects incorporated highly efficient HVAC and lighting systems which will be more efficient than industry standards. The design of the new Community Gymnasium at Warhill will also incorporate these measures.</p>
<p>PF 4.2. Strive toward constructing new County buildings and</p>	<p>The BOS adopted a Sustainable Building Policy to guide facility</p>

<p>facilities to meet or exceed Silver LEED (Leadership in Energy and Environmental Design) (or industry similar or successor) standard wherever applicable. The Silver LEED (or industry similar or successor) standard should also be sought for renovation projects whenever feasible. Adopt a specific County policy governing the application of sustainable building standards to County built and occupied facilities and buildings.</p>	<p>design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.</p>
<p>PF 5.1. Evaluate the security of County facilities and buildings from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.</p>	<p>Public, building, and information safety were taken into account during the design of the new police building at Warhill and resulted in specific architecture, fencing, and buffering to provide additional security.</p>
<p><i>Tasks with a 6-11 year timeframe</i></p>	
<p>PR 2.3.1. Aligning the Greenway Master Plan with existing and planned sidewalks and bikeways, and integrating this plan with greenway plans of adjacent localities and interested organizations.</p>	<p>As part of the ordinance update, staff has developed an updated inventory of existing and proffered sidewalks to help evaluate the best locations for sidewalk construction both by the County and by private development proposals.</p>
<p><i>Tasks with a 10+ year timeframe</i></p>	
<p>T 1.3.4. Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.</p>	<p>The Jolly Pond Road/ Centerville Road and the Longhill/Centerville Road intersections have been redesigned to accommodate a significantly higher volume of traffic from the new schools on Jolly Pond Road and increasing park and community traffic while maintaining the rural character of the community.</p>
<p><i>Tasks with an Ongoing timeframe. While generally speaking, tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.</i></p>	
<p>ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.</p>	<p>OED has participated in two marketing missions with the Hampton Roads Economic Development Alliance (HREDA) targeting specific geographic regions and another marketing mission targeting industrial asset managers. OED attended a trade show for a targeted industry to learn about opportunities within the industry.</p>

	<p>OED continues to present development opportunities and inventory to economic development allies, such as service providers and commercial real estate brokers.</p> <p>OED continues its Existing Industry Visitation (EIV) program to maintain contact with local businesses and identify any expansion projects.</p> <p>OED collaborated with regional partners to recruit Frontier Airlines to provide low fare, non-stop access to the western U.S.</p> <p>OED issued performance-based grants to small businesses through the EDA's Business Assistance Program.</p>
<p>ED 1.5. Continue to analyze County regulations, policies, and procedures to ensure that they do not unnecessarily inhibit commercial and industrial development.</p>	<p>A number of Zoning Ordinance amendments were processed to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review Committee.</p> <p>OED assisted Planning Division create the Economic Opportunity Zone.</p> <p>OED contributed to the Historic Triangle Collaborative's Economic Diversification Task Force.</p>
<p>ED 4.1. Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>The EDA entered into an agreement with the College of William and Mary to manage the Business Incubator. The EDA expanded the scope of the Incubator to include several categories of businesses.</p> <p>OED has included W&M Economic Development Office EIVs.</p> <p>In follow up to EIV, OED introduced W&M Technology and Business Center to businesses seeking consulting services.</p>
<p>ED 2.1. Support the development of diverse types of retail and non-</p>	<p>Owens-Illinois (O-I) North America, with the help of an EDA</p>

<p>performance-based grant, invested \$20 million in their Toano plant. The investment will allow O-I to produce a diversified product mix of glass containers. These improvements are in addition to the \$20 million investment announced in 2008 that will create at least 20 new jobs to the 180-person staff and \$10 million payroll.</p> <p>OED prepared development proposals and responses to requests for information for business development opportunities.</p> <p>OED issued funding grants to businesses to develop e-commerce projects.</p>	<p>retail core business.</p>
<p>OHCD received allocations, totaling \$5,560,000, of special low-interest financing to assist first-time home buyers purchase new or existing homes.</p>	<p>H 3.6. Continue to assist for profit and non-profit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.</p>
<p>Parks and Recreation received a \$283,976 Virginia Recreational Trails Fund Grant to construct a paved multi-use path called the Powhatan Creek Trail to connect the Capital Trail adjacent to Mainland Farm with Clara Byrd Baker Elementary School.</p>	<p>PR 2.1. Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities Plan and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.</p>
<p>JCC Alert was launched as a new way to communicate with County residents about emergency alerts, notifications, and updates via text message or e-mail.</p> <p>The Fire Department received two Local Emergency Management Performance Grants totaling \$69,384 to be used to enhance the capability of JCC to develop and maintain a comprehensive emergency management program.</p> <p>The Fire Department received two Radiological Emergency Preparedness Funds grants from Virginia Dominion Power totaling</p>	<p>PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.</p>

	<p>\$75,000 to help the County make improvements to the Emergency Operations Center, purchase radiological response equipment, and conduct readiness drills to prepare for responses to threats related to the Surry Nuclear Power Plant.</p> <p>The Fire Department's Division of Emergency Management received two Citizens Corps Program grants from the Virginia Department of Emergency Management totaling \$39,600 to be used in the delivery of preparedness education and training to County citizens.</p>
<p>T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for road improvement projects including Route 60 relocated, the Route 60 & Route 143 connector, and the extension of Mooretown Road. The Longhill/Centerville Road intersection project will be financed with State funding.</p> <p>Staff has secured \$300,000 for the Longhill Road corridor study, \$300,000 for the Route 60/Rt. 143 connector, and \$400,000 for the Mooretown Road extension. This is scheduled to begin July 1, 2011.</p>
<p>T 3.13. Continue to pursue with the Williamsburg-James City County Schools a Safe Routes to School program that identifies primary walking and biking routes to schools and prioritizes improvements to make those routes safe for children.</p>	<p>The County/WJCC Schools has received a grant for \$126,000 for a pedestrian signal and crossing improvements at James River Elementary School on Route 60. This money will be used to redesign the intersection in front of the school to be more pedestrian oriented and ultimately be an incentive for students living in nearby neighborhoods to walk to school.</p>

GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CIP	Capital Improvements Program
DCHD	Virginia Department of Housing and Community Development
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
JCWCC	James City-Williamsburg Community Center
LEED	Leadership in Energy and Environmental Design
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
SSPRIT	Subdivision / Site Plan Review Improvement Team
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



PLANNING DIVISION,
OF DEVELOPMENT MANAGEMENT

Contact or Visit:

101-A Mounts Bay Road
Williamsburg, Virginia 23185



Website: www.jccegov.com



James City County Planning
Commissioners



Front Left to Right: Tim O'Connor, Rich Krapf, Joe Poole III, Jack Fraley

Back Left to Right: Al Woods, Reese Peck, Mike Maddocks



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Rudy Garcia	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See attached.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: See attached.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

<input checked="" type="checkbox"/>	BCC	<input checked="" type="checkbox"/>	BCC	<input checked="" type="checkbox"/>	BCC
	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)		Parks & Recreation Advisory Board (RAB)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Piedmont Virginia Community College (PVCC) Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
<input checked="" type="checkbox"/>	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors		Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees		Thomas Jefferson Planning District Commission (TJPD)
<input checked="" type="checkbox"/>	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	Tourism Advisory Committee (TAC)	<i>For TAC only, please indicate the industry you are representing:</i>			

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature **Rudy Garcia (from file)** Date **5/4/2026**

Mailing Address (including City, State, & ZIP) 802 Rivanna Woods Drive, Park Union, VA 22965 Physical Address (if different)

Years Lived in Fluvanna **25** Phone # [REDACTED] Alternate Phone # [REDACTED] Email Address [REDACTED]

Office Use Only

Application Received On: **5/4/2026** Application Received By: **Leontyne Peck**

Acknowledgement Sent: **5/4/2026**

Renewal Date: _____ Remarks: _____

Renewal Date: _____

Renewal Date: _____

Renewal Date: _____

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

BSS from Ohio University- 2001
MSEd Walden University- 2005
Chartered Retirement Plans Specialist
Professional Plan Consultant
Accredited Domestic Partnership Advisor
Owner Rivanna Woods Financial Tax Services est 2018
Owner Global View Capital Advisors est 2008

He has over 25 years of adult education experience, having served as a trainer educator in the U.S. Army and the Federal Emergency Management Agency. He brings over 26 years of Managerial experience in both the military and federal government, culminating his military career as the Deputy Commandant for the US Army's Quartermaster School's NCO Academy where he oversaw curriculum development and delivery of over 23 courses to over 3000 students annually. Rudy also has experience as a High School French and Spanish Teacher at Fork Union Military Academy. Because of his experience with the Army, FEMA and his own Master's Program, Rudy is quite familiar and comfortable with distance learning as a delivery medium for training and education classes.

The passion he brings about educating others is built into the way he conducts business. Whether he is meeting with a business owner and providing an evaluation of an employer sponsored retirement plan or with a family discussing the paths they can take to move closer to their ultimate retirement goals, Rudy makes each experience an educational event. He started Rivanna Woods Financial Tax Services in 2018 as a result of seeing a gap in services in Fluvanna County. Since then he has served dozens of small businesses and hundreds of county residents. He has taken the same approach to his tax business as he has to his Financial Planning Business. Listen first, make sure the problem is understood and then develop and offer alternative solutions.

Because of his many years of experience in adult education it was a natural outgrowth for him to adapt those skills to serving the business community; as a result he has been counseling business owners for more than 15 years. These skills serve well in both tax planning and financial planning realms. Equally, they serve him well during his work on the multiple boards, committees and commissions he has and continues to work on. Whether it is serving as a Director on a Trade Association Board, a non-profit Child Advocacy Board or as the Co-Chair of the Leadership Program, the positions require the same thoughtful approach. These activities also translate to the skills needed to serve on a Fluvanna County appointed Board of Committee. The ability to listen, understand and analyze are universally needed and his past experiences have provided and honed them.

Rudy's desire to serve others also manifests itself in his community involvement. He has been involved in service organizations since 1980 when he was the Lion Tamer for the Ft Bliss Lions Club in El Paso, Texas. While stationed in Tunisia in the mid 1990's he was the treasurer for the US Government Employees Recreation Association and the President of the Tunis American Softball

Association. He continued his community service throughout his military career and is still serving his community today as a Board Member for multiple non-profits and trade associations as well as a member of the Rotary Club of Fluvanna County.

Rudy is married to Catherine, who is currently teaching Art at Fork Union Military Academy, and more significantly, is a Retired Command Sergeant Major with 24 years of service in the Criminal Investigation Command of the US Army. Rudy has two children, Edward and Georgia and three grandchildren, Noah, Gabriel and Hannah and one greatgrandchild Mateo.

Rudy has been serving the county since 2012. First as Co-Chair of the Fluvanna Leadership board continuing until today, then as a Director and Chair of the Fluvanna Chamber of Commerce from 2013 through 2022. Additionally, he was a charter member of the County Economic Development and Tourism Advisory board from 2013 until either 2015 or 2016 and then as the Citizen Representative of the County Finance Board from 2014 until today and finally as a Director, Executive Committee member and now Chair of the Fluvanna County Economic Development Authority since 2018.

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

Boards Committees and Commissions

Director, Child Health Partnership- Charlottesville 2024-Present

Director Fluvanna County Economic Development Authority 2018-Present

Member Economic Development and Tourism Advisory Council 2014-2018

Director and President- Prevent Child Abuse Virginia- 2012-2023

Director Fluvanna Chamber of Commerce 2013- 2022

Director Retail Merchants Association 2010-2023

Director Youth Life Foundation Richmond 2012-2016

Fluvanna Leadership Development Program Steering Committee Co-Chair 2012-Present

Fluvanna County Finance Board- 2014-Present

Director and Treasurer Goochland Chamber of Commerce- 2007-2013

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

MEMBERSHIP ORGANIZATIONS

District Governor Rotary District 7600- 2023-2024

Rotary Club of Fluvanna County 2011-Present

REASONS FOR WANTING TO SERVE FLUVANNA COUNTY:

As my resume shows, I am committed to serving our community. Working as a member of the County Finance Board, we have taken the earnings from our reserve and operating funds from less than \$8000 a year to more than \$1 Million a year since 2026. I am the last member of the Finance

Board who was there when we re-activated it after many years of not having a Finance Board. As a result of our Board's hard work and oversight, we have taken an active management position as true fiduciaries and have taken our earnings on reserve funds from less than \$8000 a year before we reconvened to earnings of approximately \$22K in FY 2017-18 (first full year of operation) to over \$1 Million in FY 24-25 and about \$775,000 this current FY. I feel this position is a perfect fit for my experience and qualifications I am now working with my 4th County Supervisor Chair, my second Treasurer and my second County Administrator. and Finance Director. Having continuity and historical knowledge is a benefit to any organization.

As for my continued interest in the Economic Development Authority, this has been an area I have developed some good skills in through my work on two different Rural Chambers of Commerce and a statewide trade association. We have in the past few years, started investing the funds we have earned through our bond underwriting and from receipt from the county and are continuing to work on our Strategic Plan. My fellow Directors have asked me to serve as Co-Chair and subsequently Chair for the past 4 years, we are not where we want to be yet, but we are closer than we were. This is another position that is so important to the County and having continuity and historical knowledge is vital. Watching the county finally start to make progress in Economic Development has been satisfying, but we still have a long way to go. I think I still have much to contribute here.

Retired Command Sergeant Major with 24 years of service in the Criminal Investigation Command of the US Army. Rudy has two children, Edward and Georgia and three grandchildren, Noah, Gabriel and Hannah and one greatgrandchild Mateo.

QUALIFICATIONS

Chartered Retirement Plans SpecialistSM

Professional Plan ConsultantTM

Accredited Domestic Partnership AdvisorSM

Chartered Tax Consultant

Owner Rivanna Woods Financial Tax Services est 2018

Owner Global View Capital Advisors est 2008

MEMBERSHIP ORGANIZATIONS

Director, Child Health Partnership- Charlottesville 2024-Present

District Governor Rotary District 7600- 2023-2024

Director Fluvanna County Economic Development Authority 2018-Present

Member Economic Development and Tourism Advisory Council 2014-2018

Director and President- Prevent Child Abuse Virginia- 2012-2023

Rotary Club of Fluvanna County 2011-Present

Director Fluvanna Chamber of Commerce 2013- 2022

Director Retail Merchants Association 2010-2023

Director Youth Life Foundation Richmond 2012-2016

Fluvanna Leadership Development Program Steering Committee 2012-Present

Fluvanna County Finance Board- 2014-Present

Director and Treasurer Goochland Chamber of Commerce- 2007-2013

BUSINESS PHILOSOPHY

My philosophy is relatively simple. I have adopted the filter of the Rotary Four Way Test into all of my business dealings:

First: Is it the Truth

Second: Is it fair to all concerned?

Third: Will it build goodwill and better friendship? Fourth: Will it be beneficial to all concerned?

I also adhere to the ROTARIAN CODE OF CONDUCT So, as a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians

I have found that by following these two "Golden Rules" I am able to deal honestly and fairly with not only my clients, but also everyone I happen to meet during the course of a day.



Rudy Garcia

802 Rivanna Woods Dr
Fork Union VA 23055



Web: rwiftaxservices.com

BIOGRAPHY

Rudy has a diverse background of over 40 years of coaching and financial consultation experience that he relies on to work with clients on their personal and business retirement plans.

Rudy grew up in south Florida and spent 18 years living in Key West before joining the US Army and spending the next 22 years serving the country in various assignments in multiple locations across the US, Europe and North Africa. It was while he was in the Army that Rudy fell in love with learning and education and developed a passion for serving others.

He has over 25 years of adult education experience, having served as a trainer educator in the U.S. Army and the Federal Emergency Management Agency. He brings over 26 years of Managerial experience in both the military and federal government, culminating his military career as the Deputy Commandant for the US Army's Quartermaster School's NCO Academy where he oversaw curriculum development and delivery of over 23 courses to over 3000 students annually. Rudy also has experience as a High School French and Spanish Teacher at Fork Union Military Academy. Because of his experience with the Army, FEMA and his own Master's Program, Rudy is quite familiar and comfortable with distance learning as a delivery medium for training and education classes.

The passion he brings about educating others is built into the way he conducts business. Whether he is meeting with a business owner and providing an evaluation of an employer sponsored retirement plan or with a family discussing the paths they can take to move closer to their ultimate retirement goals, Rudy makes each experience an educational event. He started Rivanna Woods Financial Tax Services in 2018 as a result of seeing a gap in services in Fluvanna County. Since then he has served dozens of small businesses and hundreds of county residents. He has taken the same approach to his tax business as he has to his Financial Planning Business. Listen first, make sure the problem is understood and then develop and offer alternative solutions.

Because of his many years of experience in adult education it was a natural outgrowth for him to adapt those skills to serving the business community; as a result he has been counseling business owners for more than 15 years. These skills serve well in both tax planning and financial planning realms. Equally, they serve him well during his work on the multiple boards, committees and commissions he has and continues to work on. Whether it is serving as a Director on a Trade Association Board, a non-profit Child Advocacy Board or as the Co-Chair of the Leadership Program, the positions require the same thoughtful approach. These activities also translate to the skills needed to serve on a Fluvanna County appointed Board of Committee. The ability to listen, understand and analyze are universally needed and his past experiences have provided and honed them.

Rudy's desire to serve others also manifests itself in his community involvement. He has been involved in service organizations since 1980 when he was the Lion Tamer for the Ft Bliss Lions Club in El Paso, Texas. While stationed in Tunisia in the mid 1990's he was the treasurer for the US Government Employees Recreation Association and the President of the Tunis American Softball Association. He continued his community service throughout his military career and is still serving his community today as a Board Member for multiple non-profits and trade associations as well as a member of the Rotary Club of Fluvanna County.

Rudy is married to Catherine, who is currently teaching Art at Fork Union Military Academy, and more significantly, is a



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

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Name: Barbara Haines	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): I attached my most recent resume	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: 25+ years of military and corporate experience followed by four years of running a market garden/pasture based poultry and sheep operation in Fluvanna County has provided me multiple opportunities to serve on boards and committees to resolve a wide range of issues.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Board member for the Fluvanna Farmers Market, Steering Committee member for the Fluvanna Leadership Development Class, Member at Large for the Central Virginia Veterans, Member of VFW 8169 and American Legion Post 2003	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: An interest in improving the livelihood of all Fluvanna residents while maintaining the rural character of Fluvanna County	

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(Approved June 17, 2015)

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

X	BCC	X	BCC	X	BCC
X	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)		Parks & Recreation Advisory Board (RAB)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Piedmont Virginia Community College (PVCC) Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
X	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors		Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees	X	Thomas Jefferson Planning District Commission (TJPDC)
	Finance Board		Monticello Area Community Action Agency (MACAA)	X	Thomas Jefferson Water Resources Protection Foundation
X	Tourism Advisory Committee (TAC)	<i>For TAC only, please indicate the industry you are representing:</i>			

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

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Applicant's Signature Barbara Haines		Date July 27, 2025	
Mailing Address (including City, State, & ZIP) <small>4874 Thomas Jefferson Pkwy Palmyra, VA 22963</small>		Physical Address (if different)	
Years Lived in Fluvanna 4	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	7-27-2025	Application Received By: Leontyne Peck	
Acknowledgement Sent:	7-30-2025		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Barbara Haines

4874 Thomas Jefferson Parkway
Palmyra, Virginia 22963



<https://www.linkedin.com/in/hainesbarbara>

PROJECT COORDINATOR

Summary

Over 20 years of project and program management experience leading the technical and financial performance of small to large projects. Experienced developing training outlines, plans, records and risk management reviews. Routinely provide reports, cost expenditures, training status, and equipment status to leadership. Familiar with Wide Area Workflow (WAWF) and the Contractor Performance Assessment Reporting System (CPARS). Recognized for an ability to rapidly assess performance, improve efficiency of operations and significantly reduce costs. Areas of expertise include:

Supply Chain ♦ Project Management ♦ Procurement ♦ Public Speaking

Top Secret/SCI Clearance; fluent in Spanish familiar with Russian and Dari

Education and Training

MBA, Public Administration, Strayer University, 2014
Graduate, US Army Command and General Staff College, Fort Leavenworth, KS
BA, Political Science, Metropolitan State University of Denver

Contract Planning
Systems Acquisitions Management
Contracting Officer Representative

Support Operations Officer Course
Logistics Officer Career Course
Transportation Officer Course

Certifications

Certified SCRUM Master
Supply Chain Management & Strategic Sourcing, Michigan State University
Operational Contract Support
Strategic Planner

Major Career Accomplishments in Direct Support of Project Coordination

Senior Logistics Management Analyst **2016-2017**
Paragon Technology Group

- On site project lead for \$14 Million Marine Corps contract responsible for program support, monthly review and status reports, and travel reports
- Prepared information and point papers the Deputy Commandant, Installation and Logistics that influenced USMC positions on logistics innovation and telework

Army Transportation Resource Operations Lead **2013-2016**
United States Army Logistics Innovation Agency (USALIA)

- Recruited, trained and selected a cross-functional team of subject matter experts (SME) consisting of contractors and government civilians to assume daily operations of the Army's \$1.6 Billion centrally managed transportation fund

- Applied continuous process improvement to implement policy and process changes that reduced Army rolling balance 67% and interest payments to US Bank by \$5,000 monthly
- Coordinated with other government agencies (U.S. Marine Corps, Naval Supply Systems Command, OSD, GSA, and DFAS) to resolve billing issues with commercial transportation providers that resulted in OSD creating a task force to address the issue

Supervisory Facilities and Logistics Officer **2011-2012**
42nd Military Police Brigade, Bagram Afghanistan and Fort Lewis, Washington

- Led a cross-functional team of experts logistics and engineering team support to over 1,250 joint-forces operating in a high threat environment; managed construction, commodity and service contracts valued in excess of \$35 Million for the Detention Facility at Bagram
- Provided peer mentorship to Afghan Army Officers; briefed General Officer level Allied and Afghan Ministry of Defense Officials to advocate for necessary support for the transition of operations
- Managed the organizational command supply discipline program; selected to represent FORSCOM for the Army Supply Excellence Award

Executive Director/ Commander **2009-2010**
57th Transportation Battalion

- Led an organizational headquarters responsible for managing the facilities, property accountability, equipment maintenance, human resource management of a diverse staff of assigned personnel and managing and executing a \$4 Million budget.
- Prepared, trained and executed the deployment of two companies and the redeployment of six subordinate units consisting of more than 800 Military and 1,200 pieces of equipment with a core staff of 11 people in support of military operations in high threat environments

Director/Commander **2008-2009**
355th Terminal Supervision Team

- Led a team of 23 personnel prepared to deploy within 72-hours to an unimproved theater of operations in support of national emergencies or crises in austere environments
- Provided after action reports on operational capability and equipment for use by logistics future planners to prepare the Army for 2025

Support Operations Officer/Associate Director of Logistics **2006-2007**
Area Support Group - Kuwait

- Led a team of 30 cross-functional SMEs in support of up to 75,000 Soldiers, operating on six contingency bases across the country of Kuwait in support of Rear Area Operations for Operations Iraqi and Enduring Freedom (OEF/OIF) under physically austere and high threat level conditions.
- Supervised four supply warehouses with over 9,000 stocked lines valued at over \$57 Million, a wholesale fuel operation valued in excess of \$40 Million, and contractor run logistics worth nearly \$500 Million to include the installation transportation office.
- Minimized delays for convoys carrying critical supplies by coordinating access with the Force Protection cells and camps in Kuwait and at the border crossing Implemented a maintenance tracking system that reduced vehicle downtime and allowed the command to reduce the fleet by 50% with no degradation of service
- Routinely briefed General Officers at Army Central Command and Army Sustainment Command to provide status on deployment and sustainment operations, and to advocate for in-theater requirements



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Name: Erica Rice	Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): I own a technology consulting business in which I help small business owners with websites, branding, organization, and marketing tasks. I have been in business for almost 6 years.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I served as the VP of Communications, Special Events Coordinator, and Member at Large for Peninsula Women's Network from 2018-2022	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I grew up in Fluvanna County from 1989-2008, I moved to Hampton Roads and am now back. I enjoy seeing all the new growth and businesses in the area and want to contribute to a thriving small town economy.	

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

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Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Erica L. Rice		3-29-2024	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
174 N. Boston Road Troy, VA 22974			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
20	<div style="background-color: black; width: 100px; height: 15px;"></div>		<div style="background-color: black; width: 100%; height: 15px;"></div>
Office Use Only			
Application Received On:	3-29-24	Application Received By:	
Acknowledgement Sent:	4-1-24	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

ERICA RICE

WEB DESIGNER



BOS2026-0520 p.59/214

Troy, VA 22974



OVERVIEW

Erica Rice is a well-rounded, professional web designer with experience in multiple CMS systems. She specializes in building WordPress and the Elementor theme. She is currently an IT consultant for small businesses. She designs and develops websites, sets up automations, and integrates third-party applications and plugins. Erica enjoys troubleshooting and communicating complex technical solutions with clients when the need arises. Erica is a fast learner, a skilled designer, and an excellent project manager.

EXPERIENCE

Jul 2018 - **Small Business Technology Consultant**
Present Erica Rice Digital Consulting, LLC

- Requirements gathering for various types of projects including website design, logo and brand design, and CRM (customer relationship management) setup for small business owners
- Meet with small business clients virtually to teach them technology, including social media platforms, email marketing tools, online form builders, and graphic design applications, in order to market their businesses online effectively and streamline their processes
- Oversee all client projects and accounts and delegate tasks as necessary
- Manage a team of 3 employees and numerous contractors in order to complete client projects and the day-to-day tasks of the business including sales, marketing, accounting and business development

Apr 2015 - **Design Educator, Part-Time**

Mar 2021 Chegg (Formerly Thinkful)

- Taught UI/UX Skills to adult students in the UX/UI Design Bootcamp Certification Course

EDUCATION

ECPI University

Graduated in 2011

B.S. in Computer and Information Science, *magna cum laude*

Specialization: Web Development

TECH SKILLS

- WordPress Development
- Elementor
- HTML
- CSS
- Graphic Design & Branding
- Microsoft Office
- Google Suite
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Figma
- Canva

EXPERIENCE (CONT'D)

Apr 2015 - **UI/UX Web Developer**

Jul 2018 Sentara Healthcare

- Redesigned the corporate intranet with a new, responsive design, communicating design decisions to stakeholders
- Worked with the team to create an interface that would meet the project requirements and the needs of both employees and organization managers
- Research, design, code, and deploy user interface solutions with a focus on the user experience
- Perform WordPress administration tasks and provide support for team portals built on Sharepoint 2010

Nov 2012 - **Information Technology Consultant,**

Apr 2015 **Web Designer/Developer**

Marathon Consulting

- Design style tiles and web page mock-ups using Adobe Photoshop
- Install, configure and write training documentation on Umbraco, an open-source, .NET CMS
- Code websites from scratch using the Twitter Bootstrap 3 framework, HTML5, CSS3, and LESS
- Implement additional functionality and incorporate dynamic content by writing C# Razor scripts and jQuery

Jul 2010 - **Web Designer 2, Web Designer 1, and**

Nov 2012 **Tier 1 Technical Support**

InMotion Hosting

- Designed and developed websites from scratch using Adobe Photoshop, Adobe Dreamweaver, XHTML, CSS, and WordPress
- Managed 20-30 client projects simultaneously and communicated with clients through Basecamp project management software and via phone
- Optimized websites for search engines and user accessibility
- Trained customers to use Wordpress CMS and OpenCart open-source shopping cart software
- Provided phone, chat, and email support for web hosting and WordPress

CREDENTIALS

17hats CRM Ambassador

Jul 2021 - Present

Square Official Partner

Square, Inc.

Feb 2022 - Present

Microsoft Technology Associate
(MTA): Software Development

Fundamentals

Oct 2014

Programming in HTML5 with
JavaScript and CSS3 Specialist

Certification

Jan 2013

VOLUNTEER

V.P. of Communications

Peninsula Women's Network

Newport News, VA

Responsibilities Included:

Email & Social Media Communication

Web Master

Defenders of the Bridge, Official

Lionsbridge FC Supporters Club

Newport News, VA

Responsibilities Included:

Website Design & Maintenance

REFERENCES

Available upon request.

ERICA RICE

ORGANIZATIONAL SYSTEMS & DIGITAL STRATEGY LEADER

Fork Union, VA 23055 | [REDACTED]

OVERVIEW

Experienced leader who genuinely enjoys helping small businesses and creative organizations get their systems, processes, and operations working well. Brings a practical understanding of how technology, infrastructure, and community investment work together to strengthen local economies. A Fluvanna County landowner and active community member who hosts monthly co-working events, designed the website and member directory for Fluvanna Women in Business, and serves on its membership committee. Certified Agile Facilitator who thrives on thoughtful problem-solving, creating structure where it's needed, and helping organizations move forward with clarity and confidence.

AREAS OF EXPERTISE

- Digital Strategy & Web Presence
- Project Management & Strategic Planning
- Community Building & Facilitation
- Process Design & Optimization
- Small Business Operations & Consulting
- Team Leadership & Stakeholder Communication

EXPERIENCE

Founder & Systems Strategist | Erica Rice Digital Consulting, LLC

Jul 2018 – Present

Consulting practice serving small businesses with systems strategy, workflow design, website management, and technology implementation.

Digital Project Manager | IMAGEMAKERS, Inc.

Sep 2023 – Nov 2025

Led strategy and delivery for an enterprise client across 55+ websites, directing cross-functional teams and managing stakeholder relationships, budgets, and timelines.

Design Educator, Part-Time | Chegg (Formerly Thinkful)

Apr 2015 – Mar 2021

Taught design principles to adult learners transitioning into tech careers, providing mentorship, critique, and practical guidance.

UI/UX Web Developer | Sentara Healthcare

Apr 2015 – Jul 2018

Redesigned corporate web platforms with a focus on usability, accessibility, and stakeholder alignment.

IT Consultant & Web Designer/Developer | Marathon Consulting

Nov 2012 – Apr 2015

Designed and developed client websites for a regional consulting firm.

EDUCATION

B.S. in Computer and Information Science, *magna cum laude*

ECPI University, 2011 | Specialization: Web Development

CERTIFICATIONS

Certified ScrumMaster – ScrumAlliance, August 2025

Certified Agile Facilitator – ScrumAlliance, May 2025

COMMUNITY INVOLVEMENT

Monthly Co-Working Host

Fluvanna County, VA | Jan 2026 – Present

Hosts monthly co-working sessions for local professionals and entrepreneurs.

Fluvanna Women in Business

Website Designer & Membership Committee Member | Dec 2025 – Present

Designed the organization's website and member directory. Serves on the membership committee.

Strategic Mastermind Group Facilitator

Peninsula Women's Network, Newport News, VA | 2022–2023

Led monthly workshops guiding small business owners through challenges, offering resources, advice, and strategic connections.

V.P. of Communications

Peninsula Women's Network, Newport News, VA | 2018–2022

Managed email and social media communication for membership and the local community.



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Name: Greg Ipsan	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Bachelors degree from George Mason 8/2009- 5/2014 Have worked in residential construction for 5+ years Own a General Contracting Business	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Deeply passionate about this country and central Virginia. Want my community to thrive and want to be a part of a government that exists to serve its citizens. not the other way around	

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X	Building Code of Appeals Board		James River Water Authority (JRWA)	X	Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Region Ten Community Services Board
X	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
X	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors	X	Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees	X	Thomas Jefferson Planning District Commission (TJPDC)
X	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	Tourism Advisory Committee (TAC)	<i>For TAC only, please indicate the industry you are representing:</i>			

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Applicant's Signature Gregory Ipsan		Date 4/27/2026	
Mailing Address (including City, State, & ZIP) <small>820 Jefferson Drive Palmyra, VA 22963</small>		Physical Address (if different)	
Years Lived in Fluvanna 0	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	4/27/2026	Application Received By: Leontyne Peck	
Acknowledgement Sent:	4/27/2026		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



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Name: Woody Fincham	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I am a well respected real estate appraiser. I have been in the business over 2 decades. I have a bachelors in Business Admin, and hold five designations related to valuation and consulting on real estate. I am also a instructor for the Appraisal Institute. As part of my tenure with the Tax Department for the Commonwealth I was the reviewer for conservation easement and Historical Facade Easements. I have experience with residential, commercial and agricultural property.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I live here and want to see the county remain a great place to be as well as evolve with the times. My children are part of the community and I do not see my family living anywhere else. I have very specific skills in real estate valuation and consulting that would serve well with planning, development, conservation easement and various other areas.	

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6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

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

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

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Woody Fincham		1/5/2023	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
14 Lafayette Drive Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
5	[REDACTED]		[REDACTED]

Office Use Only

Application Received On:	1/5/2023	Application Received By:	
Acknowledgement Sent:			
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Curriculum Vitae

Woody Fincham, SRA, AI-RRS, ASA, RAA

Member of RAC

14 Lafayette Dr
Palmyra, VA 22963

Credentials:

- Virginia Certified Residential Appraiser: #4001008056

Education:

- 2019 ASA Designation
- 2018 RAA Designation
- 2017 Member of Relocation Appraisal Consultants
- 2015: AI-RRS Designation
- 2013: Bachelor of Science, Business Administration
- 2011: SRA Designation
- 2004: Associate in Arts
- 2000-Present: Ongoing continuing education as required by licensing and Designations

Professional Affiliations:

Charlottesville Area Association of Realtors

- Board of Directors 3-Year Term Ending 12/31/2024

Appraisal Institute:

I have participated and continue to participate as a volunteer with various AI committees and teams.

- Awarded the Volunteer of Distinction Award by the president in 2017
- Admissions and Designation Qualifications Committee, Designated Member (appointed twice)
- Education Committee Member
- Professional Standards and Guidance Committee
- Admissions and Designation Qualifications Committee, Designated Member
- HRAI Education Committee Member
- Experience Screening Panel AI: SRA and AI-RRS Screener (peer review for designation paths)
- 2011-14: Leadership Development Advisory Council (LDAC), 2014 Discussion Leader
- HUD Approved Appraiser
- VA Panel Approved Appraiser

Experience:

2019-Present President, Fincham & Associates, Inc

2017-2019 Residential Chief Appraiser, Valuentric, LLC (now Opteon)

2015- Present Vice President, Virginia Manager, Valuentric, LLC

2014-2015 Virginia Taxation Department: Senior Land Preservation Tax Credit Consultant (conservation easement and historical facade easement review)
 2013-2014: Deputy Assessor, Albemarle County, VA
 2011-2013: Deputy Assessor, Suffolk, VA Assessor's Office
 2009-2011: Staff Appraiser, Newport News, VA Assessor's Office
 2009: Appraiser, (Residential and Commercial), Braun & Associates, Knoxville, TN
 2007-2009 a la mode Labs Member
 2009- a la mode Present Beta Group
 2004 - 2015: Founder, Chief Appraiser FM & Associates
 2002-2004: Staff Appraiser; Managing Appraiser, Messina & Associates, INC Virginia Beach, VA
 2000-2002: Staff Appraiser, Elder Appraisal Services, LLC Norfolk, VA
 1999-HERS Certified Energy Rater
 1998-2001 FHA 203(k) Construction Consultant

Summary of Practical Experience:

Mr. Fincham has valued and consulted on some of the most exclusive estates in the commonwealth. He has completed valuations on properties as high as 60 million dollars, and complex assignments that includes multiple homes on one parcel, large acreage estates, exclusive architectural designs as well as well-known luxury estates. His expertise extends into all levels of residential property to include high performance homes, specialty design and atypical properties. He is an expert on valuing community land trusts, having recently been a reviewer for the community land trust class for the Appraisal Institute.

- Completed all "green" classed for residential appraisal with Appraisal Institute
- Extensive Practical Experience with "Green" valuation
- Conservation Easement Registry

Clients have included federal agencies, private wealth management divisions at banks, financial planners, CPAs and various municipal and state agencies. Mr. Fincham has been through several depositions and was admitted as an expert in the following municipalities:

- Albemarle County
- Louisa County
- City of Richmond
- City of Suffolk
- City of Chesapeake.

Mr. Fincham also worked with the Attorney General's Office in the Commonwealth of Virginia when he was a staff appraiser for the Department of Tax where he assisted in appraisal review and establishing hazard assessment for potential tax audits related to conservation easement and historical facade easements related to tax credits.

Classes and Seminars Approved to teach with the Appraisal Institute:**Program**

Basic Appraisal Principles

Basic Appraisal Procedures

Business Practices and Ethics

Community Land Trust (CLT) Appraisal Training

FHA Appraising for Valuation Professionals: FHA Single Family Housing Appraisal Requirements

Ignorance Isn't Bliss: Understanding an Investigation by a State Appraiser Regulatory Board or Agency

Inconsistency: It's Hiding in Plain Sight in Your Residential Appraisal --- Non-lender examples—Next level analysis

Introduction to Green Buildings: Principles & Concepts

Real Estate Finance, Statistics, and Valuation Modeling

Residential Applications: Using Technology to Measure and Support Assignment Results

Residential Market Analysis and Highest & Best Use

Residential Report Writing and Case Studies

Review Case Studies - Residential

Review Theory - Residential

Supervisory Appraiser/Trainee Appraiser Course

Valuation by Comparison: Residential Analysis and Logic

Valuation Overview of Accessory Dwelling Units

Classes, Seminars and Conferences Taken and Attended (some were taught by me):

Title	Location	Sponsor	Start Date
Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications	Midlothian, VA	Virginia Commonwealth Chapter	06/22/2023
2023 Regional Economic Report for Appraisers	Norfolk, VA	Hampton Roads Chapter	06/13/2023
AVOIDING BIAS: Building A Bias Defense	Synchronous Livestream	Hampton Roads Chapter	04/26/2023
Appraising in Floodplains & Wetlands	Afton, VA	Virginia Commonwealth Chapter	04/13/2023
Inconsistency: It's Hiding in Plain Sight in Your Residential Appraisal --- Non-lender examples ---Next level analysis	Norfolk, VA	Hampton Roads Chapter	04/04/2023
Community Land Trust (CLT) Appraisal Training	Synchronous	Appraisal Institute	12/06/2022
Spotlight on Reappraising, Readdressing, Reassigning: What to Do and Why	Norfolk, VA	Hampton Roads Chapter	11/15/2022
Litigation Appraising: Specialized Topics and Applications	NASHVILLE, TN	Tennessee Chapter	10/05/2022
Valuation Overview of Accessory Dwelling Units	Chicago, IL	Appraisal Institute	12/10/2021
Hampton Roads Real Estate Symposium 2021	Virginia Beach, VA	Hampton Roads Chapter	10/20/2021
2021 IRS Summit	Virtual Classroom	Southern California Chapter	09/09/2021
Advanced Residential Report Writing/Part 2	Denver, CO	Appraisal Institute	10/04/2019
Advanced Residential Applications & Case Studies/Part 1	Denver, CO	Appraisal Institute	10/02/2019
Appraisal of Manufactured Homes Featuring Next-Generation Manufactured Homes	Dallas, TX	Appraisal Institute	04/16/2019

Appraiser and The AMC: The Great Debate	Westbury, NY	Long Island Chapter	02/13/2019	02/13/2019
Valuation by Comparison: Residential Analysis and Logic	Westbury, NY	Long Island Chapter	02/13/2019	02/13/2019
Ignorance Isn't Bliss: Understanding an Investigation by a State Appraiser Regulatory Board or Agency		Long Island Chapter	02/12/2019	02/12/2019
Introduction to Green Buildings: Principles & Concepts	San Juan, PR	Puerto Rico and Caribbean Chapter	01/24/2019	01/24/2019
The Valuation of Solar Photovoltaic Systems	Breckenridge, CO	Colorado Chapter	09/09/2018	09/09/2018
Residential Site Valuation and Cost Approach	NASHVILLE, TN	Tennessee Chapter	08/15/2018	08/16/2018
2018 Annual Conference Sessions Day Two		Appraisal Institute	07/31/2018	07/31/2018
2018 Annual Conference Sessions Day One		Appraisal Institute	07/30/2018	07/30/2018
Metro DC Chapter 2018 Appraisal Conference	Washington, DC	Washington DC Metropolitan Area Chapter	04/19/2018	04/19/2018
Business Practices and Ethics	Midlothian, VA	Virginia Commonwealth Chapter	12/08/2017	12/08/2017
7-Hour National USPAP Update Course	Midlothian, VA	Virginia Commonwealth Chapter	12/07/2017	12/07/2017
Making the Math Work: Cost-Effective Trainee Development	Washington, DC	Washington DC Metropolitan Area Chapter	10/11/2017	10/11/2017
Income Approach for Residential Appraisers	Afton, VA	Virginia Commonwealth Chapter	09/21/2017	09/21/2017
2017 Annual Conference Sessions Day Two	Ottawa, ON	Appraisal Institute	06/10/2017	06/10/2017
2017 Annual Conference Sessions Day One	Ottawa, ON	Appraisal Institute	06/09/2017	06/09/2017

Valuation by Comparison: Residential Analysis and Logic	Knoxville, TN	Tennessee Chapter	04/10/2017	04/10/2017
Review Theory - Residential	Tulsa, OK	Green Country of Oklahoma Chapter	03/06/2017	03/08/2017
Residential Report Writing and Case Studies	NASHVILLE, TN	Tennessee Chapter	02/23/2017	02/24/2017
Review Case Studies - Residential	Chicago, IL	Appraisal Institute	12/12/2016	12/13/2016
Business Practices and Ethics	Roanoke, VA	Virginia Commonwealth Chapter	12/01/2016	12/01/2016
General Appraiser Report Writing and Case Studies	Midlothian, VA	Virginia Commonwealth Chapter	08/02/2016	08/05/2016
2016 Annual Conference Sessions Day Two (AM)	Charlotte, NC	Appraisal Institute	07/26/2016	07/26/2016
General Appraiser Market Analysis and Highest & Best Use	Midlothian, VA	Virginia Commonwealth Chapter	07/11/2016	07/14/2016
Residential Applications: Using Technology to Measure and Support Assignment Results	Warwick, RI	Massachusetts and Rhode Island Chapter	05/24/2016	05/24/2016
Case Studies in Appraising Green Residential Buildings	Charlottesville, VA	Virginia Commonwealth Chapter	04/19/2016	04/19/2016
Introduction to Green Buildings: Principles & Concepts	Charlottesville, VA	Virginia Commonwealth Chapter	04/18/2016	04/18/2016
Appraising Condos, Co-ops, and PUDs	Chicago, IL	Chicago Chapter	04/08/2016	04/08/2016
Supervisory Appraiser/Trainee Appraiser Course	Henrico, VA	Virginia Commonwealth Chapter	03/24/2016	03/24/2016
7-Hour National USPAP Update Course	Midlothian, VA	Virginia Commonwealth Chapter	02/05/2016	02/05/2016



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Barbara Wright Goshorn	Election: <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): 1976 Duke University, magna cum laude, BA 1977 Drexel University, classes in Library Science 1980 University of Virginia, JD	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Department of Social Services Fluvanna Library Board of Trustees	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To assist the Library in continuing its excellent service to Fluvanna citizens	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)		Parks & Recreation Advisory Board (RAB)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Piedmont Virginia Community College (PVCC) Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors		Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep	X	Library Board of Trustees		Thomas Jefferson Planning District Commission (TJPDC)
	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	Tourism Advisory Committee (TAC)	<i>For TAC only, please indicate the industry you are representing:</i>			

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature Barbara Wright Goshorn		Date 4-15-2026	
Mailing Address (including City, State, & ZIP) P.O. Box 342		Physical Address (if different) <small>257 Plain Dealing Road, Palmyra, VA 22963</small>	
Years Lived in Fluvanna 44	Phone # [REDACTED]	Alternate Phone # [REDACTED]	Email Address [REDACTED]
Office Use Only			
Application Received On:	4/14/2026	Application Received By: Caitlin Solis	
Acknowledgement Sent:	4/14/2026		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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Name: Charles Haden Thomas Parrish	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Resume Attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Parks and Recreation Advisory Board (RAB) - Youth Representative - 2012-2014 Comprehensive Plan - Fluvanna County Historic Preservation Advisory Group - 2022- Present	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Resume Attached	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: See Attached	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
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Applicant's Signature <i>(Typing name below serves as digital signature)</i> Charles Haden Thomas Parrish (from file)		Date 4/28/2022	
Mailing Address (including City, State, & ZIP) P.O. Box 85. Palmyra Va 22963		Physical Address (if different) 429 Main Street Palmyra Va 22963	
Years Lived in Fluvanna 25	Phone # [REDACTED]	Alternate Phone # [REDACTED]	Email Address [REDACTED]
Office Use Only			
Application Received On:	2022-05-04	Application Received By:	
Acknowledgement Sent:	2022-05-04	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

REASONS FOR WANTING TO SERVICE FLUVANNA COUNTY:

I am a lifelong patron of the Fluvanna County Library, first getting my library card with my Grandma when the library was located at Carysbrook. It is no surprise to anyone who ever watched my Little League baseball games at Carysbrook that I would rather have been reading between the bookshelves than running between the bases. Since that time, I have been a member of the Friends of the Fluvanna County Library, participate in their annual book sales, donate books and other media for their fundraisers, and have taken part in many of the library's programming opportunities. I have seen the Library continue to expand its vast services to Fluvanna, particularly turning the "new" building into a true community center. Before, but especially during, the pandemic, I've been so impressed with the library's ability to advertise and provide services, including free COVID-19 tests, access to basic needs like computers and wifi, and expand access to literature and other community needs via programming. My favorite part of the library, the local-history room, has allowed me to time and again learn more about this County of ours.

I find the library to be one of the most inspiring elements of our local government - a place for residents of any age to gather and take advantage of the resources they need: free internet usage, checking out a puzzle to piece together with their family, enjoying the work of local artists, discovering the history of the land beneath them and culture around them, learning about geothermal energy, hosting a meeting of community members, or expanding their knowledge in new and unpredictable ways. If given the opportunity to join the board, I would work alongside the other trustees to maintain the value that the library provides to the Community, and explore ways to expand these services to keep up with the growing population.

I would be interested in exploring how the Library could expand its services to communities more distant from the actual Library building, making sure that children and adults in Scottsville, Columbia, Kents Store, Bremo, and everyone in between, can know about and take advantage of the unique opportunities the Library offers them. Whether this be mobilizing aspects of the library to established points in different regions of the County, or establishing partnerships that provide transportation for residents that otherwise would find it difficult to make it to the library, I look forward to discussing the possibilities with the Trustees.

The Fluvanna County Library creates daily anecdotes about what it means to be a community and how our local government successfully provides for our residents, and if given the opportunity I look forward to contributing to this facet of Fluvanna County as a Trustee.

Charles “Haden” Thomas Parrish

ceo4s@virginia.edu | +1 (434) 981-9312 | P.O. Box 85 Palmyra, Va 22963

EDUCATION

Vanderbilt University, Peabody College – Nashville, TN **August 2020 - May 2022**

- *Master of Education: Human Development Counseling, School Counseling Track*
- *School Counseling Intern: Waverly-Belmont Elementary School; Two Rivers Middle School; Hillsboro High School* – maintained a weekly or bi-weekly caseload of 8-10 students in addition to supporting the school counselor with other counseling or administrative responsibilities. Facilitated an 8 student 10-week eight-grade anxiety small group

The University of Virginia – Charlottesville, VA **August 2014 - May 2018**

- *Bachelor of Arts: African American and African Studies; Sociology*

Fluvanna County Leadership Development Program – Fluvanna County, Va **2013-2014; 2019-2020**

- *Class 11 & 17 Student* - a program to educate citizens about Fluvanna County and the issues and challenges it faces; to prepare its citizens for involvement; and to encourage their participation in keeping Fluvanna a desirable place to live and work

Meriwether Lewis Institute for Civic Leadership – Charlottesville, Va **January 2015 – May 2018**

- *2018 Fellow; Vice President of Student Affairs Intern*
- A fellowship that brings together a diverse cohort of 25 students together for a two-and-a-half-year program to nourish lifelong leadership
- Culminated in a project proposal for a “Student Space Reservation” platform that navigated inter-University politics

Fluvanna County High School – Fluvanna County, Va **May 2014**

- *Student Government Association member*
- *Interact Club President*

RELEVANT EXPERIENCE

Fluvanna County Historic Preservation Advisory Group **2022- Present**

- Advisory Committee to the Fluvanna County Planning Commission on topics of Historic Preservation

Tadpole Land & Trail Conservancy **February 2020 – Present**

- *Chairman* - Lead and represent the Board of Directors of this nonprofit corporation in Central Virginia in achieving the Corporation’s purposes in a manner that respects the natural environment and the ecologically sound use of land and natural resources
- Devoted to preserving and protecting natural ecosystems and wildlife habitats
- Educate the public on issues related to the environment and protection of natural resources
- Provide outdoor educational and recreational opportunities to the public

Farm Bureau Board of Directors **September 2018 - Present**

- *Scholarship Committee Chair* – set criteria for application and coordinate selection of recipients

Office of Housing and Residential Experience, Vanderbilt University – Nashville, TN **August 2020- Present**

- *Graduate Building Manager (Assistantship)* – supervised one of the Quarantine & Isolation dorms during the COVID-19 Pandemic that quarantined and isolated undergraduate residents and protected the broader community
- *Graduate Area Coordinator (Assistantship)* – work with 19 Resident Advisors to oversee and support two Residential Colleges

Virginia College Advising Corps – Charlottesville, VA **July 2018 – May 2020**

- *A joint venture of The University of Virginia and the College Advising Corps and is an AmeriCorps program.*
- *College Advisor at Fluvanna County High School*
- *Summer Facilitator* - helped develop a 4-week intensive training program to provide 40 new and returning advisers relevant information about college advising, admissions, college entrance exams, family engagement, and best practices
- Cultivated productive working relationships with school administrators, counselors, and teachers to promote a college-going culture at Fluvanna County High School
- Counseled one-on-one with 100% of graduating seniors and many underclassmen to find their “best match” post-secondary plans, complete applications, and discuss financial aid applications and resources
- Presented to classrooms of approximately 30 students as well as grade level assemblies with over 300 attendees on the importance of performing well academically, getting involved in extracurricular activities, and post-secondary planning
- Coordinated regular visits from local college and trade school representatives and military recruiters to the high school campus to enhance the visibility of post-secondary options to students
- Organized admissions and financial aid informational events for parents
- Researched, distributed, and organized scholarships for students to apply to
- Collected metrics such as submitted college applications, acceptances, scholarships, and financial-aid applications for a national external evaluation to quantitatively measure outcomes and qualitative results
- Coordinated field trips to allow students to experience college campuses across Virginia and Washington D.C.

Madison House HelpLine – Charlottesville, Va **January 2017-May 2018**

- *Phone Crisis Counselor (volunteer)* – received 30 hours of training to speak with callers on a variety of topics and provide a stable conversation in crisis situations – volunteered an average of 4 hours a week with occasional overnights during an academic year
- *Volunteer Trainer* – led 10-18 new volunteers through their 30-hour training semester, two semesters in a row

Parks and Recreation Advisory Board (RAB)

December 2012 – August 2014

- *Youth Representative*

PROFESSIONAL DEVELOPMENT & MEMBERSHIPS

Eta Delta Chi Chapter of Chi Sigma Iota – Member

February 2021 – Present

- *New Member Relations and Wellness Chair*
- An international honor society that values academic and professional excellence in counseling

American School Counselor Association – Student Member

August 2020- Present

Americorps - Member

July 2018 -May 2020

Virginia College Access Network - Member

September 2018-May 2020

- *2019 & 2020 Conference Attendee*

National College Advising Corps - Member

September 2018- May 2020

- *2018-2019 & 2019-2020 Summit attendee at the national level*

Vanderbilt School Counselor Conference - Attendee

April 2019

Youth Mental Health First Aid – Certification

February 2019

AWARDS & HONORS

Superintendent’s Award for Outstanding Community Member, Fluvanna County Public Schools

May 2019

- Each year, the Superintendent awards one student, teacher,, and community member at graduation

Madison House Volunteer of the Year, University of Virginia

April 2018

- Madison House is an umbrella organization with 22 volunteer programs and 4,296 student volunteers

Superintendent’s Award for Outstanding Student, Fluvanna County Public Schools

May 2014



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Sherron J Haley		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 4477 Long Acre Rd.		Physical Address (if different) 4477 Long Acre Rd.	
Years Lived in Fluvanna 34	Cell Phone – preferred? <input type="radio"/>	Home Phone – preferred? <input type="radio"/>	Email
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Longwood College, Farmville, Virginia 1971-1972 Carson-Newman College, Jefferson City, Tennessee 1972-1975 Bachelor of Arts Tarleton State University, Stephenville, Texas continuing studies			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I have served on the Fluvanna Library Board since 2006.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): In the past I served on the Church Council for Effort Baptist School and on the School Board for Effort Baptist Church			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I was born in Fluvanna in 1953, the daughter of a life-long educator, Emogene Johnson, and a full-time agronomist, Dallas Johnson. Married in 1972, I lived as a minister's wife in Tennessee, Texas, and Oklahoma for thirty-one years. After my husband's death, I returned home to Fluvanna where I am employed as a teacher at Fluvanna High School. I am passionate about education and the resources available to our community. As a youth I helped in the Fluvanna Baptist Church Library, and I was employed as a librarian in Rutledge High School, Tennessee. I had the privilege of serving on the library board during the construction of the new facility.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p><i>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</i></p>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i> Sherron J. Haley		Date	

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

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

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

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Marilyn B. Austin	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): 1980 BA in English/Writing Option with emphasis in Education from Pennsylvania State University, University Park, PA Currently work Part-Time at the Fluvanna County Public Library since September 2019 - otherwise Retired 2009-2014 Falls Church News-Press (Weekly Newspaper Classified Ads) Falls Church, VA Previously worked PT at The Container Store - Visual Sales Merchandiser, Product Flow Analyst at ExxonMobil Oil Corporation, Fairfax, VA, Asset Protection Manager (started as store investigator) for Calder, Inc. Seven Corners and Fairfax, VA from 1996 until the store went bankrupt in 1998, Secretary - First Virginia Bank, Falls Church, VA 1989-1993, Full time mom from 1982-1989 plus various short term jobs when in between Calder's bankruptcy and ExxonMobil including temporary work, field claims representative, special assignment as a store detective for Saks Fifth Avenue, instructor at New Horizons computer learning center all within the DC metro area	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Friends of the Fluvanna County Library 2025 Co-President Friends of the Fluvanna County Library 2023 & 2024 Vice-President Friends of the Fluvanna County Library 2021- present - Book Sale Volunteer Coordinator Friends of the Fluvanna County Library - 2019-2023 Hospitality Committee Member Friends of the Fluvanna County Library - 2019 Bake Sale Chair Active during our children's school years in the Band Parents Group at Jeb Stuart High School (now Justice High School) Falls Church, VA - Newsletter & helping with thier biggest Tag Day Fundraiser (my husband was chair for the fundraiser)	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Book Club 2019-present, Silver and Gold - Social group (2025), Basketry Group (2018 until it disbanded Fall 2024) Leftie Ladies member Election official 2019 for Rivanna District at the Lake Monticello Fire Station - I have not continued this and worked the morning shift only. Fishing Club Member since 2018, Lake Monticello	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I would love to serve on the Board of Trustees for the libray because I really love our library and want to do all I can to help it to thrive and succeed. I work well with others and enjoy being part of a team of like-minded people. I have time and energy to devote to volunteering and think I can provide a unique perspective as a part-time employee of the library and as co-president of the Friends of the Fluvanna County Library.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

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

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Marilyn B. Austin (from file)		2/7/2025	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
11 Bonita Road Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
6	<div style="background-color: black; width: 100px; height: 15px;"></div>		
Office Use Only			
Application Received On:	2/7/25	Application Received By:	
Acknowledgement Sent:	2/10/25	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: David Chesley Harlow	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See attached.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To continue my public service to support, provide, and advocate for the citizens of Fluvanna County.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)		Parks & Recreation Advisory Board (RAB)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Piedmont Virginia Community College (PVCC) Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
	Economic Development Authority (EDA)	X	Jefferson Area Board of Aging (JABA) Board of Directors		Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees		Thomas Jefferson Planning District Commission (TJPDC)
	Finance Board	X	Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	Tourism Advisory Committee (TAC)	<i>For TAC only, please indicate the industry you are representing:</i>			

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature David Chesley Harlow (from file)		Date 12/19/2025	
Mailing Address (including City, State, & ZIP) 400 Rosewood Drive, Scottsville, VA, 24590		Physical Address (if different)	
Years Lived in Fluvanna 33	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	12/19/2025	Application Received By: Caitlin Solis	
Acknowledgement Sent:	12/30/2025		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

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

PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY

Data Analytics Project Manager September 2023 - Present

Department of Medical Assistance Services (DMAS) Richmond, VA

- A part of the DMAS Data Governance committee that created, vetted, implemented, and managed data governance practices throughout the entire agency, both with internal and external partners
- Responsible for providing HAD guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Led project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinated and managed SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

Program Coordinator/Data Analytics Liaison April 2021 – September 2023

University of Virginia Health System – Population Health Charlottesville, VA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
 - Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
 - Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs
 - Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
 - Initiates any new build request for Population Health from initial inquiry to full project completion
- Sample of projects for Population Health
- Collaborated with CompassRose project rollout system-wide at UVA Health
 - Implemented leadership and management strategies relating to Cystectomy and Bariatric

projects

- Partnered with UVA PMO office for UniteUs Implementation across UVA Health
- Granted leadership role for SDOH rainbow wheel implementation across ambulatory clinics, both primary care and specialty clinics
- Created program auditing guidelines for all programs to look at areas for improvement post implementation

Patient Advocate May 2019 – April 2021

University of Virginia Health System – Population Health Charlottesville, VA

- Readmission and social determinant of health (SDoH) program at UVA Health that works with patients for

30 days to assign services to make sure unwarranted readmissions do not occur

- Reports directly to department director and project coordinator on new hire training progression
- Assists with new hire trainings and conducts audits on team members for workflow continuity
- Selected by department manager and project coordinator to expand scope of role due to extensive

knowledge, proficiency, and understanding of departmental needs

Unit Coordinator April 2017 – May 2019

The Bridgeline Place Charlottesville, VA

- Worked in a non-profit clubhouse model with members who had brain injuries (traumatic and nontraumatic)
- Coordinated kitchen and household supportive goals for members to work on in yearly blocks
- Wrote and supported Individualized Care Plans to make sure members were supported in terms of the goals

they want to work on for that given year

- Lead a support group comprised of 7-13 members to discuss supportive techniques with counseling aspects.

Some leadership skills used was motivational interviewing and active listening

- Coordinated non-profit safety goals and promoted leadership skills relating to specific rules and regulations

the organization was bound by

Adjunct Instructor/Professor of Practice August 2024 – present

Virginia Commonwealth University; School of Education. Richmond, VA

Department of Educational Leadership

- Course – EDLP 717 – Data Visualization, General Leadership Online Cohort
- Course – EDLP 711 – Data and Leadership 1, General Leadership Online Cohort

Adjunct Professor April 2023 – present

University of Denver; University College Denver, CO

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
- HINF 4620 – Healthcare Methods and Programming

- HINF 4310 – Healthcare Information Systems
- HINF 4630 – Healthcare Data Mining, Integration, and Interpretation
- HINF 4640 – Healthcare Database Applications
- HINF 4010 – Health Informatics Communication
- HINF 4650 – Healthcare Project Management

Adjunct Professor July 2022 –August 2024
Piedmont Virginia Community College

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

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

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

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

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

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

GOVERNMENT-APPOINTED BOARD APPOINTMENTS

Board Member July 2025 – Present

Region 10 Community Service Board Member; Fluvanna County Representative Palmyra, VA

- Purpose: Comprised of 14 citizen representatives who make up the Region 10 community service board

region. The Board, as an operating community services board as defined in Virginia Code Section 37.2-

500, has the general powers, duties, and responsibilities. Of a board as outlined and required by applicable Virginia law and regulations including, but not limited to, those provisions found in Section

37.2-504, Code of Virginia

o Committees served: Finance Committee (2025 – present)

Legislative Committee (2025 – present)

Board Member December 2024 – Present

Albemarle County Historic Preservation Committee Charlottesville, VA

- Purpose: The Historic Preservation Committee (HPC) is a public body appointed by the Board of Supervisors and is charged with protecting the County's historic and cultural resources. The Committee

takes an active role in identifying and documenting cultural resources of importance to the community and

provides assistance and advice concerning the County's historic preservation program.

- Positions served: Secretary: 2025-2026

Council Member December 2022 – Present

Fluvanna County Library Board of Trustees Palmyra, VA

- Purpose: Acts as a governing board for the Fluvanna County Library. Employ a competent and qualified library director. Determine the mission, goals, and objectives of the library and adopt written

policies governing the library. Ensure that the library has a long-range planning process that considers

the library's strengths and weaknesses and can be implemented and evaluated. Be familiar with local,

state, and federal library laws; actively support pending library legislation. Establish, support, and participate in a planned public relations program.

- Affecting Legislation: Established by the County Board of Supervisors according to the County Code,

Section 2-6-2, adopted by the Fluvanna County Board of Supervisors on June 17, 1998.

PUBLICALLY-APPOINTED BOARD APPOINTMENTS

Board Member – Facilities Committee February 2025 - Present

The Paramount Theater Charlottesville, VA

- Purpose: The Facilities Committee is responsible for working with the Theater staff to ensure the proper maintenance and preservation of the historic Paramount Theater. Conduct a thorough annual

tour and condition review of the facility. Make recommendations to the Board of Directors regarding all

matters pertaining to the short- and the long-term building maintenance and expenditures associated

with the facility. Create, implement, and monitor the Facilities Management Plan.

Board Member January 2025 - Present

Virginia Rural Health Association Blacksburg, VA

- Purpose: The Virginia Rural Health Association (VRHA) is a nonprofit organization working for the 2.5

million people who call rural Virginia their home. The mission is to improve the health of rural Virginians

through education, advocacy, and fostering cooperative partnerships. The board provided strategic leadership and oversight for the non-profit for growth and advancement

Healthy Workplace Committee; UVA Health May 2023 – September 2023

Member

- Purpose: Committee of 40 established to promote and support healthy workplace policy and procedures

and address stressors in the workplace throughout all of UVA Health. Those supported by the work include both employees and subsequent patient care at UVA Health. My role is to serve the

committee

and to provide feedback relating to education, member involvement, and engagement throughout the

entire UVA Health system.

Secretary for ACHE; CVHEG chapter January 2023 – January 2024

- Purpose: My role is to participate in board meetings and other designated events to provide administrative support for both the Board of Directors and the supporting member population. This is in

addition to any other needs as designated by the President of CVHEG. I also assisted in yearly budget

creation and appointment.

o Oversight Role: Advisory Committee member

Membership Committee Director for ACHE; CVHEG chapter January 2022 – January 2023

- Purpose: My role is to coordinate with the board for CVHEG to lead initiatives to increase membership

and to continue to build up mentorship program and spread understanding and engagement for both

CVHEG and ACHE.

Membership Committee Assistant Director for CVHEG January 2021 – January 2022

- Purpose: My role is to assist in coordination with the board for CVHEG to increase membership and to

lead initiatives to continue to build up mentorship program and spread understanding and engagement

for both CVHEG and ACHE.

DAVID HARLOW

PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY

Data Analytics Project Manager

September 2023 - Present

Department of Medical Assistance Services (DMAS)

Richmond, VA

- A part of the DMAS Data Governance committee that created, vetted, implemented, and managed data governance practices throughout the entire agency, both with internal and external partners
- Responsible for providing HAD guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Led project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinated and managed SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

Program Coordinator/Data Analytics Liaison

April 2021 – September 2023

University of Virginia Health System – Population Health

Charlottesville, VA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
- Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs
- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion

Sample of projects for Population Health

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

Patient Advocate

May 2019 – April 2021

University of Virginia Health System – Population Health

Charlottesville, VA

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

DAVID HARLOW

Unit Coordinator**April 2017 – May 2019****The Bridgeline Place****Charlottesville, VA**

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

GOVERNMENT-APPOINTED BOARD APPOINTMENTS**Board Member****July 2025 – Present****Region 10 Community Service Board Member; Fluvanna County Representative****Palmyra, VA**

- Purpose: Comprised of 14 citizen representatives who make up the Region 10 community service board region. The Board, as an operating community services board as defined in Virginia Code Section 37.2-500, has the general powers, duties, and responsibilities. Of a board as outlined and required by applicable Virginia law and regulations including, but not limited to, those provisions found in Section 37.2-504, Code of Virginia
 - Committees served: Finance Committee (2025 – present)
Legislative Committee (2025 – present)

Board Member**December 2024 – Present****Albemarle County Historic Preservation Committee****Charlottesville, VA**

- Purpose: The Historic Preservation Committee (HPC) is a public body appointed by the Board of Supervisors and is charged with protecting the County's historic and cultural resources. The Committee takes an active role in identifying and documenting cultural resources of importance to the community and provides assistance and advice concerning the County's historic preservation program.
 - Positions served: Secretary: 2025-2026

Council Member**December 2022 – Present****Fluvanna County Library Board of Trustees****Palmyra, VA**

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

PUBLICALLY-APPOINTED BOARD APPOINTMENTS**Board Member – Facilities Committee****February 2025 - Present****The Paramount Theater****Charlottesville, VA**

- Purpose: The Facilities Committee is responsible for working with the Theater staff to ensure the proper maintenance and preservation of the historic Paramount Theater. Conduct a thorough annual

DAVID HARLOW

tour and condition review of the facility. Make recommendations to the Board of Directors regarding all matters pertaining to the short- and the long-term building maintenance and expenditures associated with the facility. Create, implement, and monitor the Facilities Management Plan.

Board Member**January 2025 - Present****Virginia Rural Health Association****Blacksburg, VA**

- Purpose: The Virginia Rural Health Association (VRHA) is a nonprofit organization working for the 2.5 million people who call rural Virginia their home. The mission is to improve the health of rural Virginians through education, advocacy, and fostering cooperative partnerships. The board provided strategic leadership and oversight for the non-profit for growth and advancement

Healthy Workplace Committee; UVA Health**May 2023 – September 2023****Member**

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

Secretary for ACHE; CVHEG chapter**January 2023 – January 2024**

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

Membership Committee Director for ACHE; CVHEG chapter**January 2022 – January 2023**

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

Membership Committee Assistant Director for CVHEG**January 2021 – January 2022**

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

TEACHING EXPERIENCE**Adjunct Instructor/Professor of Practice****August 2024 – present****Virginia Commonwealth University; School of Education.****Richmond, VA**

Department of Educational Leadership

- Course – EDLP 717 – Data Visualization, General Leadership Online Cohort
- Course – EDLP 711 – Data and Leadership 1, General Leadership Online Cohort

Innovation in Learning Center Sub-Committee Member**March 2024 – present****Robert J. Menges Award for Outstanding Research in Educational Development POD Network in Higher Education****College Station, TX**

- Purpose

DAVID HARLOW

- The reward honors individuals with a drive to contribute to teaching, learning, faculty development, and educational development in higher education. Awards are given for proposals that reflect original research, which may be quantitative or qualitative, and may be based on experimental participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions

Center for Excellence in Teaching and Learning Faculty Fellow Piedmont Virginia Community College

January 2024 – August 2024
Charlottesville, VA

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

Adjunct Professor University of Denver; University College

April 2023 – present
Denver, CO

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
 - HINF 4620 – Healthcare Methods and Programming
 - HINF 4310 – Healthcare Information Systems
 - HINF 4630 – Healthcare Data Mining, Integration, and Interpretation
 - HINF 4640 – Healthcare Database Applications
 - HINF 4010 – Health Informatics Communication
 - HINF 4650 – Healthcare Project Management

Adjunct Professor Piedmont Virginia Community College

July 2022 – August 2024
Charlottesville, VA

- Courses o HLT 130 Nutrition and Diet Therapy

COURSE DESIGN

HINF 4630 – Healthcare Data Mining University of Denver

April 2024 – August 2024
Denver, CO

- Scope of work
 - Co-collaborated with University College colleague to review, critique, and improve HINF 4630 to be more inclusive and robust with the technological advances occurring in the data mining sector, specifically with A.I. and better incorporation with informed decisionmaking pre and post data extractions and mining

PEER REVIEWED LITERATURE

Topic: Patient and Consumer Preferences and Needs. AcademyHealth

November 2024 – June 2025

- Scope of work
 - Provided peer review of abstracts for the 2025 Annual Research Meeting (ARM) that focuses on health policy and health services researchers and policy staffers to learn about new research, discuss policy implications, sharpen method skills, and network with colleagues from around the world.

DAVID HARLOW

Topic: General Education Best Practices and Reform Approach

October 2024

American Association of Colleges and Universities

Principle Editors: C. Edward Watson (AAC&U), Caleb J. Keith (Indiana University Indianapolis), and Kate Drezek McConnell (AAC&U)

- Scope of work
 - Provided peer revision for Chapter 33 of the textbook. The chapter was evaluated according to specified criteria, with specific interest focuses on relevance, clarity, originality, and contribution to the field.

PUBLICATIONS

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

EDUCATION

Master of Business Administration (MBA)

Johns Hopkins University Carey Business School

December 2024

Baltimore, MD

Doctor of Philosophy (PhD)

Liberty University

May 2022

Lynchburg, VA

Master of Arts (MA) in Human Services Counseling

Liberty University

Sept 2018

Lynchburg, VA

Bachelor of Science (BS) in Health Sciences

James Madison University

May 2015

Harrisonburg, VA

Associates of Applied Science (AAS)

Piedmont Virginia Community College

July 2013

Charlottesville, VA

CERTIFICATIONS

Political Leaders Program

University of Virginia – Weldon Cooper Center for Public Service

Sorenson Institute for Political Leadership

December 2025

Charlottesville, VA

Health Care Economics

Harvard University – Harvard Business School

December 2023

Boston, MA

Python for Managers

Columbia University – Columbia Business School

October 2023

New York, NY

LICENSES AND CREDENTIALS

Tableau Desktop I: Fundamentals – TTD101

- Trailhead Academy/Salesforce
2025

November

DAVID HARLOW

Fellow of the American College of Health Data Management (FACHDM)

- American College of Health Data Management

May 2024

Certified Business Consultant

- Six Sigma Global Institute: 88489208

December 2023

Fellow of the Healthcare Financial Management Association (FHFMA)

- Healthcare Financial Management Association

July 2023

Project Management Professional (PMP)

- Project Management Institute: 3421905

February 2023

Certified Revenue Cycle Representative (CRCR)

- Healthcare Financial Management Association

January 2023

Dare to Lead

- Brene Brown: Dare to Lead Program

December 2022

Lean Six Sigma Black Belt

- Six Sigma Global Institute: 53884735

June 2022

Certified Healthcare Financial Professional (CHFP)

- Healthcare Financial Management Association

August 2022

TECHNICAL SKILLS

Software: Adobe Photoshop, Adobe Illustrator, EPIC EMR, Python, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS, SAS, MMIS, VITA, MES, MS Project, SharePoint, SQL, JIRA, Tableau, AnyLogic, SmartSheets, Docusign, Teradata Studio, Handshake, Qualtrics, Cardinal

Written communication: Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: James H. Wilkin	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union
	District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.):
See Resume

CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:

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

REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY:
I have always believed that it is important to be involved and to give back to the community in which I live. As I shared above, I have served on a wide range of community and governmental boards and committees in Pennsylvania. Shortly after my wife and I moved to Fluvanna County a neighbor encouraged us to enroll in the Fluvanna Leadership Development Program, which we did. We've learned a great deal about this wonderful county during the class presentations this year. In considering how I might become involved in my new community I recognize that my experience and training in social services could be valuable as a member of the Social Services Board. I have a strong passion for helping others and protecting children and vulnerable adults from abuse. I am pleased to submit my application for appointment to that board.

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

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

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

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
James H. Wilkins		04-06-2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
23 Fleetwood Drive, Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
1	<div style="background-color: black; width: 100px; height: 15px;"></div>		<div style="background-color: black; width: 150px; height: 15px;"></div>
Office Use Only			
Application Received On:	04-06-22	Application Received By:	
Acknowledgement Sent:	04-06-22	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

James H. Wilkin

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

EMPLOYMENT

2011 – 2021 United Methodist Ordained Pastor

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

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

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

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

2005 – 2010 Eastern Pennsylvania Conference of the United Methodist Church

Director of Camping and Nurture Ministries

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

Executive Director

2000 – 2001 Hornby Zeller Associates, Portland, ME

Director of Qualitative Research

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

Executive Director

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

Vice President/Client Services

1980 - 1988 Aydin Computer Systems, Horsham, PA

Program Manager

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

Director of Youth Activities

1975 - 1977 Timothy School, Bryn Mawr, PA

Teacher/Assistant Administrator

EDUCATION

2012 Drew University School of Theology, Madison, NJ

Master of Divinity

1998 - 2000 University of Pennsylvania, Philadelphia, PA

Coursework in the M.S.W Program

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

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

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

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

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

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

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

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

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

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

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

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

TAB B

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Revised EMS Response Districts				
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):	MJ Fick, EMS Supervisor				
PRESENTER(S):	MJ Fick, EMS Supervisor				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Albemarle County Fire Rescue has been providing first due EMS coverage in Fluvanna County from Scottsville and up around the Kidds Store area of the County. Albemarle County Fire Rescue has had discussions with the County about reducing its first due area in Fluvanna County. At the February 18, 2026 Board of Supervisors budget work session, Mr. Fick provided the Board of Supervisors with proposed changes to Fluvanna County's EMS Response Districts and this presentation will provide the finalized EMS Response Districts for Fluvanna County Department of Emergency Services, Lake Monticello Rescue and Albemarle County Fire Rescue.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

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

TAB C

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Fork Union Water Supply Project Presentation				
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):	Bobby Popowicz, Director of Public Utilities and Eric Dahl, County Administrator				
PRESENTER(S):	Bobby Popowicz, Director of Public Utilities				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the Fork Union Water Supply project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

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

TAB D

MEETING DATE:	May 20, 2026				
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 and Bill Barber, Asst. Director of Public Works				
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

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

TAB E

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Historic Courthouse Restoration Update				
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):	Eric Dahl, County Administrator and Bill Barber, Asst. Director of Public Works				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the Historic Courthouse Restoration project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

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

TAB F

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	James River Water Authority Project Update				
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):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the James River Water Authority project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

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

TAB G

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Position Upgrade for Clerk of the Circuit Court Clerk's Office				
MOTION(s):	I move the Board of Supervisors approve a position upgrade of a Full-Time Deputy Clerk III, to a Full Time Deputy Clerk IV – Criminal Court Clerk & Executive Assistant, for the Clerk of the Circuit Court's Office, and further move to approve the amended position description for Deputy Clerk IV – Criminal Court Clerk & Executive Assistant.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Tristana P. Treadway, Clerk of the Circuit Court				
PRESENTER(S):	Tristana P. Treadway, Clerk of the Circuit Court				
RECOMMENDATION:	Routine				
TIMING:	Approve				
DISCUSSION:	<p>During the 2025 General Assembly Session funding was approved to allow for one Deputy Clerk IV position in every Comp Board funded Clerk's office in the state. This position was allotted by the Comp Board on July 1, 2025, to hire a DC IV to handle the implementation and to carry out the requirements of "Sealing Legislation". The implementation date of the legislation was postponed to July 1, 2026, so instead of adding a new deputy to my office at that time, a county funded Deputy Clerk IV was moved into this position for reimbursement by the Comp Board. Instead of hiring a new position for my office to carry out the requirement of the sealing legislation, I would like to add these responsibilities to my current Deputy Clerk III – Criminal Court Clerk. This may require that some of the current duties of this position be transferred from this position to another position in the future; however, we will not know the extent of the work required until after the implementation date.</p>				
FISCAL IMPACT:	<p>The county has received, and will continue to receive, an additional <u>\$51,509.00</u> from the Compensation Board for reimbursement of the new Deputy Clerk IV position created July 1, 2025. I transferred an existing employee into the new Deputy Clerk IV position and am not filing that position with a new employee. I am asking that a position be reclassified which will cost the county <u>\$2,898.30</u> total. Thus, providing the county with <u>\$48,610.70</u> that can be used to cover a position in my office that has previously been fully funded by the county.</p>				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				

<p>ENCLOSURES:</p>	<ul style="list-style-type: none"> • Position Description for the Deputy Clerk III – Criminal Court clerk & Executive Assistant and Draft Position Description for Deputy Clerk IV – Criminal Court clerk & Executive Assistant – Redlined • Position Description for Deputy Clerk IV – Criminal Court clerk & Executive Assistant - Clean 				
<p>REVIEWS COMPLETED:</p>	<p>Legal</p>	<p>Finance</p>	<p>Purchasing</p>	<p>HR</p>	<p>Other</p>
		<p>X</p>		<p>X</p>	



Fluvanna County, Virginia
Department of Finance
Job Description

DEPUTY CLERK IV - CRIMINAL DIVISION CLERK & EXECUTIVE ASSISTANT

Job Class #:	1831
Pay Grade:	16
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving court matters. This position performs functions necessary for the efficient flow of cases through the Circuit Court. Provides instruction and supervision on all matters related to criminal cases. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Serve as the subject-matter expert on the implementation of Virginia's new criminal record sealing statutes, including automatic and petition-based sealing processes under Code §§ 19.2-392.6, 19.2-392.11, 19.2-392.12:1, and related provisions.
- Review incoming dispositions and related documentation for compliance with record sealing eligibility criteria, including convictions eligible for automatic sealing, acquittals/dismissals for sealing, and petition filings.
- Prepare, draft, and process court orders for sealing eligible offenses and ensure proper placement of sealed records within the court's electronic and physical systems, following statutory requirements.
- Coordinate with the Department of State Police (VSP), Executive Secretary of the Supreme Court (OES), and other court clerks to receive and transmit electronic notifications regarding sealing actions and updates to the Central Criminal Records Exchange (CCRE).
- Maintain accurate and confidential records of all sealing orders, petitions, and related correspondence; ensure secure storage and compliance with statutes governing access to sealed records.
- Provide knowledgeable guidance and assistance to attorneys, litigants, and the public regarding sealing procedures, eligibility requirements, petition preparation, and public access limitations for sealed records.
- Monitor changes in statutory law, court rules, and administrative procedures related to criminal record sealing; update office policies and workflow documentation accordingly.
- Train and mentor other staff on best practices for handling sealed records, confidentiality obligations, and use of court and state record systems in compliance with the new sealing framework.
- Ensure compliance with record retention, access, and dissemination requirements as outlined in Virginia Code, including notification procedures and permissible uses of sealed records.
- Enter all new felonies, misdemeanors, probation/good behavior violations and district court appeals in the Case Management System (CCMS).
- Update all felonies, misdemeanors, probation/good behavior violations, and district court appeals in CCMS.

- Review, organize and maintain all documents and filings in criminal cases through the Case Imaging System (CIS) ensuring that all necessary documents are scanned and present in the file.
- Ensure confidentiality of documents and information in case files, pursuant to the Code of Virginia.
- Prepare documents and materials for upcoming court hearings for both the clerk and judge.
- Assist defendants, general public, attorneys, law enforcement, jails, correctional facilities, and others with criminal cases.
- Track defendants and bond status of defendants.
- Prepare weekly dockets for all court hearings and disseminate to necessary agencies and parties.
- Revise and update dockets as necessary and disseminate.
- Assemble information and documents necessary for each court hearing.
- Attend court hearings and keep record of the proceedings for preparation of Court Orders.
- Prepare notices for defendants regarding future court dates.
- Complete all follow-up work from court hearings including preparation of required court documents such as continued custody orders, disposition notices, referrals to probation and forward to outside agencies.
- Communicate with jails, correctional facilities, and probation regarding requirements from court hearings.
- Arrange transportation of inmates with the Sheriff's Office (SO) and jails/correctional facilities and prepare necessary transportation orders.
- Determine need and schedule interpreters as needed for defendants and court hearings.
- Determine necessity and communicate with the SO and jails/correctional facilities to schedule video appearances and hearings.
- Accurately update all criminal court hearings and matters in CCMS and ensure that all documents have been made part of the record.
- Communicate with Court reporter and ensure court reporter is present in accordance with the law.
- Assist judge and clerk in the courtroom and in the absence of the Clerk, serve as courtroom clerk.
- Prepare all restricted driver's licenses for the judge, assist offenders with paperwork and communicate with DMV and VASAP.
- Determine CCRE requirements for the VSP and ensure that requirements are fulfilled and forwarded to VSP. Communicate with SO to accomplish these tasks.
- Determine and report DNA requirements by using the Virginia Dept. of Forensic Science DNA Data Bank.
- Working knowledge of Titles 16.1, 17.1, 18.2, 19.2, 46.2, of the Code of Virginia relating to circuit court, including but not limited to juvenile court appeals, courts of record, criminal charges, violations, minimum mandatory sentences, and driver's license suspension.
- Working knowledge of Titles 17.1, 55.1, 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Communicate and manage jurors in court.
- Integrated Revenue Management System tax agent backup for VA. Department of Treasury.
- Track and process tax set-off collections for court fines, costs, and restitution in the absence of the Finance Analyst.
- Perform highly skilled and complex clerical and administrative work for the Clerk of Court and Chief Deputy Clerk.
-
- When necessary, perform end-of-day reconciliation of monies and prepares necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.

- Handle walk-in citizens and assist with requests, research, and information.
- When necessary, assist with recordation of e-recordings, land records, and plats.
- When necessary, issue marriage licenses, process concealed handgun permits, accept and process passports, Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, local jails, correctional institutions, probation officers, and local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related

field or three (3) to five (5) years of experience legal work or related field, that includes professional-level understanding and interpretation of laws.

- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk’s office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.
- 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.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
May 8, 2026	May 14, 2026	May 14, 2026	



Fluvanna County, Virginia
Department of Finance
Job Description

DEPUTY CLERK IV - CRIMINAL DIVISION CLERK & EXECUTIVE ASSISTANT

Job Class #:	1831
Pay Grade:	16
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving court matters. This position performs functions necessary for the efficient flow of cases through the Circuit Court. Provides instruction and supervision on all matters related to criminal cases. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Serve as the subject-matter expert on the implementation of Virginia's new criminal record sealing statutes, including automatic and petition-based sealing processes under Code §§ 19.2-392.6, 19.2-392.11, 19.2-392.12:1, and related provisions.
- Review incoming dispositions and related documentation for compliance with record sealing eligibility criteria, including convictions eligible for automatic sealing, acquittals/dismissals for sealing, and petition filings.
- Prepare, draft, and process court orders for sealing eligible offenses and ensure proper placement of sealed records within the court's electronic and physical systems, following statutory requirements.
- Coordinate with the Department of State Police (VSP), Executive Secretary of the Supreme Court (OES), and other court clerks to receive and transmit electronic notifications regarding sealing actions and updates to the Central Criminal Records Exchange (CCRE).
- Maintain accurate and confidential records of all sealing orders, petitions, and related correspondence; ensure secure storage and compliance with statutes governing access to sealed records.
- Provide knowledgeable guidance and assistance to attorneys, litigants, and the public regarding sealing procedures, eligibility requirements, petition preparation, and public access limitations for sealed records.
- Monitor changes in statutory law, court rules, and administrative procedures related to criminal record sealing; update office policies and workflow documentation accordingly.
- Train and mentor other staff on best practices for handling sealed records, confidentiality obligations, and use of court and state record systems in compliance with the new sealing framework.
- Ensure compliance with record retention, access, and dissemination requirements as outlined in Virginia Code, including notification procedures and permissible uses of sealed records.
- Enter all new felonies, misdemeanors, probation/good behavior violations and district court appeals in the Case Management System (CCMS).
- Update all felonies, misdemeanors, probation/good behavior violations, and district court appeals in CCMS.

- Review, organize and maintain all documents and filings in criminal cases through the Case Imaging System (CIS) ensuring that all necessary documents are scanned and present in the file.
- Ensure confidentiality of documents and information in case files, pursuant to the Code of Virginia.
- Prepare documents and materials for upcoming court hearings for both the clerk and judge.
- Assist defendants, general public, attorneys, law enforcement, jails, correctional facilities, and others with criminal cases.
- Track defendants and bond status of defendants.
- Prepare weekly dockets for all court hearings and disseminate to necessary agencies and parties.
- Revise and update dockets as necessary and disseminate.
- Assemble information and documents necessary for each court hearing.
- Attend court hearings and keep record of the proceedings for preparation of Court Orders.
- Prepare notices for defendants regarding future court dates.
- Complete all follow-up work from court hearings including preparation of required court documents such as continued custody orders, disposition notices, referrals to probation and forward to outside agencies.
- Communicate with jails, correctional facilities, and probation regarding requirements from court hearings.
- Arrange transportation of inmates with the Sheriff's Office (SO) and jails/correctional facilities and prepare necessary transportation orders.
- Determine need and schedule interpreters as needed for defendants and court hearings.
- Determine necessity and communicate with the SO and jails/correctional facilities to schedule video appearances and hearings.
- Accurately update all criminal court hearings and matters in CCMS and ensure that all documents have been made part of the record.
- Communicate with Court reporter and ensure court reporter is present in accordance with the law.
- Assist judge and clerk in the courtroom and in the absence of the Clerk, serve as courtroom clerk.
- Prepare all restricted driver's licenses for the judge, assist offenders with paperwork and communicate with DMV and VASAP.
- Determine CCRE requirements for the VSP and ensure that requirements are fulfilled and forwarded to VSP. Communicate with SO to accomplish these tasks.
- Determine and report DNA requirements by using the Virginia Dept. of Forensic Science DNA Data Bank.
- Working knowledge of Titles 16.1, 17.1, 18.2, 19.2, 46.2, of the Code of Virginia relating to circuit court, including but not limited to juvenile court appeals, courts of record, criminal charges, violations, minimum mandatory sentences, and driver's license suspension.
- Working knowledge of Titles 17.1, 55.1, 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Communicate and manage jurors in court.
- Integrated Revenue Management System tax agent backup for VA. Department of Treasury.
- Track and process tax set-off collections for court fines, costs, and restitution in the absence of the Finance Analyst.
- Perform highly skilled and complex clerical and administrative work for the Clerk of Court and Chief Deputy Clerk.
-
- When necessary, perform end-of-day reconciliation of monies and prepares necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.

- Handle walk-in citizens and assist with requests, research, and information.
- When necessary, assist with recordation of e-recordings, land records, and plats.
- When necessary, issue marriage licenses, process concealed handgun permits, accept and process passports, Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, local jails, correctional institutions, probation officers, and local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related

field or three (3) to five (5) years of experience legal work or related field, that includes professional-level understanding and interpretation of laws.

- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk’s office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

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- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
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- Some travel for training and education.
- 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.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
May 8, 2026	May 14, 2026	May 14, 2026	

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

TAB H

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	2% Bonus for General Registrars and Electoral Board Members				
MOTION(s):	I move the Board of Supervisors [approve/deny/defer] a 2% bonus for General Registrars and Electoral Board Members as authorized by the Virginia Department of Elections and further authorize a supplemental appropriation for June 1, 2026 position bonuses in the projected amount of \$2,213.68.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Joyce Pace, General Registrar and Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Registrar recommends approval				
TIMING:	Routine				
DISCUSSION:	<p>During the 2026 General Assembly session, funds were approved to reimburse localities that provide general registrars and electoral board members with a one-time bonus payment equal to two percent (2%) of their base salary on June 1, 2026. The state will base the bonus amount on authorized salary amounts for fiscal year 2026. Authorization for the bonuses is in Chapter 7 of the Appropriation Act (The Caboose Bill). Payment for bonuses will be part of the annual GR/EB salary reimbursement for FY27.</p> <p>The projected supplemental appropriations would be distributed as follows:</p> <ul style="list-style-type: none"> • General Registrar and Electoral Board Members – 4 positions funded for \$2,213.68 				
FISCAL IMPACT:	None, the bonus would only be paid for General Registrars and Electoral Board Members, based upon the state authorized FY26 salary for those positions on June 1, 2026, and not the actual higher salary paid by the County.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Virginia Department of Elections Memo, Dated May 8, 2026				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: May 8, 2026

SUBJECT: [REIMBURSEMENT UPDATE] - Special Election, Bonuses, and General Registrar Salaries

WHY THIS IS NEEDED: This advisory provides localities with reimbursement information for:

- The Special Election held on April 21, 2026
- The one-time bonus for general registrars
- General registrar salary letter that will be sent pending the biennial budget approval.

HOW THIS AFFECTS YOU: **Special Election Reimbursement:**

The Special Election reimbursement application will be forthcoming with a due date of June 11. Only amounts that are directly related to the Special Election are to be reported. Reimbursement will be based on the number of registered voters for each locality. The reporting process will be similar to the general registrar and electoral board reimbursements and the last Presidential Primary reimbursement. ELECT will ask for the amounts by category since the information will assist in determining the budget request for the next Presidential Primary. Efforts will be made to provide reimbursement this fiscal year, so it is imperative that the requested deadline is met.

Bonus Reimbursement:

During the 2026 General Assembly session, funds were approved to reimburse localities that provide general registrars and electoral board members with a one-time bonus payment equal to two percent (2%) of their base salary on June 1, 2026. The state will base the bonus amount on authorized salary amounts for fiscal year 2026. Authorization for the bonuses is in Chapter 7 of the Appropriation Act (The Caboose Bill). Payment for bonuses will be part of the annual GR/EB salary reimbursement for FY27.

General Registrar Salary Reimbursement:

A new authorized salary letter will be sent out once the state approves a new biennial budget. The letter will cover the period of July 1, 2026 to June 30, 2027. ELECT does not know the authorized salary amounts until a budget is approved.

ACTION ITEMS:

1. Check for an email in the coming weeks from yolanda.andrews@elections.virginia.gov that will have the Special Election reimbursement application details. Complete and submit the reimbursement application **by June 11, 2026**. When completing the application, only report amounts that are directly related to the April 21, 2026, Special Election. Please note that normal operating costs of your office should not be included in the amounts reported.
2. **Watch for a new authorized salary letter**, which will be distributed once the state approves a new biennial budget (covering the period of July 1, 2026 to June 30, 2027).

CONTACT: Kevin Hill, Business Manager, at Kevin.Hill@elections.virginia.gov or (804) 864-8950

ADVISORY NUMBER:

 **COMM-1005** - [REIMBURSEMENT UPDATE] - Special Election, General Registrar Salary and Bonus Reimbursements to Localities [PUBLISH ADVISORY](#)

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

TAB I

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Advertise public hearing to amend § 21-2-13 of the County Code				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing on June 17, 2026, to amend § 21-2-13 of the County Code to require a hydrant meter permit and clarify the process for the sale of bulk water.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney and Bobby Popowicz, Director of Public Utilities				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Ordinance would be effective upon adoption				
DISCUSSION:	<ul style="list-style-type: none"> • The County currently has an ordinance regarding the sale of water through hydrant meters in § 21-2-13. • This amendment includes the establishment of a permitting process and clarified payment structure involving rates, deposits, and rental fees. • This amendment creates and clarifies processes involved with the lease of County hydrant meters concerning reporting, equipment returns, lost or damaged equipment, water withdraw access, and charges and fees. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Ordinance to amend § 21-2-13 of the County Code				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”,
BY AMENDING § 21-2-13 AND CHAPTER 21 APPENDIX A TO REQUIRE A HYDRANT
METER PERMIT AND CLARIFY THE PROCESS FOR THE SALE OF BULK WATER

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 § 21-2-13 and Chapter 21 Appendix A, as follows:*

Sec. 21-2-13. Hydrant meters.

(A) Hydrant meter permit required. Upon receipt of a hydrant meter permit application, the County may approve metered bulk water purchase. To be eligible for a hydrant meter permit, the applicant must:

- (1) Have a need to make bulk water purchases.**
- (2) Use tankers, piping, hoses, fittings, and other connections which have cross-connection and backflow prevention devices inspected as part of the application process and then approved annually by the Fluvanna County Public Utilities Department. All water haulers used must use fill tanks that have an air gap to prevent County system contamination.**
- (3) Agree to be responsible for any damages to the County-owned meters, hydrants, or meter settings beyond normal wear and tear.**

(B) Hydrant meter permits.

- (1) Hydrant meter permits may be issued for up to five (5) years. A new permit may be applied for and approved to be effective upon the conclusion of a previous hydrant meter permit.**
- (2) Hydrant meter permits may stipulate conditions for water withdrawal, including conditions involving quantity, frequency, and withdrawal location.**

(AC) Provision of hydrant meters, deposit required. A hydrant meter ~~Approved hydrant meter permittees~~ shall lease a hydrant meter through a lease agreement with be leased from the County for the purpose of recording water withdrawn from County-approved fire hydrants upon submittal of a signed lease agreement to the Director and payment of the lease deposit found in the County's fee schedule adopted as an Appendix A to this chapter. The leased hydrant meter must be used for any water withdrawal.

(BD) Water usage and administrative charges. Water usage charges per 1,000 gallons for water ~~withdrawn~~ ~~consumed~~ through hydrant meters can be found in the County's fee schedule adopted as an Appendix A to this chapter. If a permittee withdraws usage is less than 1,000 gallons over a one-year period, the meter shall be returned to the County and the ~~agreement~~ the lease agreement shall be terminated. A monthly ~~administrative~~ rental charge, found in the County's fee schedule adopted as an Appendix A to this chapter, shall also be assessed to each ~~lessee~~ permittee for every month a hydrant meter remains in the permittee's possession. Permittees shall provide payment on the first day of each month to the Department for the monthly rental fee and any water withdrawal charge. of such person. If lessee fails to pay total amount due by the due date, a late payment

penalty in the amount of \$10.00 or ten percent of the overdue amount, whichever is greater, will be added to lessee's bill. This late payment penalty shall be charged in each month that there is an overdue amount on any overdue balance.

- (~~E~~) *Monthly meter reading reports; billing based on estimate where no report given.* **On the first day of each month, permittees shall provide photographic certification to the Department of the leased hydrant meter for recording and billing purposes. Such photographic certification shall show that there is no damage to the hydrant meter and shall clearly show the numbers on the hydrant meter indicating the quantity of water withdrawn.** Meter readings certified by the lessee must be provided to the Department by the 10th day of each month for recording and billing. If lessee ~~the permittee~~ fails to report meter readings as required in this paragraph, the Director shall estimate a water usage based on an average of the last two **(2)** billing periods. ~~To the extent there is an increase in~~ **If the estimated billing amount is less than the actual amount of water withdrawn,** a late payment penalty in the amount of \$10.00 or ten **(10)** percent ~~of the overage,~~ **whichever is greater, shall be assessed against the permittee.** ~~added to the increased billing amount.~~
- (F) **Late fees. If the total amount due for the month, including both water withdrawal charges and the rental fee, is not remitted by the due date, the account is deemed delinquent and a late charge of ten (10) percent of the amount overdue or \$10.00, whichever is greater, shall be assessed against the permittee. If the delinquent charges and fees are not paid within thirty (30) days after the original due date, the permittee's hydrant permit shall be revoked, the lease agreement shall be terminated, and the County may repossess the leased hydrant meter. If the leased hydrant meter cannot be repossessed or is damaged, the deposit shall be forfeited.**
- (~~G~~) *Annual inspections; ~~permit revocation~~ lease terminated.* **Meters must be available for inspection by County personnel at any reasonable time.** All **leased hydrant** meters must be returned to the Department annually on or before the yearly anniversary date of the signed lease agreement for a condition check and reading verification. If **a leased hydrant** meters ~~is are~~ not returned to the County within ten **(10)** days of the anniversary date, a fee of \$25.00 plus \$1.00 per day thereafter ~~will shall~~ be added to the billing amount **assessed against the permittee** or deducted from the deposit. If such failure to return **a leased hydrant meter** or delinquency of a hydrant meter billing amount continues for a period of **fifteen (15)** days following written notice of such failure ~~to return~~ or delinquency, **the permittee's hydrant meter permit shall be revoked** ~~such lease shall automatically terminate,~~ the lease **permittee's hydrant water** deposit ~~will shall~~ be forfeited, and the County may ~~take~~ **repossession** of the **leased hydrant** meter. **If the leased hydrant meter cannot be repossessed or is damaged, the deposit shall be forfeited.** ~~The~~ **Such** notice shall be sent by first class mail to the **permittee** person leasing the meter and shall specify that **permit revocation** ~~lease termination,~~ deposit forfeiture, and **leased hydrant** meter repossession ~~will or deposit forfeiture shall~~ result if such failure or delinquency continues beyond the 15-day period. **Once the 15-day period has passed, the permittee's hydrant meter permit shall be revoked. No further permit shall be provided to the former permittee unless the leased water** ~~Such service shall not thereafter be provided to such lessee unless the meter is returned or repossessed,~~ a new **water hydrant permit is applied for and obtained, a new** lease agreement **is** signed, a new deposit is paid, and any

delinquent amounts owed by the former permittee are paid. ~~Meters must be available for inspection by County personnel at any reasonable time.~~

~~(E)H~~ *Damage to County equipment.* If the leased hydrant meter is damaged or in any way tampered with, ~~the cost to repair or replace the equipment will be at the expense of the lessee~~ the deposit shall be forfeited, the lease agreement shall be terminated, and the hydrant meter permit shall be revoked unless a new deposit is provided within thirty (30) days. If it is found that the backflow prevention device has been compromised or tampered with, the hydrant meter permit shall be revoked, the lease agreement shall be terminated, and the deposit shall be forfeited. ~~the lease agreement will be terminated and the deposit will be forfeited.~~

~~(E)I~~ *Lost or stolen equipment.* The lessee ~~permittee~~ shall notify the County immediately if the leased hydrant meter is lost or stolen, in which case the original deposit shall be forfeited to compensate the County. ~~The lessee shall reimburse the County for the cost of the meter within 30 days of such notification.~~ Unless a new deposit is provided within thirty (30) days of the notification that the leased hydrant meter was lost or stolen, the hydrant meter permit shall be revoked and lease agreement shall be terminated.

~~(J)~~ *Return of leased hydrant meter.*

(1) If a leased hydrant meter is returned to the County undamaged upon the conclusion of the lease agreement, the deposit shall be returned to the permittee.

~~(K)~~ *Access to withdraw.*

(1) Only designated locations and existing meter settings that have been authorized by the County may be used for bulk water withdrawal.

(2) Once a hydrant meter permit has been acquired and a hydrant meter has been leased from the County, the permittee shall have access to withdraw from County-approved fire hydrants on a 24/7 basis, unless such fire hydrant is currently in use by the County.

(3) Permittees shall, while any water is being withdrawn from the County's water system, keep the hydrant meter permit with the vehicle or tanker which is receiving the bulk water and available for inspection.

(4) Any hydrant meter permit issued under this section is subject to limitation or cancellation in the event of a water shortage or similar emergency.

APPENDIX A. WATER AND SEWER FEE SCHEDULE

County Code	Fee Description	Fee Amount
Sec. 21-2-7. Extensions to existing lines	Initial Review Fee, Base	\$600
	Initial Review Fee, Water Lines	\$0.33 per linear foot (LF)
	Subsequent Review Fee, Base	\$200
	Subsequent Review Fee, Water Lines	\$0.11 per linear foot (LF)
Sec. 21-2-13. Hydrant meters	Hydrant meter, leasing, commercial deposit	\$400.00 <u>\$1,500.00</u>
	Hydrant meter, leasing, other deposit <u>bulk water price per 1,000 gallons</u>	\$100.00 <u>\$12.00</u>
	<u>Hydrant meter, Monthly Rental Administration Fee</u>	\$10.00 <u>\$35.00</u> per month
Sec. 21-2-33. Payments for water generally; service deposit by tenant.	Customer set up charge for new water or sewer account	\$10.00
	Deposit (owner)	\$100
	Deposit* (tenant/lessee)	\$100
Sec. 21-2-36. Overdue bills; disconnection for nonpayment generally.	Reconnection Fee	\$30
Sec. 21-2-40. Water service and volume charges.	Minimum usage included in Base Fee per meter size	Water Base Service Charges
	$\frac{5}{8}$ x $\frac{3}{4}$ -inch meter, 2,000 gallons	\$21.42
	1-inch meter, 6,000 gallons	\$64.26
	1- $\frac{1}{2}$ -inch meter, 12,000 gallons	\$128.52
	2-inch meter, 20,000 gallons	\$214.20
	3-inch meter, 48,000 gallons	\$514.08
	4-inch meter, 96,000 gallons	\$1,028.16
	Water rate per 1,000 gallons above minimum usage	\$11.22

Sec. 21-2-87. Connections to existing water mains (see also Sec. 21-2-8(E))	Connection Fees, Water	
	5/8 x 3/4-inch meter	\$8,500
	1-inch meter	\$17,000
	1-1/2-inch meter	\$42,500
	2-inch meter	\$68,000
	3-inch meter	\$136,000
	4-inch meter	\$272,000
Sec. 21-3-11. Extensions to existing lines.	Initial Review Fee, Base	\$600
	Initial Review Fee, Sewer Lines	\$0.66 per linear foot (LF)
	Subsequent Review Fee, Base	\$200
	Subsequent Review Fee, Sewer Lines	\$0.22 per linear foot (LF)
Sec. 21-3-31. Connection by applicant.	Customer set up charge for new water or sewer account	\$10.00
	Deposit (owner)	\$100
	Deposit (tenant/lessee)	\$100
Sec. 21-3-32. Sewer connection fees - Generally.	Connection Fees, Sewer	
	5/8 x 3/4-inch meter	\$8,500
	1-inch meter	\$17,000
	1-1/2-inch meter	\$42,500
	2-inch meter	\$68,000
	3-inch meter	\$136,000
	4-inch meter	\$272,000
Sec. 21-3-33. Sewer service charges and rates—Generally.	Minimum usage included in Base Fee per meter size	Sewer Base Service Charges
	5/8 x 3/4-inch meter, 2,000 gallons	\$25.81
	1-inch meter, 6,000 gallons	\$77.43
	1-1/2-inch meter, 12,000 gallons	\$154.86

	2-inch meter, 20,000 gallons	\$258.10
	3-inch meter, 48,000 gallons	\$619.44
	4-inch meter, 96,000 gallons	\$1,238.88
	Sewer rate per 1,000 gallons above minimum usage	\$17.65
Sec. 21-3-62. Permit required - Existing and new users (*relates to industrial pretreatment)	Application fee	\$50
	Permit Fee	\$50
Sec. 21-3-91 Permit for Installation and repair	Permit Fee	4% of estimated construction costs

(2) That the Ordinance shall be effective upon adoption.

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

TAB J

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	VDOT Secondary Six Year Plan				
MOTION(s):	I move to accept the Resolution for the VDOT Secondary Six-Year Plan (2026/27 through 2031/32) and VDOT Construction Priority List (2026/27) as required by sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		XX			
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:	Approve				
TIMING:	Normal				
DISCUSSION:	Deletions, additions, or changes to VDOT proposed work.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	In compliance with state code.				
LEGISLATIVE HISTORY:	Recurring plan as required of State Code of Virginia				
ENCLOSURES:	<ul style="list-style-type: none"> • VDOT Six Year Plan Public Hearing Advertisement • 2026 VDOT SSYP Draft Plan • Resolution for adoption of the Six Year Plan in accordance with Sections 33.1-23 and 33.1-23.4 of the 1950 State Code of Virginia 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

Secondary System
 Fluvanna County
 Construction Program
 Estimated Allocations

Fund	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	Total
TeleFee	\$66,883	\$66,883	\$66,883	\$66,883	\$66,883	\$66,883	\$401,298
District Grant Unpaved	\$15,971	\$15,971	\$15,971	\$13,371	\$13,371	\$14,503	\$89,158
Total	\$82,854	\$82,854	\$82,854	\$80,254	\$80,254	\$81,386	\$490,456

Board Approval Date:

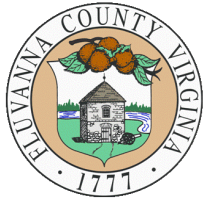
DRAFT

Resident Engineer

Date

County Administrator

Date



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 18-2026

**A RESOLUTION TO APPROVE VDOT SECONDARY SIX-YEAR PLAN
 (2026/27 through 2031/32) and
 VDOT CONSTRUCTION PRIORITY LIST (2026/27)**

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, May 20, 2026 in Palmyra, Virginia, the following action was taken:

WHEREAS, Sections 33.2-331 of the 1950 Code of Virginia as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan; and

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2026/27 through 2031/32) as well as the Construction Priority List (2026/27) on May 20, 2026 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, Scott Thornton, Residency Administrator, Virginia Department of Transportation - Louisa Residency, appeared before the Board and recommended approval of the Six-Year Plan for Secondary Roads (2026/27 through 2031/32) AND Construction Priority List (2026/27) for Fluvanna County.

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interest of the Secondary Road System in Fluvanna County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2026/27 through 2031/32) and Construction Priority List (2026/27) are hereby approved as presented at the public hearing.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 20th day of May 2026.

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

Adopted this 20th day of May, 2026
 by the Fluvanna County Board of Supervisors

ATTEST:

 Anthony P. O'Brien, Chair
 Fluvanna County
 Board of Supervisors

(Seal)
PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, May 20, 2026, at 7:00 p.m.

The Virginia Department of Transportation and the Board of Supervisors of Fluvanna County, in accordance with Section 33.2-331 of the Code of Virginia, will conduct a joint Public Hearing at the Fluvanna County Circuit Court, 72 Main Street, Palmyra 22963, at 7:00 p.m. on Wednesday, May 20, 2026. The purpose of this Public Hearing is to receive public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2027 through 2032 in Fluvanna County, and on the Secondary System Construction Budget for Fiscal Year 2026. Copies of the proposed Plan and Budget may be reviewed at the Louisa Residency Office of the Virginia Department of Transportation, located at 3709 Davis Highway, Louisa, or at the Fluvanna County Administrator's Office located at 132 Main Street, Palmyra, Virginia.

All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

Persons requiring special assistance to attend and participate in this hearing should contact the Virginia Department of Transportation at 829-7616. Persons wishing to speak at this public hearing should contact the Fluvanna County Administrator's Office at 434-591-1910.

TO: Fluvanna Review
Advertise on the following dates: 30 April & 7 May 2026
Authorized by: Fluvanna County Board of Supervisors
Bill to: Fluvanna County Administration
P.O. Box 540, Palmyra, VA, 22963
Caitlin Solis
Clerk for the Board of Supervisors
Fluvanna County, Virginia 22963
Email csolis@fluvannacounty.org
(434) 591-1910 ext. 1059 FAX (434) 591-1913

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

TAB K

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors May 6, 2026 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday May 6, 2026, 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 May 6, 2026.				
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
May 6, 2026
Regular Meeting 5:00pm**

MEMBERS PRESENT: Tony O’Brien, Rivanna District, Chair
Timothy M. Hodge, Palmyra District, Vice Chair
Chris Fairchild, Cunningham District
Mike Goad, Fork Union 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 5:01pm, Chair O’Brien called to order the Regular Meeting of May 6, 2026. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl requested the addition of Professional Services for Fire Training Building – Construction Materials Testing, and Safe Streets and Roads for All Grant to New Business.

MOTION:	Accept the Agenda, for the May 6, 2026 Regular Meeting of the Board of Supervisors, as adopted.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

SPECIAL PRESENTATION

Retirement Recognition of Melinda Payne, Parks and Recreation Services Specialist, for over 20 years of service to the County of Fluvanna.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Announcements and Updates – Congratulations Sheriff Hess for being elected to the Virginia Sheriffs’ Institute Board of Directors.

ADA PLAYGROUND WALKWAY

- The ADA walkway at the playground was completed on April 28.
- There is now a paved walkway with two handicap parking spots.

CARETAKERS HOUSE REMOVAL

- On May 1, BroHaul Demolition Contractors removed the white house that was located between the gardens. Some asbestos remediation had to be done before demolition.
- Thanks to Dale Critzer for getting the contractors to do the work!

MAY EVENTS

- Carnival at Pleasant Grove 5/6-9/2026
- Groovin’ at the Grove 5/9/2026, The Chickenheads Band Performs 5:00pm to 7:00pm, food trucks and beer garden available

NEXT BOS MEETINGS

Day	Date	Time	Purpose	Location
Wed	May 20	6:00 PM	Regular Meeting	Circuit Court
Wed	Jun 3	5:00 PM	Regular Meeting	Circuit Court
Wed	Jun 17	6:00 PM	Regular Meeting	Circuit Court
Wed	Jul 1	5:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:10pm, Chair O’Brien opened the first round of Public Comments. With no one wishing to speak, Chair O’Brien closed the first round of Public Comments at 5:10pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

None.

8 - ACTION MATTERS

Community Service Award Resolution - Peggy Shanklin – Eric M. Dahl, County Administrator

The Community Service Award Program allows members of the public to formally recognize and award individuals or groups who, by their personal actions, volunteer efforts, and civic or community activities have made a positive impact in Fluvanna County. Peggy Shanklin has been nominated for the Community Service Award to honor her significant contributions to the community.

MOTION:	Adopt the Community Service Award Resolution honoring Peggy Shanklin, 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				

Older Americans Month – Emily Foreman, Director of Wellness and Enrichment, JABA (Jefferson Area Board for Aging) gave a brief presentation and read the proclamation celebrating Older Americans Month.

MOTION:	Proclaim May 2026 Older Americans Month.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

2% Bonus for Constitutional Officers and Compensation Board Funded Employees – Eric Dahl, County Administrator

A 2% salary bonus was approved by the 2026 Session of the General Assembly for constitutional officers, regional jail superintendents, and their Compensation Board funded deputies and employees. Constitutional officers want to utilize the 2% bonus funding for their positions and Compensation Board funded employees, with such bonus requiring to be authorized by the Board of Supervisors and paid to constitutional officers and their Compensation Board funded employees between June 1, 2026 and September 30, 2026. However, please note that the bonus may only be reimbursed by the Compensation Board for officers and employees that are in a Compensation Board funded position on June 1, 2026.

The projected supplemental appropriations would be distributed as follows, unless there are changes in Compensation Board funded positions prior June 1, 2026:

- Sheriff – 22 positions funded for \$26,950.16 and 5 E911 positions funded for \$3,881.86
- Commissioner of the Revenue – 5 positions funded for \$3,698.32
- Commonwealth Attorney – 4 positions funded for \$7,594.71
- Clerk of the Circuit Court – 6 positions funded for \$8,600.34
- Treasurer – 6 positions funded for \$3,935.15

MOTION:	Approve a 2% bonus for Constitutional Officers and their Compensation Board funded employees as authorized by the Compensation Board and further authorize a supplemental appropriation for June 1, 2026 position bonuses in the projected amount of \$54,660.54, based upon the allocation for each office.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for May 6, 2026:

- *Minutes of April 8, 2026* – Caitlin Solis, Clerk to the Board
- *Minutes of April 15, 2026* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for March 2026* – Theresa McAllister
- *Public Service Recognition Week* – Ryan Lipscomb, Director of Human Resources

- Resolution to set a percentage of tax relief for the 2026 tax year that is anticipated to exhaust PPTR funds provided to the County – Dan Whitten, County Attorney
- Project Agreement 02 with Architectural Partners, P.C. for Pleasant Grove Park Master Plan Update – Dan Whitten, County Attorney
- FY26 Public Works – VACorp Property Insurance Claim – Fork Union Fire Station Light Pole – Linda Mills, Purchasing Officer
- FY26 Sheriff’s Office Supplemental Appropriation – Theresa McAllister, Management Analyst II
- Purchase Order Contract with Motorola Solutions, Inc. for Radio Equipment – Dan Whitten, County Attorney
- Temporary Staff Stipend for Additional Duties – Melton – Eric Dahl, County Administrator
- Temporary Staff Stipend for Additional Duties – McAllister – Eric Dahl, County Administrator
- FY26 Sheriff – VACorp Vehicle Insurance Claim – 2023 Dodge Charger (4923) – Linda Mills, Purchasing Officer
- FY26 Sheriff – VACorp Vehicle Insurance Claim – 2023 Dodge Charger (4929) – Linda Mills, Purchasing Officer
- FY26 Sheriff – VACorp Vehicle Insurance Claim – 2023 Dodge Charger (4932) – Linda Mills, Purchasing Officer
- FY26 Sheriff – VACorp Vehicle Insurance Claim – 2025 Ford F-150 (3065) – Linda Mills, Purchasing Officer
- Organizational Efficiency Study Supplemental Appropriation – Eric Dahl, County Administrator

MOTION:	Approve the consent agenda, for the May 6, 2026 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for March 2026, in the amount of \$3,362,405.73.				
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

Mr. Goad asked for a Fork Union Water Supply Project update. Mr. Dahl and Mr. Whitten gave a brief update on the letters that were sent out and the tracking in place as the letters are returned.

12 - NEW BUSINESS

Safe Streets and Roads for All Grant – Todd Fortune, Director of Planning

The traffic improvements identified under the Move Safely Study are eligible for the Safe Streets and Roads for All Federal Grant, with a 20% match from the county. Mr. Dahl asked if there were any projects that they would like to consider. The Board did not want to pursue a Safe Streets and Roads for All project this year.

Professional Services of for Fire Training Building – Construction Materials Testing – Dan Witten, County Attorney

- The County signed a General Professional Engineering & Architectural Services Term Contract with TRC Engineers, Inc. on January 31, 2024.
- Under this Materials Testing Project Agreement #07, TRC will provide the following professional services for the Fire Training Building:
 - CMT Field Observation and Testing:
 - Earthworks/Foundations Testing
 - Concrete Testing
 - Asphalt Pavement Testing
 - Project Management and Administration Services
- Not-to-exceed cost of \$8,410.

Funding for these services would come out of the \$550,000 County funding.

MOTION:	Approve Project Agreement #07 between Fluvanna County and TRC Engineers, Inc. for professional services for the Fire Training Building with a not-to-exceed cost of \$8,410, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion		Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Tenaska Transformer – Mr. Fairchild brought up the transformer that fell off a transport truck on the way from Columbia to the Tenaska facility on April 29, 2026.

EW Thomas 100th Anniversary – Mr. Goad brought up E.W. Thomas Grocery Store’s 100th anniversary.

13 - PUBLIC COMMENTS #2

At 6:12pm, Chair O’Brien opened the second round of Public Comments.

- Tom Diggs, 947 Jefferson Dr, commented on the Aqua Virginia SCC hearing.

With no one else wishing to speak, Chair O’Brien closed the second round of Public Comments at 6:18pm.

RECESS FOR CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 6:19pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Litigation – complaint involving the County and Expedition Generation Holdings; Legal Matters - Legal Advice Involving Valley Link, Aqua Virginia Rate Case, and Organizational Efficiency Study Review.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:00 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:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

Mr. O’Brien read the statement below before the Public Hearing was heard:

“On May 1, 2026, Fluvanna County joined Culpeper, Orange, Louisa, and Goochland Counties in a joint filing with the Federal Energy Regulatory Commission in Docket No. ER26-1563-001.

The filing does two things.

First, it seeks to put the five Counties into the case as parties so we have a seat at the table and the right to be heard.

Second, it objects to three specific gaps in PJM Interconnection’s proposed new “Expedited Interconnection Track”.

We are asking FERC to make three narrow fixes that address the specific matter for which the filing was made: (1) recognize Virginia counties as siting authorities where state law gives us that role; (2) require developers to notify and (3) give host localities 30 days to comment before their applications are deemed complete; and require PJM to publish, after each annual application window, a summary of where the new generation is being proposed and what transmission it will require.

The filing does not challenge any specific transmission line or power plant. Decisions on the route and approval of transmission lines remain with the Virginia State Corporation Commission, where Fluvanna County will continue to participate fully.”

We expect FERC to act before PJM’s requested July 31, 2026 effective date.

Fluvanna County will continue to protect its residents at every level — local, state, and federal.

Public Hearing to Approve Easement Agreement with Central Virginia Electric Cooperative – Dan Whitten, County Attorney

- Fluvanna County owns the property identified as TM # 30-A-1, also known as Pleasant Grove Park.
- The County desires to place underground the powerline that currently runs above the stage near the Pleasant Grove House.
- The County will need to pay the construction cost of \$1,307 to place the powerline underground.

At 7:04pm, Chair O’Brien opened the Public Hearing. With no one wishing to speak, Chair O’Brien closed the Public Hearing at 7:04pm.

MOTION:	Approve an underground utility easement agreement with Central Virginia Electric Cooperative.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 7:05pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Legal Matters – Organizational Efficiency Study Review.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:58 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:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, May 6, 2026 at 7:59pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Anthony O'Brien
Chair



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 16-2026

**COMMUNITY SERVICE AWARD RESOLUTION
HONORING PEGGY SHANKLIN**

WHEREAS, Peggy Shanklin is the creator, promoter and sole financial supporter of the successful Fluvanna Farmer’s Market, benefiting vendors, food trucks, local musicians and providing a weekly community meeting place; and

WHEREAS, Ms. Shanklin is the creator and promoter of the Silver and Gold Group, an activities group for older Fluvanna residents; and

WHEREAS, Ms. Shanklin is among the founders of Fluvanna Women in Business, one of the most active business groups in Fluvanna; and

WHEREAS, Ms. Shanklin serves on the Fluvanna Meals on Wheels Board; and

WHEREAS, Ms. Shanklin is a Co-founder and major supporter of Unlocked, which provides a way for first responders to get quicker access to hundreds of Fluvanna homes to help people with a medical emergency, and to give the responders the information they need to provide the best help possible. Project cooperates with county 9-1-1 service and Lake Monticello Fire & Rescue; and

WHEREAS, Ms. Shanklin helps facilitate Holistic Outreach for Veterans; and

WHEREAS, Ms. Shanklin became a senior real estate specialist to ensure that her aging clients aren’t being taken advantage of, and continues to guide them through their transitions through downsizing or going to assisted living; and

WHEREAS, Ms. Shanklin hosts annual Thanksgiving and Christmas dinners for people with nowhere to go for the holidays; and

WHEREAS, Ms. Shanklin is a generous contributor to many local charities and community service organizations; and

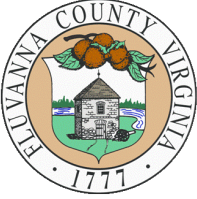
NOW, THEREFORE BE IT RESOLVED, on this 6th day of May, 2026, that the Fluvanna County Board of Supervisors hereby honors Peggy Shanklin for her many contributions to the County as seen through her Community Leadership, Volunteer Services, Community Spirit, and Innovation; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 6th day of May, 2026.

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

Attest:

Anthony P. O’Brien, Chair
Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 17-2026

A Resolution to set a percentage of tax relief for the 2026 tax year at a level that is anticipated to exhaust personal property tax relief funds provided to the County of Fluvanna by the Commonwealth of Virginia as authorized by County Code Sec. 20-1.1-2

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code 58.1-3523 et seq. ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the "2005 Appropriations Act"); and

WHEREAS, these legislative enactments require the County of Fluvanna to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the Personal Property Tax Relief Act as revised; and

WHEREAS, these legislative enactments provide for the annual appropriation to the County of Fluvanna, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles, which the County of Fluvanna has authorized to be accomplished by resolution of the Board of Supervisors of Fluvanna County by the enactment of County Code Sec. 20-1.1-2.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors that;

Qualifying vehicles obtaining situs within the County of Fluvanna as of January 1, 2026, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 32.25% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 32.25% tax relief on the first \$20,000 of value; and

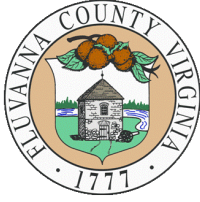
IT IS FURTHER RESOLVED AND ORDERED that all other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 6th day of May, 2026.

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

Attest:

 Anthony P. O'Brien, Chair
 Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

PROCLAMATION 02-2026

PROCLAIMING MAY AS OLDER AMERICANS MONTH

WHEREAS, May is Older Americans Month, a time for us to recognize and honor the many older adults in Fluvanna County, and their immense influence on every facet of American society; and

WHEREAS, Fluvanna County recognizes how, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, Fluvanna County recognizes that older Americans improve our community through intergenerational relationships, community service, civic engagement, and many other activities; and

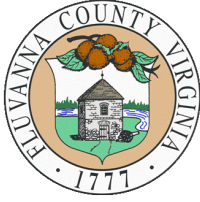
WHEREAS, Fluvanna County benefits when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, Fluvanna County must ensure that older Americans have the resources and support needed to stay involved in their communities, reflecting our commitment to inclusivity, connectedness; and

NOW, THEREFORE, BE IT RESOLVED, on this 6th day of May, 2026, the Fluvanna County Board of Supervisors does hereby proclaim May 2026 to be Older Americans Month. We urge every resident to Champion Your Health, this year's theme, by taking proactive action to enhance your ability to age in place. We encourage everyone to take an active role in managing their own health, advocating for themselves, accessing preventive care, and making informed decisions that support independence.

Passed and adopted this 6th day of May 2026.

Anthony O'Brien
Chair, Board of Supervisors

**BOARD OF SUPERVISORS**

County of Fluvanna
Palmyra, Virginia

PROCLAMATION 03 - 2026**PUBLIC SERVICE RECOGNITION WEEK**

WHEREAS, public servants at the federal, state, county, city, and tribal levels work tirelessly each day to ensure our communities function effectively; and

WHEREAS, the dedicated employees of Fluvanna County commit their time, skills, and energy to serving our community in numerous areas, including constitutional offices, administration, education, public safety, finance, infrastructure, planning, recreation, human services, and more; and

WHEREAS, these individuals consistently deliver essential services with professionalism, integrity, efficiency, and often, a much-appreciated sense of humor; and

WHEREAS, in a democracy that relies on the regular transition of elected leadership, public servants provide the vital continuity and institutional knowledge that make effective governance possible;

NOW, THEREFORE, be it resolved that the Fluvanna County Board of Supervisors hereby proclaims the week of May 3-9, 2026, as Public Service Recognition Week in Fluvanna County and encourages all residents to acknowledge and celebrate the contributions and achievements of the County's public employees.

Passed and adopted this 6th day of May, 2026.

Anthony O'Brien, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB L

MEETING DATE:	May 20, 2026					
AGENDA TITLE:	Financial Auditing Services Contract with Robinson, Farmer, Cox Associates					
MOTION(s):	I move the Board of Supervisors approve the Financial Auditing Services Contract with Robinson, Farmer, Cox Associates 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:	N/A					
DISCUSSION:	<ul style="list-style-type: none"> This contract is the result of RFP 2026-01 issued April 14, 2026 The County received one proposal. One-year term for financial auditing services with option to renew for four additional one-year terms Fees are as follows: 					
	FY Ending 6/30	2026	2027	2028	2029	2030
	County, School Board	\$51,700	\$53,250	\$54,845	\$56,490	\$58,185
	School Activity Funds	\$10,100	\$10,400	\$10,720	\$11,040	\$11,370
Cost Allocation Plan	\$4,295	\$4,425	\$4,560	\$4,700	\$4,840	
FISCAL IMPACT:	No additional funding is required; the money is available in the FY2027 budget.					
POLICY IMPACT:	N/A					
LEGISLATIVE HISTORY:	N/A					
ENCLOSURES:	<ul style="list-style-type: none"> Contract between Fluvanna County and Robinson, Farmer, Cox Associates Exhibit 3, Fees 					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	
	X	X	X			

This Contract to Provide Financial Auditing Services is made this _____ day of _____ 2026 (the "Contract"), by and between Robinson, Farmer, Cox Associates, P.O. Box 6580, Charlottesville, Virginia 22906, hereinafter referred to as the Auditor, and the County of Fluvanna, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the County.

WITNESSETH that the Auditor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. The Auditor shall audit the financial statements of the County annually for the fiscal year ending on June 30, 2026, with four (4) additional one (1) year renewal terms through the fiscal year ending June 30, 2030, hereinafter referred to as the Audit Period.
2. The Auditor shall perform all services and work necessary or required to fulfill all of the requirements of and provide all services set forth in the Request for Proposal #2026-01 Financial Auditing Services issued April 14, 2026, as amended by Addendum #1 issued April 21, 2026, attached hereto as **EXHIBIT 1** (as amended, the "RFP"), which is made a part hereof and incorporated herein by reference, and also shall provide all of the services and work outlined in the Auditor's Proposal made in response to the RFP, dated April 27, 2026 and attached hereto as **EXHIBIT 2** (the "Response"), which is made a material part hereof and incorporated herein by reference. The Final fee schedule entitled "Nonbinding Cost Estimate" is attached hereto as **EXHIBIT 3** (the "Fees"), which is made a material part hereof and incorporated herein by reference. The Auditor is required to meet or exceed all requirements, specifications and terms of the RFP and the Response. The Auditor is required to perform the following services and work in a good and workmanlike manner that would pass without exception in the industry. Time is of the essence for all services and work to be provided under this Contract. Capitalized terms herein shall have the same meaning as in the RFP unless the context requires otherwise.
3. The Auditor shall conduct his audit and render his report in accordance in accordance with generally accepted auditing standards in the United States of America; the Financial Policy Manual; the standards for financial audits contained in Government Auditing Standards (GAS) issued by the Comptroller General of the United States of the Government Accountability Office (GAO); the provisions of and the U.S. Office of Management and Budget Title 2- Grants and Agreements, of the Code of Federal regulation (CFR), Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards (the "Uniform Guidance"); and the Specifications for Audits of Counties, Cities and Towns and the Specifications for Audits of Authorities, Boards and Commissions, as applicable, issued by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia ("APA Specifications"); and shall comply with all applicable federal, state and local laws, rules, ordinances, regulations, guidance, and policies (collectively referred to hereinafter as "Applicable Laws") applicable to or related to the performance of the auditing services at the time the services are performed for the County, recognizing that Fluvanna County is a political subdivision of the Commonwealth of Virginia. In addition to the foregoing requirements, the audit shall result in the Auditor's opinions on the financial statements, the County's compliance with the Uniform Guidance, the County's compliance with contracts and grants, and the County's compliance with Applicable Laws, including, but not limited to, the Code of Virginia Section 15.2-2511, the Fluvanna County Code, and the Financial Policy Manual including without limitation "Chapter 2 - Accounting & Financial Reporting" thereof, all as the same may be amended, modified or replaced from time to time. The County will prepare financial statements from the audited records with the Auditor's opinions thereon. Financial Statements are prepared in accordance with Generally Accepted

Accounting Standards ("GAAP "). The Auditor's opinions shall be unqualified unless the Auditor furnishes the County, by October 30th, or otherwise on a timely basis, the reasons for qualifying the opinion, disclaiming an opinion, or rendering an adverse opinion. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances.

4. It is agreed that generally accepted government auditing standards include a review of the County's system of internal control and accounting as the same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which shall be a part of the written report of audit, to the County setting forth his findings, together with his recommendations for improvement. The Auditor shall file said report with the Auditor of Public Accounts, Commonwealth of Virginia.
5. The Auditor shall, after completing his audit, submit to the County a written report of audit and shall submit any other interim reports, documents, other reports or deliverables as and when required under the RFP. This report will include, at least, any and all requirements under the RFP or Response, the financial statements and notes thereto prepared in accordance with generally accepted accounting principles, supplementary information requested by the client or required for full disclosure under the law, and the auditor's opinions on the material presented. The Auditor shall furnish required copies of the report on audit to the County by November 30th, after the close of the accounting period.
6. Nothing specifically referenced in this Contract is intended to be a limitation on the services and work required as described and set forth in the RFP and the Auditor is required to complete all work and services set forth in the RFP as a part of this Contract.
7. It is agreed that time is of the essence in the performance of this Contract; however, reasonable unavoidable delays alone shall not render the Contract invalid or voidable provided the cause thereof and the estimated completion date are promptly furnished by the Auditor to the County. Notwithstanding the foregoing, any delay of the Auditor in excess of thirty (30) day is per se unreasonable under this Contract.
8. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the County in writing of the need for such additional investigation and the additional compensation required therefore. If the County agrees to such additional services, then an appropriate amendment modifying this Contract and signed by the parties shall be executed.
9. **FEES.** There are no special provisions, except: the County reserves the right to renew this Contract annually subject to a negotiated fee and continued satisfactory performance.
 - a) In consideration of the satisfactory performance of this Contract, the County shall pay to the Auditor applicable fees for each fiscal year as follows: see attached Fees, Exhibit 3.
 - b) Interim billings are not to exceed 80% of said fee. The Auditor may submit invoices to the County for services actually rendered no more than monthly, but at least once each fiscal year upon completion of all services for that fiscal year. The invoice shall describe the services rendered to date with specificity. The Auditor will be paid within forty-five (45) days of receipt of a valid invoice following acceptance of all services and work to date by the County. No invoice may be provided by the Auditor to the County until the services and/or deliverables purchased have been delivered to, inspected by and accepted by the County.
 - c) Final payment of the fee for services for each fiscal year shall be invoiced upon completion of all services consistent with the requirements of this Contract for such fiscal year, but in no event prior to the expiration of thirty (30) days after the submission of the Annual

Comprehensive Financial Report (“ACFR”) and all other required items to the Auditor of Public Accounts.

- d. Notwithstanding the Fees set forth in Exhibit 3, the parties agree that the Auditor may reasonably modify its Fees for any fiscal year services during the Audit Period if: (i) significant accounting principles or auditing standards are implemented during the course of the Contract that materially increase the scope of work performed and were not contemplated at the time of the RFP (the impacts of GASB 87 have been contemplated by the parties and the Fees reflect GASB 87); and (ii) the Auditor notifies the County in writing of the proposed modification of the Fees for that affected fiscal year at least six (6) months prior to the close of the affected fiscal year and prior to beginning any work on that affected fiscal year. For example, if fees were to be modified for fiscal year 2027 (beginning July 1, 2026 and ending June 30, 2027), then the Auditor would have to notify the County of the change in fees no later than December 31, 2026 and prior to beginning any work on fiscal year 2027. The County shall have thirty (30) days from the date of receipt of a written notice for modification of Fees for any fiscal year during the Audit Period ("Modification Acceptance Period") to accept the fee modification by executing a written amendment to this Contract accepting the same. If the County does not accept the modification of Fees, then the Auditor may terminate this Contract with respect to the affected fiscal year and the remaining fiscal years thereafter in the Audit Period by sending written notice to the County of such termination within thirty (30) days of the expiration of the Modification Acceptance Period. In the event the Auditor so terminates the Contract with respect to the affected fiscal year and any remaining fiscal years during the Audit Period, such termination shall be at no fault of the County and no fees of any kind shall be due and owing to the Auditor for the affected fiscal year nor any of the remaining fiscal years in the Audit Period; and in the event of such termination, the Auditor will finish any work on the fiscal year services already in progress.
- e. Nothing in this Contract limits the County's termination rights, including without limitation any rights under this Contract, the RFP or the General Terms (as defined in Section 9 below).
10. **GENERAL TERMS.** The County's General Terms, Conditions, and Instructions to Bidders and Auditors (the "General Terms") attached to the RFP are specifically made a part hereof and incorporated herein by reference. Where any term of this Contract directly contradicts the County's General Terms, this Contract shall control.
11. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable unless entered into in writing between the parties hereto.
12. Whenever possible the terms of this Contract, the RFP, the Response, the Fees, and the General Terms shall be read together. In the event of a direct conflict, the following shall be the order of control: (i) the RFP; (ii) the Contract; (iii) the General Terms; (iv) the Fees; and (v) the Response, with (i) controlling over (ii), (iii), (iv) and (v); (ii) controlling over (iii), (iv) and (v), and so forth. Notwithstanding the foregoing, the terms of the RFP shall control, except that the Audit Period and the Fees to be paid by the County shall be as set forth in this Contract.
13. **MISCELLANEOUS.**
 - a. **Entire Contract and Modifications.** This Contract supersedes all prior agreements, written or oral, with respect to the subject matter of this Contract. Only a written instrument signed by both parties hereto may modify this Contract. All modifications to this Contract must be in a writing signed by authorized agents of both the Auditor and the County.
 - b. **Construction.** The parties agree and acknowledge that they have jointly participated in the

negotiation and drafting of this Contract. In the event of an ambiguity or question of intent or interpretation arises, this Contract shall be construed as if drafted jointly by the parties hereto and no presumptions or burdens of proof shall arise favoring any party hereto by virtue of the authorship of any of the provisions of this Contract. Any headers used herein are for convenience only and are not controlling.

14. **NOTICES.** Any notices required hereunder must be in writing and will be deemed to have been given if delivered by hand, overnight courier or mailed by first class mail postage prepaid to the following addresses:

County:

County of Fluvanna, Attn: Linda Mills, Purchasing Officer, 132 Main Street, Palmyra, VA 22963, Telephone: (434) 591-1930

With a Copy to:

Fluvanna County Attorney, P.O. Box 540, Palmyra, VA 23229, Telephone (434) 591-1910

Auditor:

Robinson Farmer Cox & Associates Attn: Mr. David Foley, 530 Westfield Road, Charlottesville, VA 22901, Telephone: (434) 973-8314

Either party may substitute another address for the one set forth above by giving a notice in the manner required. Either party may provide a number for facsimile transmission of a notice or an email address for providing any notice. Any notice by hand will be considered to have been given when delivered. Any notice by courier, facsimile transmission or email will be considered to have been given when received and evidenced by any certification of receipt or transmission appropriate to the means of giving such notice. Notice by first class mail will be considered to be received and to be effective five business days after deposit in the mail.

15. **NON-DISCRIMINATION ASSURANCES.** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act.
- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
 - b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.
16. **DRUG-FREE WORKPLACE.** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply. During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that

the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with these Terms and Conditions, the VPPA, and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

- 17. **COMPLIANCE WITH IMMIGRATION LAW.** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- 18. **VIRGINIA STATE CORPORATION COMMISSION.** Pursuant to Virginia Code § 2.2-4311.2, any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.
- 19. **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.
- 20. **INSURANCE.** 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 of) the following minimum amounts of insurance:

Public General Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate
Professional Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate
Excess Liability	\$2,000,000 Aggregate Over Above Policy Limits (Excluding Professional Liability)

Worker’s Compensation Amount required by Virginia law.

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

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 professional 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. 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 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 Contractor without any further obligation to Contractor.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Contract to be executed and sealed in their names by their duly authorized officers.

Auditor:
Robinson, Farmer, Cox Associates, a
Professional Limited Liability Company

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

County of Fluvanna Virginia

Nonbinding Cost Estimate

Fiscal Years Ending June 30, 2026-2030

Fees for completing the Audit and Related Services for the County of Fluvanna, Virginia are as follows:

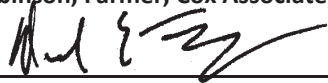
	Fiscal Year Ending June 30,				
	2026	2027	2028	2029	2030
County, School Board	\$ <u>51,700</u>	\$ <u>53,250</u>	\$ <u>54,845</u>	\$ <u>56,490</u>	\$ <u>58,185</u>
School Activity Funds	\$ <u>10,100</u>	\$ <u>10,400</u>	\$ <u>10,720</u>	\$ <u>11,040</u>	\$ <u>11,370</u>
Cost Allocation Plan	\$ <u>4,295</u>	\$ <u>4,425</u>	\$ <u>4,560</u>	\$ <u>4,700</u>	\$ <u>4,840</u>

* Fees for Fiscal Years 2027 through 2030 include a 3% increase, however are subject to adjustment based off CPI for that year.

**Fees are subject to change if significant accounting principles or auditing stanards are implemented during the course of the contract that increase the scope of the work performed.

Submitted By:

Robinson, Farmer, Cox Associates



David E. Foley, CPA, Member

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

TAB M

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Temporary Staff Stipend for Additional Duties - Frazier				
MOTION(s):	I move the Board of Supervisors approve a temporary stipend for Nancy Frazier, Deputy Clerk III/IV, at the rate of \$100 per week, retroactive to May 11, 2026, until the Deputy Clerk IV- Probate Clerk position is filled with such funds to come from FY26 Clerk's Office personnel budget vacancy savings.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tristana P. Treadway, Clerk of the Circuit Court				
PRESENTER(S):	Tristana P. Treadway, Clerk of the Circuit Court				
RECOMMENDATION:	Approve				
TIMING:	Effective May 11, 2026				
DISCUSSION:	Nancy Frazier is covering the Deputy Clerk III – Jury Management Coordinator position from May 11, 2026 through May 30, 2026. On June 1, 2026, or as soon thereafter as practical, she will permanently transfer to the Deputy III position, and she will be covering the Deputy Clerk IV – Probate Clerk position she vacated until such time the Clerk is allowed to make an offer and hire an employee for the vacated position. Coverage for these roles carry extensive additional responsibilities. This is above and beyond the requirements of regular duties of either position, as she will be performing the duties of 2 separate positions in this office. I am recommending approval of a \$100 stipend per week to compensate for the extra responsibilities				
FISCAL IMPACT:	\$100 stipend per week will come from the Clerk's Office personnel budget vacancy savings				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB N

MEETING DATE:	May 20, 2026																																		
AGENDA TITLE:	FY26 FCPS Grants Supplemental Appropriation																																		
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$373,615 to the Fluvanna County Public Schools FY26 budget for funds received from State revenue sources.																																		
BOS WORKPLAN?	Yes	No	If yes, list item(s):																																
		X																																	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																														
				X																															
STAFF CONTACT(S):	Tori Melton, Director of Finance Gemma Soares, Executive Director for Instruction and Finance																																		
PRESENTER(S):	Gemma Soares, Executive Director for Instruction and Finance																																		
RECOMMENDATION:	I recommend approval of the motion as stated above.																																		
TIMING:	Routine																																		
DISCUSSION:	Fluvanna County Public Schools has received \$373,615 in new FY26 grant funding from State revenue sources that were not included in the FY26 budget. The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY26 FCPS budget:																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Revenue Category</th> <th style="text-align: right;">FY26 Adopted</th> <th style="text-align: right;">FY26 Revised</th> <th style="text-align: right;">FY26 Request</th> <th style="text-align: right;">FY26 Revised (NEW Total)</th> </tr> </thead> <tbody> <tr> <td>Local - County</td> <td style="text-align: right;">23,790,216</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">23,790,216</td> </tr> <tr> <td>Other Local</td> <td style="text-align: right;">454,200</td> <td style="text-align: right;">29,140</td> <td style="text-align: center;">-</td> <td style="text-align: right;">483,340</td> </tr> <tr> <td>State</td> <td style="text-align: right;">31,265,400</td> <td style="text-align: right;">3,493,369.44</td> <td style="text-align: right;">373,615</td> <td style="text-align: right;">35,132,384.44</td> </tr> <tr> <td>Federal</td> <td style="text-align: right;">1,440,500</td> <td style="text-align: right;">461,398.32</td> <td style="text-align: center;">-</td> <td style="text-align: right;">1,901,898.32</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">56,950,316</td> <td style="text-align: right;">3,983,907.76</td> <td style="text-align: right;">373,615</td> <td style="text-align: right;">61,307,838.76</td> </tr> </tbody> </table>					Revenue Category	FY26 Adopted	FY26 Revised	FY26 Request	FY26 Revised (NEW Total)	Local - County	23,790,216	-	-	23,790,216	Other Local	454,200	29,140	-	483,340	State	31,265,400	3,493,369.44	373,615	35,132,384.44	Federal	1,440,500	461,398.32	-	1,901,898.32	TOTAL	56,950,316	3,983,907.76	373,615	61,307,838.76
	Revenue Category	FY26 Adopted	FY26 Revised	FY26 Request	FY26 Revised (NEW Total)																														
	Local - County	23,790,216	-	-	23,790,216																														
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	Federal	1,440,500	461,398.32	-	1,901,898.32																														
TOTAL	56,950,316	3,983,907.76	373,615	61,307,838.76																															
Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$373,615 as outlined in the above table.																																			
FISCAL IMPACT:																																			
There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until December 2025.																																			

POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Eric Dahl, County Administrator, Fluvanna County

FROM: Gemma Soares, Executive Director for Instruction and Finance

Cc: Dr. Peter Gretz, Superintendent, Fluvanna County Public Schools
Amanda Settle, Coordinator of Finance, Fluvanna County Public Schools
Tori Melton, Fluvanna County Finance Director

DATE: May 13, 2026

RE: Supplemental Appropriation Request

Please see the supplemental request below for additional state funds that have been allocated to schools for an FY 2026 bonus.

Funding Source	Year	Type	Category	Expiration	Additional Funds Received
FY 26 State Bonus Payment - Fluvanna	2026	State	Instruction	06/30/2026	\$360,439
FY 26 State Bonus Payment - BRVGS	2026	State	Instruction	06/30/2026	\$4,812
FY 26 State Bonus Payment - Project Return	2026	State	Instruction	06/30/2026	\$8,364
					\$373,615

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director for Human Resources, Operations, and Student Services, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Jennifer Valentine, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.

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

TAB O

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Purchase Agreement with Atlantic Emergency Solutions, Inc. for 2026 Pierce PUC Pumper Truck				
MOTION(s):	I move the Board of Supervisors approve the Purchase Agreement with Atlantic Emergency Solutions, Inc. for a 2026 Pierce PUC Pumper Truck and authorize the County Administrator to sign the contract subject to approval as to form by the County Attorney.				
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:	<p>Contract terms the County should be aware of (highlights only, see contract for details):</p> <ul style="list-style-type: none"> • Purchase agreement for Pumper Truck for Lake Monticello Fire Department • Purchase price of \$1,564,791.00; the prepayment amount agreed to is \$971,970, which will result in a discount of \$166,271.19 to the total. With that discount, the total the County pays will be \$1,391,519.81. • To be delivered by July 1, 2030. • Cooperative purchase off HGAC contract with Atlantic Emergency Solutions, Inc. 				
FISCAL IMPACT:	No additional funding is required; the full cost was budgeted in the FY26 CIP for County emergency vehicle purchases.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • 2026 Pierce PUC Pumper Truck Purchase Agreement for Lake Monticello Fire • Quote 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

This **Purchase Agreement** (together with all attachments and exhibits referenced herein, the “**Agreement**”), dated this ___ day of _____, 2026, made and entered into by and between Atlantic Emergency Solutions, Inc., a Virginia corporation (“**Atlantic**”), Fluvanna County, a political subdivision of the Commonwealth of Virginia (“**Customer**” or “**County**”), and Lake Monticello Volunteer Fire Department and Rescue Squad, Inc. (“**LMVFD**”), is effective as of the date specified in Article 6 hereof. For valuable consideration the sufficiency of which is acknowledged the parties hereto agree as follows:

1. **Definitions.** The words below when used in this Agreement are defined as follows:
 - a. “**Quote**” means the Quotation attached hereto as Exhibit 4 together with the Drawings attached hereto as Exhibit 5;
 - b. “**Cooperative Agreement**” means collectively Exhibits 1 and 2 to this Agreement (as defined in Article 3 below), and the Bid, as defined below.
 - c. “**County’s General Terms**” means Exhibit 7 to this Agreement (as defined in Article 3 below).
 - d. “**Atlantic Proposal**” means collectively the Cooperative Agreement, Quote (being Exhibit 4 and 5 hereto), Worksheet (being Exhibit 3 hereto), and Warranties (being Exhibit 6 hereto), each exhibit being more specifically defined in Article 3 below.
 - e. “**Bid**” means Atlantic’s Response to the Solicitation FS12-23, including, but not limited to, prices and options offered and all suffixes, exhibits, attachments and amendments thereto, all of which is incorporated herein by reference as a material part hereof;
 - f. “**Options**” means all those options and additional features, services, work and items set forth or listed in Exhibit 3 (the “Worksheet”) and/or Exhibit 4 and 5 (the “Quote”), to this Agreement.
 - g. “**Specifications**” means all of the general and particular Specifications, warranties, technical Specifications, training, and testing requirements for the Product contained in the Atlantic Proposal for the Products and services being provided to Customer under this Agreement. Specifications shall include all provisions and requirements under the Cooperative Agreement, Warranty, and the County’s General Terms.
 - h. “**Product(s)**” means the Pumper Truck and any associated equipment manufactured or furnished for the Customer by Atlantic pursuant to the Atlantic Proposal and consistent with all requirements of the Atlantic Proposal and the Specifications, as defined below, and Delivery of Product to the Customer in Fluvanna County, Virginia. It also includes at minimum eight (8) hours of new delivery training and all training as set out in the Atlantic Proposal (the “Training”), or more training at a time and place convenient for the Customer in the Customer’s reasonable discretion, and includes two (2) factory trips for four (4) department personnel to Winter Park, Florida including commercial airline flights, transportation via rental vehicle, meals, and lodging (the “Factory Trips”). Also included with the Product are those options, items, events, training, factory trips, airfare, meals, lodging and allowances set forth in the Atlantic Proposal, Options and Worksheet (as set out in Exhibit 3). Options, Training, Factory Trips and Delivery of Product are material parts of the Product under this Agreement.
 - i. “**Delivery**” means the date Atlantic is prepared to make physical possession of the Product available to the Customer in Fluvanna County, Virginia at the following address: 10 Slice Road, Palmyra, Virginia 22963.
 - j. “**Acceptance**” The Customer shall have thirty (30) calendar days after Delivery and completion of Training, whichever is later, to inspect the Product for conformance with the Specifications; unless the Customer sends Atlantic a Notice of Defect within thirty (30) calendar days of Delivery or the completion of Training, whichever is later, the Product will be deemed to be in conformance with the Specifications and accepted by the Customer excepting latent material defects. Nothing herein is intended to limit any repair, service or equipment covered under a Warranty (as defined below).
 - k. “**Warranty**” means any and all warranties required under the Cooperative Agreement, Atlantic Proposal, including specifically the Warranties (as defined in Article 3), and the County’s General Terms (as defined in Article 3).

2. Exhibits: The following exhibits are attached hereto and incorporated herein as material provisions of this Agreement:
 - a. Exhibit 1: Fire Apparatus and Related Vehicles Contract No FS12-23 between Houston-Galveston Area Council of Governments (“HGAC”) and Atlantic Emergency Solutions, Inc., dated December 12, 2023, term ending November 30, 2023;
 - b. Exhibit 2: HGAC solicitation for Fire Apparatus and Related Vehicles FS12-23 issued July 26, 2023, including all suffixes, exhibits, attachments and amendments thereto (the “Solicitation”);
 - c. Exhibit 3: Contract Pricing Worksheet dated May 13, 2026 (the “Worksheet”) for Product 23P-106, Enforcer PUC 750 tank 1500 Pump 1024;
 - d. Exhibit 4: Atlantic Emergency Solutions Quotation dated May 13, 2026, to Lake Monticello Volunteer Rescue Squad (the “Quotation”);
 - e. Exhibit 5: Lake Monticello Drawing Number 73367, “Pierce Enforcer” dated February 20, 2026, (the “Drawing”);
 - f. Exhibit 6: Product Warranty Information (the “Warranties”);
 - g. Exhibit 7: Fluvanna County’s General Terms, Conditions and Instructions to Bidders and Contractors (the “County’s General Terms”); and
 - h. Exhibit 8: Vendor Data Sheet, Proof of Authority to Transact Business in Virginia, and Offeror Statement (collectively the “Vendor Forms” executed by Atlantic); and
3. Purpose. This Agreement sets forth the terms and conditions of Atlantic’s sale of the Product to the Customer.
4. Cooperative Procurement. Pursuant to the Virginia Public Procurement Act, this a cooperatively procured contract off of the Cooperative Agreement, incorporated herein by reference and made a material part of this Agreement. The Product must meet or exceed all requirements of the Cooperative Agreement and Atlantic must meet or exceed all requirements, provisions and terms of the Cooperative Agreement relating to the Products to be provided hereunder. Notwithstanding any other provisions hereof, Atlantic represents and warrants that all pricing in this Agreement for the Products is consistent with or lower than the pricing set forth in the Cooperative Agreement and all Products purchased hereunder are available under the Cooperative Agreement. **Atlantic represents and warrants to Customer that: (i) all pricing offered to Customer is consistent with or less than the pricing under the Cooperative Agreement between Atlantic and HGAC, as amended from time to time, under the Solicitation.** Customer is materially relying on such representations and warranties in executing this Agreement as a cooperative procurement pursuant to Virginia law.
5. Term of Agreement. This Agreement will become effective as soon as it is signed and approved by both Customer and Atlantic’s authorized representatives (the “**Effective Date**”). This Agreement shall continue in full force and effect until the Completion Date or until sooner terminated consistent with the provisions hereof. Notwithstanding the foregoing, all training, continuing, guarantee and warranty provisions of this Agreement, including the Warranty as defined above, shall survive the Completion Date and shall continue for the specific warranty period beginning on the Completion Date until the applicable warranty period expires. Any and all provisions that by their terms are intended or implied to survive the Completion Date shall so survive.
6. Purchase and Payment. The Customer agrees to purchase the Product made pursuant to this Agreement, the Atlantic Proposal and the Specifications, with such Product being delivered and made consistent with all requirements of the Cooperative Agreement and the County’s General Terms, for the total purchase price of **ONE MILLION FIVE HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED NINETY-ONE AND NO/100 DOLLARS (\$1,564,791.00)** (“**Purchase Price**”). Prices are in U.S. funds.

- a. The Customer agrees to prepay \$971,970.00 of the Purchase Price, which will result in a discount of \$166,271.19 to the Purchase Price.
 - b. The balance of the Purchase Price may be invoiced by Atlantic to the Customer only after the Completion Date, as defined below, and the Customer shall have forty-five (45) days to pay such proper invoice. Final payment shall be made in accordance with Section 47 "Payment" of the County's General Terms, and in no event shall Atlantic be finally paid prior to the Completion Date. The date that all Products are delivered and are fully operational and all services and work related to the Products or necessary for completion of the Products in full compliance with this Agreement and all requirements of this Agreement are satisfied, to the sole satisfaction of the Customer is the "**Completion Date.**"
7. Future Changes. Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and/or the Product and in any such event any resulting actual cost increases, without mark-up of any kind, incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. Atlantic will document and itemize any such price increases for the Customer. If Customer fails to appropriate such additional funds, then the Customer may terminate this Agreement for cause and shall have no further liability of any kind hereunder and no cancellation charges of any kind shall apply; and any amounts prepaid to Atlantic shall be refunded to the Customer within ten (10) days of such termination. If such prepayment is not refunded within ten (10) days, a late fee of \$50.00 per day shall accrue for every day that such payment is delinquent.
8. Agreement Changes. The Customer may request that Atlantic incorporate a change to the Products or the Specifications for the Products by delivering a change order to Atlantic; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Atlantic to evaluate the feasibility of such change ("Change Order"). Within seven (7) business days of receipt of a Change Order, Atlantic will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Atlantic shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order unless the delay is caused by the fault, willful act or negligence of Atlantic. A Change Order is only effective when counter-signed by Atlantic's authorized representative; except that Atlantic may not unreasonably withhold or delay approval and signature of any Change Order.
9. Cancellation/Termination. In the event this Agreement is cancelled or terminated by Customer without cause and solely for Customer's convenience before completion, Atlantic may charge a cancellation fee. The following cancellation fee charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after the Effective Date; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon substantial material requisition. The cancellation fee will increase accordingly as actual costs are incurred as the order progresses through engineering and into manufacturing. Notwithstanding the foregoing, the cancellation fee may never exceed actual costs incurred by Atlantic under the Agreement up to cancellation or termination date and Atlantic must use its best efforts to mitigate any such costs through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Atlantic upon sale of the Product to another purchaser, plus any actual and reasonable costs incurred by Atlantic to conduct any such sale.
10. Delivery, Inspection and Acceptance.
 - a. Delivery. Atlantic will make Delivery of the Product to Customer no later than July 1, 2030, time being of the essence. Risk of loss shall pass to Customer upon Delivery of the Product to the Customer at Customer location with prior noticed of the Delivery Date and time scheduled and agreed to by Customer in advance. Further, Atlantic agrees that all prepayments and any other

amounts paid by the Customer shall be refunded to the Customer in the event of any breach or default by Atlantic.

- b. Inspection and Acceptance. Customer shall have thirty (30) days from Delivery or the completion of Training, whichever is later, within which to inspect the Product for conformance to the Specifications, and in the event of non-conformance to the Specifications to furnish Atlantic with written notice sufficient to permit Atlantic to evaluate such non-conformance (“Notice of Defect”). Any Product not in conformance to Specifications shall be remedied by Atlantic within thirty (30) days from the Notice of Defect. In the event Atlantic does not receive a Notice of Defect within thirty (30) days of Delivery or the completion of Training, whichever is later, Product will be deemed to be in conformance with Specifications and Accepted by Customer, excepting latent defects. In the event that Atlantic fails to remedy a defect within thirty (30) days as required under this Agreement, Customer may choose to: (1) reject the Product in its entirety and receive a complete reimbursement of any and all payments made to Atlantic under this agreement, and Atlantic shall also be required at its sole cost and expense to remove the non-confirming Product from the County’s location, and this Agreement shall be deemed null and void and of no further force and effect; or (2) accept the non-conforming Product subject to a discount equal to either (i) the value of the missing or defective parts, equipment or portions of the Product including any cost to install or make such part, equipment or portion operable, or (ii) the actual cost of the missing or defective part, equipment or portion of the Product including any installation or service fees necessary to make such part, equipment or portion operable based on invoices and receipts. Nothing in this Article is intended to limit any repairs, services or equipment covered under a Warranty provided with the Product and Atlantic agrees to respond to all Warranty claims and repairs promptly and with due diligence.
11. 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:
- Customer:
- Fluvanna County, Attn: Linda Mills, Purchasing Officer, 132 Main Street, Palmyra, VA 22963, Telephone: (434) 591-1930
- LMVFDRS, Attn: Chief Constantino, 10 Slice Road, Palmyra, VA 22963, Telephone: (434) 589-4108
- With a copy to: Fluvanna County Attorney, P.O. Box 540, Palmyra, VA 22963, Telephone: (434) 591-1910
- Atlantic:
- Atlantic Emergency Solutions, Inc., Director of Order Management, 12351 Randolph Ridge Lane, Manassas, Virginia 20109, Telephone: (703) 393-9911
12. Standard Warranty. Any applicable warranties are set forth in the Atlantic Proposal and Warranty definition in Article 2 supra and are incorporated herein as if set out in the text of this Agreement. Additional warranties contained in any exhibits hereto are expressly approved by Atlantic and incorporated into this Agreement and made a material part hereof as if set out in the text of this Agreement. Any other warranties must be expressly approved in writing by Atlantic’s authorized representative.
- a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER ATLANTIC EMERGENCY SOLUTIONS, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES,

SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

- b. Exclusions of Incidental and Consequential Damages. Other than as expressly set forth in this Agreement, in no event shall Atlantic be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Atlantic’s own negligence, or otherwise. Notwithstanding the foregoing, in the event that a dispute arises between the parties that results in litigation any reasonable attorneys’ fees and costs of the substantially prevailing party in such litigation shall be paid by the other party.
- 13. Forced and Child Labor Prohibition. Atlantic 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. Atlantic agrees to include this prohibition in any subcontract or purchase order that exceeds \$10,000, so that the prohibition is binding upon each sub-vendor or vendor.
- 14. Insurance. Atlantic Emergency Solutions maintains the following limits of insurance with a carrier(s) rated A- or better by A.M. Best:

Commercial General Liability Insurance/Products/Completed Operations:

Aggregate:	\$1,000,000
Each Occurrence:	\$1,000,000

Umbrella/Excess Liability Insurance:

Aggregate:	\$25,000,000
Each Occurrence:	\$25,000,000

Atlantic will provide to the Customer a copy of a current Certificate of Insurance with the coverage listed above or the coverage required under the County’s General Terms, the higher coverage requirement shall control. Where appropriate Atlantic will add Customer as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Atlantic insurance policy); and all policies will provide a 30-day notice of cancellation to the named insured.

- 15. Other Terms. The County’s General Terms are attached hereto as Exhibit 7 and incorporated herein by reference as a material part of this Agreement.
- 16. Force Majeure. Atlantic shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Atlantic’s control which make Atlantic’s performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, allocation regulations or other governmental orders affecting materials, equipment, facilities or completed Products, failure to obtain any required license or certificates not being the fault of Atlantic, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.
- 17. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Atlantic fails to perform any of its obligations under this

Agreement with time being of the essence; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Atlantic. Upon the occurrence of an event of default by Atlantic, the Customer in its sole discretion may choose to immediately cancel and terminate this Agreement for cause with no further amounts due and payable hereunder to Atlantic. If Customer so chooses to cancel and terminate, then any amount already paid to Atlantic including any prepayments of any kind shall be immediately refunded to Customer with interest rate of (1%). This shall be in addition to any other remedies Customer may have in law or in equity owing to Atlantic's default.

18. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Atlantic until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Atlantic until the Purchase Price for that Product has been paid in full. In case of any default in payment, Atlantic may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.
19. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other.
20. Assignment. Except as set forth in Article 1, neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.
21. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of Virginia.
22. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission or email shall be binding as original signatures.
23. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Atlantic's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Atlantic's authorized representative.
24. Conflict. Whenever possible the Agreement and exhibits shall be read together and the requirements of all of the same shall be met. In the event of a direct conflict between this Agreement and any exhibit hereto, the following shall be the order of precedence: (i) this Agreement; (ii) the Quote; (iii) the Worksheet; (iv) the Warranties; (v) the Cooperative Agreement; and (vi) the Solicitation; and (vii) the County's General Terms. For clarification, (i) would control over (ii) though (viii); (ii) would control over (iii) through (viii); and so forth.

[SIGNATURE PAGE TO FOLLOW]

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

Atlantic:

Atlantic Emergency Solutions, Inc.

By: _____ Date: _____

Name: _____

Title: _____

Customer:

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

By: _____ Date: _____

Name: _____

Title: _____

LMVFDRS:

Lake Monticello Volunteer Fire Department and Rescue Squad, Inc.

By: _____ Date: _____

Name: _____

Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

April 3, 2026

Lake Monticello Volunteer Fire and Rescue
 10 Slice Rd.
 Palmyra, VA 22963

Attention: Chief Constantino

Dear Chief Constantino,

Thank you for the opportunity to work together on your upcoming apparatus replacement. Together we have developed a specification to meet your department's requirements and provide many years of service to the citizens of Fluvanna County.

Total price to furnish one Pierce PUC on an Enforcer chassis per proposal #201: \$1,564,791.00

Included in this total purchase price is an equipment allowance of \$100,000, and an equipment mounting allowance of \$25,000. **Pricing is valid through April 30, 2026.**

There are prepay discount options that you may wish to consider. A performance bond is included with each of the prepayment options in the table below. Prepayment is due within 30 days of signed contract.

Prepayment Amount	Discount
\$500,000	\$99,762.69
\$750,000	\$128,898.55
\$971,970	\$166,271.19

Currently we have six factory-trained service centers in Virginia with one located in Charlottesville, VA to handle all of the specialized requirements for servicing your emergency apparatus. Mobile service vehicles and 24/7 emergency services are also available through our Charlottesville Service Center. This will provide Lake Monticello Volunteer Fire Department with the most experienced, fastest responding, and most cost-effective solution to keep your emergency units in service. No other dealership in Virginia has made a greater commitment to service.

Please let me know if you have any questions or need additional information.

Sincerely,

Dwayne Mayo
 Apparatus Sales
 Atlantic Emergency Solutions
 Cell: 434-434-2854

REPRESENTING 350+ MANUFACTURERS

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB P

MEETING DATE:	May 20, 2026				
AGENDA TITLE:	Director of Economic Development Position Description Update				
MOTION(s):	I move the Board of Supervisors approve the updated title and position description for the Director of Economic, to Director of Economic Development and Tourism, 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				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>The updated position description for the Director of Economic Development formalizes the role of managing tourism as part of the efforts in the County and reflects an expanded and integrated approach to both business development and tourism promotion. This revision aligns with the Fluvanna County Economic Development Strategic Plan (2023-2028) and the Tourism Strategic Plan (Revised 2023), emphasizing a more proactive, strategic, and collaborative role in advancing the county’s economic and tourism goals. This update reflects Fluvanna County’s evolving economic priorities and the growing significance of tourism in its overall development strategy. By combining economic development and tourism leadership into one role, the county aims to create a more dynamic, integrated approach to business growth, tourism promotion, and community engagement.</p> <p>Key Changes and Enhancements:</p> <ol style="list-style-type: none"> 1. Expanded Scope to Include Tourism <ul style="list-style-type: none"> • The position now formally incorporates tourism development as a core responsibility, reflecting the county’s recognition of tourism as a key economic driver. • Emphasis is placed on leveraging Fluvanna’s historic, cultural, and outdoor assets to attract visitors, increase tourism revenue, and support related businesses. 2. Strategic Business Growth and Industry Targeting <ul style="list-style-type: none"> • The revised description emphasizes industry-specific recruitment, particularly in agribusiness, light manufacturing, business and financial services, and tourism-related enterprises. • Business retention and expansion efforts are now a priority, with direct engagement with existing businesses to support their growth and address challenges. 				

	<p>3. Marketing and Branding Focus</p> <ul style="list-style-type: none"> • The role includes a greater emphasis on branding and digital marketing strategies to promote Fluvanna County as a business-friendly and tourism destination. • The Director will oversee website content, social media engagement, and promotional campaigns to enhance the county’s visibility. <p>4. Increased Collaboration with Stakeholders</p> <ul style="list-style-type: none"> • Stronger partnerships with regional and state economic development organizations, tourism boards, and local businesses are emphasized. • The Director will act as a liaison to multiple economic and tourism-related organizations, including the Economic Development Authority, Chamber of Commerce, and Economic Development and Tourism Advisory Council (EDTAC). <p>5. Infrastructure and Policy Advocacy</p> <ul style="list-style-type: none"> • The updated role includes advocating for business-friendly policies, infrastructure improvements (such as broadband expansion), and investment in tourism-related assets. • The Director will actively seek grants and funding opportunities to support economic and tourism development initiatives. <p>6. Enhanced Qualifications and Experience Requirements</p> <ul style="list-style-type: none"> • While a bachelor’s degree remains a requirement, preference is given to candidates with a Certified Economic Developer (CEcD) or Certified Destination Management Executive (CDME) credentials. • Experience in both economic development and tourism management is now required, ensuring a candidate with a well-rounded skill set. 				
FISCAL IMPACT:	I am recommending a 2% salary increase for the above revisions, with such funds to come out of personnel contingency.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Last updated in 2021				
ENCLOSURES:	<ul style="list-style-type: none"> • Position Description Director of Economic Development – Redlined • Position Description Director of Economic Development and Tourism – Clean 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	



Fluvanna County, Virginia
Department of Finance
Job Description

DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM

Job Class #:	2450
Pay Grade:	29
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Director of Economic Development and Tourism is an executive level position that serves as Fluvanna County's primary liaison for business recruitment, development, and tourism promotion. This role is responsible for fostering economic growth, expanding the County's business base, enhancing employment opportunities, and developing tourism assets. The Director will implement strategic initiatives that support business retention and expansion, while also leveraging Fluvanna's historic, natural, and recreational resources to increase tourism. The Director works under the general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

Economic Development Responsibilities:

- Develops and implements a comprehensive economic development program that diversifies the local economy, strengthens the business environment, and increases the County's tax base.
- Advocate for policies and infrastructure investments that enhance the county's economic competitiveness, including broadband expansion, workforce development, and business-friendly regulations.
- Focuses on strategic marketing, and the ability to build strong relationships with existing businesses, and potential new business prospects, positioning Fluvanna County as a competitive location for business growth.
- Identifies and attracts new businesses, industries, and investments aligned with the County's target sectors, including agribusiness, light manufacturing, business and financial services, and tourism-related enterprises. Plans, organizes, and manages the operations of the Economic Development Department, including annual budget recommendations.
- Manages staff or interns, and oversees their professional development to add value to the Economic Development Department.
- Serves as primary County contact for business inquiries, site selection assistance, and workforce development initiatives.
- Oversees business retention and expansion efforts by engaging with local businesses to assess needs and provide support.
- Promotes, communicates and reinforces the Board of Supervisors' goals and objectives to create growth and enhance the community.
- Develops and maintains an inventory of available commercial and industrial properties, marketing them to prospective investors.
- Conducts tax and public benefits analyses for economic development.
- Analyzes both short-term and long-term opportunities and constraints facing the local economy.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, demographics, and other data sheets and topics related to marketing the community for economic development.

- Leads retention strategies and tactics focused on encouraging a healthy and stable business environment for the existing business base.
- Coordinates and develops initiatives and collaborates with existing local and regional programs to advance a career training strategy.
- Manages the content of the Economic Development pages on the Fluvanna County website and social media channels.
- Coordinates business events, meetings, trainings, and business appreciation events.
- Delivers presentations to County officials, prospective business owners, and the general public.
- Manages and support partnerships with other local, regional, and state economic development organizations including the Virginia Economic Development Partnership and the Central Virginia Partnership for Economic Development,
- Participates in state and regional economic development and tourism meetings/conferences, and attends selected workshops and seminars to maintain proficiency in areas of responsibility.
- Serves as liaison to Economic Development Authority.

Tourism Development Responsibilities

- Implements the County's Tourism Strategic Plan to increase visitor engagement and economic impact.
- Promotes Fluvanna's historic, cultural, and outdoor recreation assets to position the county as a tourism destination.
- Develops strategies to support agritourism, heritage tourism, and eco-tourism initiatives.
- Oversees marketing, branding, and promotional campaigns, including website content, social media, print materials, and event promotion.
- Works with local businesses, attractions, and event organizers to enhance tourism offerings and experiences.
- Identifies and pursue grant opportunities to support tourism-related projects, infrastructure, and promotional efforts.
- Serves as the Destination Marketing Organization Manager for the County.
- Supports and collaborate with the Tourism Advisory Committee (TAC).
- Represents Fluvanna County at tourism industry events, trade shows, and regional economic development meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of economic development principles, business recruitment strategies, and tourism marketing.
- Knowledge of Fluvanna County's assets, regional economic conditions, and key industry sectors.
- Ability to develop and implement strategic plans, manage projects, and analyze economic trends.
- Excellent communication, relationship-building, and negotiation skills.
- Proficiency in marketing, public relations, and digital media strategies.
- Ability to prepare and deliver presentations to elected officials, business leaders, and community stakeholders.
- Strong grant writing and funding acquisition skills.
- Experience working with government agencies, business leaders, and tourism organizations.
- Manages projects independently.
- Utilizes cost/benefit analyses in decision-making.
- Prepares clear and comprehensive financial and administrative reports.
- Communicates ideas clearly and concisely, both orally and in writing.
- Establishes and maintain effective working relationships with County and State officials, associates, and the general public.
- Analyzes complex problems and develop goal-oriented solutions.
- Performs work in a confidential manner.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<ul style="list-style-type: none"> • Bachelor's degree specializing in Economic Development, Business Administration, Public Administration, Tourism Management, marketing, or other closely related field. A Master's Degree is preferred. • Minimum of five (5) years of experience related to economic development, community business development, tourism, marketing, or a related field. • Certified Economic Developer (CEeD) or Certified Destination Management Executive (CDME) preferred. • Equivalent combination of experience and education may be considered. 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> • Office environment exposure to computer screens; sitting for prolonged periods of time. • Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds. • Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain. • Must be available to work some weekends and evenings for special events, business engagements, and tourism initiatives. • Must possess an appropriate driver's license valid in the Commonwealth of Virginia. • Local and overnight travel is required for meetings, presentations, and business outreach. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Background Check • Valid driver's license 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
May 14, 2026	May 14, 2026	May 15, 2026	



Fluvanna County, Virginia
Department of Finance
Job Description

DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM

Job Class #:	2450
Pay Grade:	29
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Director of Economic Development and Tourism is an executive level position that serves as Fluvanna County's primary liaison for business recruitment, development, and tourism promotion. This role is responsible for fostering economic growth, expanding the County's business base, enhancing employment opportunities, and developing tourism assets. The Director will implement strategic initiatives that support business retention and expansion, while also leveraging Fluvanna's historic, natural, and recreational resources to increase tourism. The Director works under the general supervision of the County Administrator.

ESSENTIAL FUNCTIONS

Economic Development Responsibilities:

- Develops and implements a comprehensive economic development program that diversifies the local economy, strengthens the business environment, and increases the County's tax base.
- Advocate for policies and infrastructure investments that enhance the county's economic competitiveness, including broadband expansion, workforce development, and business-friendly regulations.
- Focuses on strategic marketing, and the ability to build strong relationships with existing businesses, and potential new business prospects, positioning Fluvanna County as a competitive location for business growth.
- Identifies and attracts new businesses, industries, and investments aligned with the County's target sectors, including agribusiness, light manufacturing, business and financial services, and tourism-related enterprises. Plans, organizes, and manages the operations of the Economic Development Department, including annual budget recommendations.
- Manages staff or interns, and oversees their professional development to add value to the Economic Development Department.
- Serves as primary County contact for business inquiries, site selection assistance, and workforce development initiatives.
- Oversees business retention and expansion efforts by engaging with local businesses to assess needs and provide support.
- Promotes, communicates and reinforces the Board of Supervisors' goals and objectives to create growth and enhance the community.
- Develops and maintains an inventory of available commercial and industrial properties, marketing them to prospective investors.
- Conducts tax and public benefits analyses for economic development.
- Analyzes both short-term and long-term opportunities and constraints facing the local economy.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, demographics, and other data sheets and topics related to marketing the community for economic development.

- Leads retention strategies and tactics focused on encouraging a healthy and stable business environment for the existing business base.
- Coordinates and develops initiatives and collaborates with existing local and regional programs to advance a career training strategy.
- Manages the content of the Economic Development pages on the Fluvanna County website and social media channels.
- Coordinates business events, meetings, trainings, and business appreciation events.
- Delivers presentations to County officials, prospective business owners, and the general public.
- Manages and support partnerships with other local, regional, and state economic development organizations including the Virginia Economic Development Partnership and the Central Virginia Partnership for Economic Development,
- Participates in state and regional economic development and tourism meetings/conferences, and attends selected workshops and seminars to maintain proficiency in areas of responsibility.
- Serves as liaison to Economic Development Authority.

Tourism Development Responsibilities

- Implements the County's Tourism Strategic Plan to increase visitor engagement and economic impact.
- Promotes Fluvanna's historic, cultural, and outdoor recreation assets to position the county as a tourism destination.
- Develops strategies to support agritourism, heritage tourism, and eco-tourism initiatives.
- Oversees marketing, branding, and promotional campaigns, including website content, social media, print materials, and event promotion.
- Works with local businesses, attractions, and event organizers to enhance tourism offerings and experiences.
- Identifies and pursue grant opportunities to support tourism-related projects, infrastructure, and promotional efforts.
- Serves as the Destination Marketing Organization Manager for the County.
- Supports and collaborate with the Tourism Advisory Committee (TAC).
- Represents Fluvanna County at tourism industry events, trade shows, and regional economic development meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of economic development principles, business recruitment strategies, and tourism marketing.
- Knowledge of Fluvanna County’s assets, regional economic conditions, and key industry sectors.
- Ability to develop and implement strategic plans, manage projects, and analyze economic trends.
- Excellent communication, relationship-building, and negotiation skills.
- Proficiency in marketing, public relations, and digital media strategies.
- Ability to prepare and deliver presentations to elected officials, business leaders, and community stakeholders.
- Strong grant writing and funding acquisition skills.
- Experience working with government agencies, business leaders, and tourism organizations.
- Manages projects independently.
- Utilizes cost/benefit analyses in decision-making.
- Prepares clear and comprehensive financial and administrative reports.
- Communicates ideas clearly and concisely, both orally and in writing.
- Establishes and maintain effective working relationships with County and State officials, associates, and the general public.
- Analyzes complex problems and develop goal-oriented solutions.
- Performs work in a confidential manner.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

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POST OFFER REQUIREMENTS

- Background Check
- Valid driver’s license

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
May 14, 2026	May 14, 2026	May 15, 2026	



Capital Reserve Maintenance Fund Request

TAB Q

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$9,800.00** for the purpose(s) of:
 replacing (1) shut off valve that was leaking and (1) blow off valve which was damaged, to the well at Pleasant Grove.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 04/29/2026
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY26

Reserve Fund Purpose Category: **Non-recurring project**

Description of Project/Repair	Qty	Unit Price	Total Price
			\$0.00
Pleasant Grove Well Shut Off and Blow Off Valves	1	\$9,800.00	\$9,800.00
			\$0.00
			\$0.00

Total Request: **\$9,800.00**

Description and justification for proposed use.

Removing a leaking 2" valve (shut off) and blow off (damaged) and replacing it with 3" tee and 2" valve along with an updated blow off. This unit will be installed in a traffic box below the ground so it will not be hit by mowers and cars.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 04/29/2026
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Tori Melton <small>Digitally signed by Tori Melton Date: 2026.05.04 16:30:23 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2026.05.11 16:12:17 -04'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input checked="" type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report
<input type="checkbox"/>	The Board of Supervisors Work Plan

MEMORANDUM

Date: May 20, 2026
From: Theresa McAllister – Management Analyst II
To: Board of Supervisors
Subject: FY26 BOS Contingency Balance

The FY26 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Less: Transfer to BOS Professional Services Budget – 10.15.25	-\$22,500
Less: Operational Medical Director (OMD) Agreement – 10.15.25	-\$24,000
Less: Tenaska Traffic Study – 10.15.25	-\$60,000
Less: Board of Supervisors Pay Increase – 06.18.25	-\$7,764
Less: County Attorney Legal Fees Tenaska Special Permit – 04.15.26	-\$19,580
Less: BOS Consult Fees Tenaska Special Permit – 04.15.26	-\$5,300
Available:	\$10,856

MEMORANDUM

Date: May 20, 2026
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
Less: FUF D Receptacles to Light Poles – 10.01.25	-\$6,500
Less: Carysbrook Softball Field Lights – 10.15.25	-\$3,950
Less: Fire Rescue Door Repairs – 11.05.25	-\$6,580
Less: Migration to M365 Government Cloud – 11.05.25	-\$63,269.60
Less: PG P&R Extend Power – 11.05.25	-\$15,805
Less: Courts Boiler Replacement – 01.07.26	-\$26,000
Less: Rescue 1 Add'l Counter Space – 01.07.26	-\$5,500
Less: PG House Stair & Railing Replacement – 01.21.26	-\$8,170
Less: Tree Removal & Pruning – 01.21.26	-\$14,905
Less: 2026 County Expenses from Winter Storm Fern – 04.01.26	-\$38,505
Less: ADA Walkway to Inclusive Playground – 04.01.26	-\$6,031.68
Less: Abate & Demo PG Caretaker House – 04.15.26	-\$28,200
FY26 Available:	\$569,248.15

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: FCHS Café Dishwasher – 09.17.25	-\$5,448.93
Less: Replace Variable Frequency Drive in FCHS Air Handler – 10.01.25	-\$7,258
Less: Removal of Bleachers at Middle School Football Field – 10.01.25	-\$15,000
Less: CEN and CAR Replacement of Cafeteria Tables – 10.15.25	-\$29,982.27
Less: FCHS Baseball Field Drainage – 10.15.25	-\$13,905
Less: CE & FMS Replace Flooring in Food Service Coolers – 11.05.25	-\$36,708
Less: Replace (2) Refrigerators at FCHS – 11.05.25	-\$49,398
Less: Abrams Academy Fire Alarm System – 11.19.25	-\$9,991.99
Less: FCHS Chiller (1) Tubes Cleaning – 11.19.25	-\$10,000
Less: FCHS VFD in the AHU – 11.19.25	-\$6,833
Less: FMS & FCHS Remote Well Monitoring System – 11.19.25	-\$6,450
Less: FCHS Floor Scrubber – 01.07.26	-\$9,387
Less: DIS Fuel Master Live – 01.21.26	-\$21,000
Less: DIV – School Snow Removal - 02.18.26	-\$7,500
Add: Closed CRM Projects – 03.09.26	\$4,367
Less: Replacement of Camera's – 03.18.26	-\$12,000
Less: Replace FCHS Press Box Window's – 03.18.26	-\$32,225
Less: FMS Wave Server Replacement – 03.18.26	-\$17,500

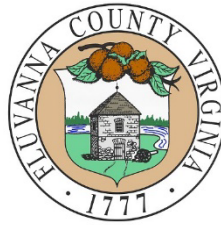
FY26 Available:	\$91,471.34
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Fiscal Year Collections

Month of Paid Date	Paid Date	
	FY 2025	FY 2026
July		\$259,650.21
August	\$21,370.50	\$178,933.49
September	\$188,364.53	\$254,189.22
October	\$174,587.07	\$145,990.14
November	\$202,432.52	\$183,220.97
December	\$208,050.64	\$160,209.09
January	\$159,148.16	\$244,194.95
February	\$194,422.14	\$118,545.51
March	\$207,603.52	\$255,077.85
April	\$156,160.52	\$386,791.89
May	\$319,925.57	\$67,563.99
June	\$216,494.51	
Grand Total	\$2,048,559.68	\$2,254,367.31

Prior Five Calendar Year Total Collections

Account ..	Paid Date			Grand Total
	2024	2025	2026	
FLUV-PP	\$547,633.75	\$1,734,165.07	\$809,679.69	\$3,091,478.51
FLUV-RE	\$247,171.51	\$701,782.47	\$262,494.50	\$1,211,448.48
Grand T..	\$794,805.26	\$2,435,947.54	\$1,072,174.19	\$4,302,926.99



FLUVANNA COUNTY TREASURER

Deborah Rittenhouse

34 Palmyra Way

P.O. Box 299

Palmyra, VA 22963

Telephone: (434) 591-1945

TREASURER'S REPORT

May 20, 2026

Account Balances ending April 2026:

Wells Fargo –	\$4,198,663.24
Wells Fargo Interest Earned –	0
Wells Fargo Cost Recovery –	5,368.48
Truist Cost Recovery –	2,065.70
Multi-Bank Securities (CD's) –	1,084,448.76
Multi-Bank Earnings –	1,730.95
VIP Liquidity Pool –	18,625,773.89
VIP Earnings –	60,230.52
VIP 1-3 Year High Quality Bond –	538,686.68
VIP 1-3 Year Earnings -	983.70

TACS Collections Report:

Total Amount Collected as of May 9, 2026 – \$4,302,926.99

TACS will hold a Personal Property Virtual Summons on May 20, 2026. This is an Administrative summons to gather information from delinquent tax payers.

Our first auction will be held on June 30. It will be an in-person and online auction, held at the Lake Monticello Fire House, in the Maple Room. You can visit taxva.com, and sign up to receive emails regarding upcoming auctions.

MEMORANDUM

Date: May 20, 2026
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY25 Year End (Audited) Unassigned Fund Balance:	\$26,607,927
Unassigned Fund Balance – 12% Target Per Policy:	\$12,022,656
Unassigned Fund Balance – Excess Above Policy Target:	\$14,585,271
Less: Coves at 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
Less: Fire Training Building – 09.17.25	-\$615,000
Less: FY25 to FY26 County Carryovers – 12.03.25	-\$67,921.40
Less: FY25 to FY26 County Carryovers – 12.17.25	-\$36,000
Less: Coves at Monticello Performance Grant – 01.21.26	-\$63,208.33
Less: Historic Courthouse Restoration – 01.21.26	-\$516,140
Less: Tyler Tech Resident Access and Business License Modules – 04.15.26	-\$39,772
Current (Audited) Unassigned Fund Balance:	\$13,151,269.94



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

May Report

Fluvanna County
May 2026

MAINTENANCE

Palmyra & Zions Crossroads Area Headquarters for the month of April 2026

- Pothole Patching Rte 608,618,619,626,631,639,650,655,672,680
- Tree Trimming Rte 250
- Litter Control Rte 15,250,639,640,650,676,1106
- Animal Retrieval Rte 6,15,600,611,626,640
- Patching Rte 609
- Slope Stabilization Rte 15
- Ditching Rte 601,606
- Dust Control Rte 672
- Brush Removal Rte 15
- Debris Removal Rte 659

LAND DEVELOPMENT & PERMITS

Submissions Completed

Plat (2)

- SUB26-63, Hourihan: Received 4/2/2026, Revision Requested 4/16/2026
- SUB26:71, Oakwater: Received 4/3/2026, Revision Requested 4/16/2026

Site Plan (2)

- SDP25-03, Project Hoops – Design Exception/Waiver: Received 4/9/2026, Revision Requested 5/1/2026
- SDP25-03, Project Hoops, Submission 3: Received 3/30/2026, Revision Requested 5/5/2026

Signage Permit (1)

- 742-23814, Lake Monticello Owner's Association: Received 4/8/2026

Utilities (4)

- 742-23811, Comcast of Virginia, LLC: Received 4/8/2026, Accepted 5/4/2026
- 742-23827, Central Virginia Services, Inc. DBA Firefly: Received 4/13/2026, Accepted 5/4/2026
- 742-23828, Central Virginia Services, Inc. DBA Firefly: Received 4/13/2026, Accepted 5/4/2026
- 742-23586, Central Virginia Services, Inc. DBA Firefly: Received 4/22/2026, Accepted 5/4/2026

Plan Review in Progress

Site Plan (1)

- SDP25-03, Project Hoops - TIS: Submission 2: Received 4/17/2026

Utilities (2)

- 742-23841, Central Virginia Services, Inc. DBA Firefly: Received 4/22/2026
- 742-23587, Central Virginia Services, Inc. DBA Firefly: Received 4/22/2026

LUPS Permits Issued and Completed

VDOT issued 5 permits in April 2026

VDOT closed 1 permit in April 2026

CONSTRUCTION

Bridge Projects

- **BRDG-967-657, N501 (UPC 126211) On-Call Bridge Maintenance Contract** – Bridge maintenance work to start on str.6024 over Hardware River.
Scope: Bridge Maintenance -Various locations
Estimated Contract Completion Date: September 15, 2026
(Currently inactive in the area)
- **0690-032-622, B625 (UPC 124657) Bridge Painting** – Containment system installation work in progress.
Scope: Bridge Paint over James River
Estimated Contract Completion Date: September 11, 2026

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)
- **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, 2026 (T1)
(Currently inactive in the area)
- **0250-032-621, C501 (UPC 118863) Troy Rd (631) and Rte.250 roundabout.** In procurement.

NTP: TBD

Scope: Roundabout Construction including culvert improvement & shoulder widening

Estimated contract completion date: September 27, 2027

(Currently inactive in the area)

Schedules

- **PM7A-967-F26, P401 (UPC 127451)** Pavement overlay various routes.

NTP: March 30, 2026

Scope: Plant Mix

Estimated contract completion date: November 20, 2026

(Currently inactive in the area)

- **ST7A-967-F26, P401 (UPC 127448)** Various routes

NTP: March 02, 2026

Scope: Plant Mix

Estimated contract completion date: October 18, 2026

TRAFFIC STUDIES/ SPECIAL REQUESTS
