



**Economic Development Authority of Fluvanna County  
Meeting Agenda  
September 8, 2025 at 5:00 pm  
County Administration Building – Morris Room  
132 Main Street, Palmyra, VA 22963**

- I. Call to Order**
- II. Approval of Consent Agenda**
  - A. Minutes of August 11, 2025
  - B. Financial Report Ending July 31, 2025
  - C. Financial Report Ending August 30, 2025
- III. Reports**
  - A. County Report [J. Schmack]
  - B. Chair's Report [R. Garcia]
  - C. Comprehensive Plan Committees
- IV. Unfinished Business**
  - A. Draft Fiscal Controls Policy
- V. New Business**
- VI. Public Comments**
- VII. Closed Session**
- VIII. Adjourn**

**Regular Meeting:  
November 10, 2025 at 5:00 pm  
County Administration Building – Morris Room**

**Economic Development Authority of Fluvanna County**  
**August 11, 2025**

**Attendance:**

Joshua Bower (p)

Valerie Palamountain (p)

Brittany Grey (a)

Rudy Garcia (p)

Jeffrey Potter (p)

Charlotte Gregory (a)

Raghvendra Singh (p)

**County Staff:**

Jennifer Schmack (p)

Elyse Wood (p)

Guests: None

**P - Present    A - Absent**

**I. Meeting was called to order at 5:02 pm.**

**II. Approval of Consent Agenda**

Motion to approve the Consent Agenda was made by Bower. Seconded by Potter .  
Unanimously approved 5-0 by Bower, Garcia, Palamountain, Potter, Singh.

**III. Reports**

A. Schmack gave the County report for March:

1. Visits to existing business - 13
2. Partner Agencies, Networking Events, Conferences Attended - 19
3. Other - 33
4. Prospects/Real Estate inquiries - 1
5. Commercial Kitchen inquiries - 0
6. Commercial Kitchen Rentals - 0
7. Small Business Referrals - 2
8. Ribbon Cuttings - 0

Fluvanna is still leading in the number of counseling hours with the SBDC.

**Ribbon Cuttings:**

Hensley's Antiques on 8/15/25

Fluvanna Rotary Bike Repair Station on 8/18/25

**Events:**

SBDC visit on 8/25/25. Elizabeth Ladner is the new SBDC Business Advisor.

Art in the Park 9/13/25 in Pleasant Grove.

Groovin' at the Grove on 9/13/25.

Map of properties that are zoned industrial was presented.

**B. Chair's Report:**

Chair Garcia reported that the Singh and Garcia will develop a financial policy and present it to the EDA for approval. Garcia proposed that all financial records be kept on

**Economic Development Authority of Fluvanna County**  
**August 11, 2025**

a shared drive instead of a thumb drive. Online banking will be set up the week of 8/11/25.

Schmack presented an overview of the proposed Tenaska expansion. An open house is scheduled for 8/14/25 at Fluvanna County High School. Website is: [www.ExpeditionGeneratingStation.com](http://www.ExpeditionGeneratingStation.com).

**V. Unfinished Business**

- A. Chair Garcia submitted the proposed budget for FY26. Palamountain moved that the budget be approved. Seconded by Bower. Motion approved 5-0 by Bower, Garcia, Palamountain, Potter, Singh.
- B. Potter attended Rural Preservation Advisory Council meeting over the past month. There was nothing to report.
- C. Potter and Schmack had a fact-finding meeting with a business that builds data centers. Specialty workload centers are usually small footprint. Water for cooling is closed loop systems. Water runoff needs to be addressed by the business. Next steps are to investigate a technology overlay district to present to the Planning Commission.

**VI. New Business**

- A. None.

**VII. Public Comments**

- A. None.

**VIII. Closed Session**

- A. None.

**VIII. Adjourn**

Motion made by Bower. Seconded by Potter. Approved 5-0 by Bower, Garcia,, Palamountain, Potter, Singh. The meeting adjourned at 6:00 pm. The next meeting is September 8, 2025.

Respectfully submitted,

**Valerie Palamountain**

Valerie Palamountain, Secretary

FLUVANNA COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
**IDA FINANCIAL ACTIVITY STATEMENT FY 2025-26**

<b>2025-26 totals:</b>	<b>Deposits:</b>	<b>Payments:</b>	<b>Balance:</b>
7/1/2025	\$64,208.74	\$63,208.33	\$11,676.88
\$11,676.88			

Date:	Deposit:	Ident. #	Payment:	Identification:	Balance:
					11676.88
22-Jul	64208			ED-COVES MONTICELLO PERF INCETIVE GRANT	75885.21
23-Jul			63208.33	MONTICELLO COVES REALITY PARTNERS LB	12676.88
29-Jul	0.41			INTEREST EARNED	12677.29
6-Aug			17.89	CHECK # 252 MAIL BOX	12659.4
29-Aug	0.11			INTEREST EARNED	12659.51

FLUVANNA COUNTY ECONOMIC DEVELOPMENT AUTHORITY

**STATEMENT FY 2025-2026**  
**Opportunity Fund Program**

<b>2025-26 totals:</b>	<b>Deposits:</b>	<b>Payments:</b>	<b>Balance:</b>
6/30/2025	\$0.00	\$0.00	\$15,000.00
\$15,000.00			

Date:	Deposit:	Ident. #	Payment:	Identification:	Balance:
					15000
1-Aug	2000				17000

VIP Stable NAV Liquidity Pool  
 VA-XXX-5002  
 Opportunity Fund

Date	Deposit	ID #	Payment	Description	Bal
7/1/2025		0		Balance	22,102
7/31/2025	83.07			FYTD Income	22,184.79
8/31/2025	83.34			FYTD Income	22,268.13
				FYTD Income	
				FYTD Income	
				FYTD Income	
				FYTD Income	
				FYTD Income	
				FYTD Income	
				FYTD Income	

Income Earned

Grand Total =  
 =

Submitted: R. Singh, Treasurer  
 Fluvanna Co. EDA

VIP Stable NAV Liquidity Pool  
 VA-XXX-5003  
 IDA

Deposit	ID #	Payment	Description	Bal
	0		Balance	16,576
	62.3		FYTD Income	16,638.75
	62.5		FYTD Income	16,701.25
			FYTD Income	
			FYTD Income	
			FYTD Income	
			FYTD Income	
			FYTD Income	
			FYTD Income	
			FYTD Income	

Income Earned



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## COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

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Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

**Fluvanna County Comprehensive Plan  
Economic Development Advisory Group Meeting  
June 25, 2025. 4:30 p.m.  
Morris Room, County Administration Building**

**Committee Members in Attendance:**

Jennifer Schmack  
Loretta Johnson-Morgan  
Steve Hurwitz  
Curtis Putnam

**Committee Members Absent:**

Rudy Garcia (had attempted to attend meeting virtually, but was not able to join)

**Staff Present:**

Todd Fortune, Director of Planning  
Alex Porter, Planner/GIS Technician

Minutes from May 28, 2025 Meeting

There were no questions or changes for the minutes from the April 28, 2025 Meeting.

Review of Plan Documents

The group discussed the draft Introduction to the new Plan and Section 5 from the existing Plan. The following comments/questions came from the group:

*Introduction*

- Page 1, second paragraph, first sentence: add reference to the Planning Commission and change wording to reference county policies.

*Section 5:*

- Add Goals and Strategies in the section (in addition to the final section of the Plan).
  - The group preferred having them in the front of the section.
- Have data at the end of the section.
  - There was a question about how far back data should be included in the Plan update. For instance, in at least one table, data goes back to 1997.

- Columbia needs to be mentioned. In particular, it needs to be mentioned in the discussion of revitalization efforts or strategies.
  - Columbia needs a revitalization strategy.
  - There needs to be a plan to fit in Columbia to ongoing and expected growth from Cumberland and Goochland Counties.
- Does the Fork Union Community Planning Area (CPA) need to be expanded?
  - There was discussion of whether the CPA should be extended all the way to Dixie (the intersection of U.S. 15 and Route 6).
  - If a planned Industrial Park falls outside the current CPA, then the CPA boundaries should be reviewed.
  - Mr. Fortune mentioned that the Rural Preservation Advisory Group is considering whether to remove the Rural Residential Planning Area and, if so, whether to expand the Community Planning Areas.
- Tweak/condense section on education institutions.
- The section should focus on where we are now and how to get where we want to be.
- Mr. Fortune and Ms. Schmack will work on redline edits to Section 5 and bring them back to the group for review.

#### *Other items*

- Ms. Johnson-Morgan noted that some links in the online Comprehensive Plan document don't work. Mr. Fortune said this would be addressed in the Update.
- The Governor's School needs to be mentioned.

#### Next Meeting

The next meeting is scheduled for August 27 at 4:30 p.m. in the Morris Room. The group will review proposed redline edits for draft Section 5 of the Plan.





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**Fluvanna County Comprehensive Plan  
Rural Preservation Advisory Group Meeting  
July 23, 2025. 5:30 p.m.  
Morris Room, County Administration Building**

**Committee Members in Attendance:**

Suzy Morris  
Chuck Wright  
Raghvendra Singh  
Jeffrey Potter  
Haden Parrish (virtual)

**Staff Present:**

Todd Fortune, Director of Planning

**Guests Present:**

Kathleen Kilpatrick

Minutes from June 11, 2025 Meeting

The minutes from the June 11, 2025 meeting were approved by consensus.

Review of Materials

The group reviewed the following materials:

- Vision Statement – The group reviewed the Vision Statement, which is being tweaked for the Plan update. The Historic Preservation Group had already looked at it, and it was presented to this group for review. This group suggested a few changes, which staff will work on making.
- Introduction Section of the Plan – The Introduction section of the Plan was presented to the group for review. Staff had taken the Introduction from the previous Plan update and added language about state requirements for Comprehensive Plans, why the Plan is important, and the process for creating a new Plan. Mr. Fortune had drafted the revised introduction, and asked staff to review. Staff suggested some tweaks to the wording. The group went over the document with an emphasis on the suggested tweaks from staff. The group made

recommendations on the wording. Additionally, the group requested two other changes to the Introduction:

- Add language about data centers as an emerging issue.
- Add a section to the Plan about resiliency.

### Other Materials

There was a brief discussion on Section 1 of the Plan. Mr. Fortune sent out the wrong version to the group. Accordingly, the group decided to defer this to the next meeting.

There was a brief follow-up discussion on the County's Landscaping Ordinance. Mr. Wright previously presented some suggested changes to the Ordinance that resulted from a review by staff at the Virginia Department of Forestry. Mr. Fortune had previously advised that any changes to the ordinance would require a Zoning Text Amendment, which would have to go through public hearings at both the Planning Commission and Board of Supervisors. Mr. Fortune added that this could be addressed in the Plan as policy suggestions.

### Next Meeting

The next meeting is scheduled for August 26 at 5:30 p.m. in Morris Room. The following items will be on the agenda:

- Section 1
- Discussion of Planning Areas



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**Fluvanna County Comprehensive Plan  
Housing Advisory Group – Kick-off Meeting  
July 30, 2025, 3:00 p.m.  
Morris Room, County Administration Building**

**Committee Members Present:**

Brittany Gray (virtual)  
Charlotte Gregory (virtual)  
Tom Diggs

**Staff Present:**

Todd Fortune, Director of Planning  
Alex Porter, Planner/GIS Technician

**Committee Members Absent:**

Kim Hyland  
Veneda "Kat" Roth\*

**Guests Present:**

Mel Jones O'Brien, Virginia Tech/Virginia Center for Housing Research (virtual)  
Jonathan Knopf, HD Advisors (virtual)  
Laurie Jean Talun, Thomas Jefferson Planning District Commission (PDC, virtual)

\*Ms. Roth informed staff prior to the meeting that she would need to withdraw from the group due to time constraints. The group discussed whether to stay at four members or ask the Chair of the Planning Commission, Mr. Bibb, to appoint a fifth member. The consensus was to stay at four members.

Minutes from June 2, 2025 Meeting

There was one change to minutes from the June 2, 2025 meeting. In the last paragraph of the first page, under the discussion or alternatives to rural clusters and minor subdivisions, it should state that the Board took action in early 2025 to **eliminate** the five-year workaround on minor subdivisions. The minutes were approved as amended by consensus.

Update on Thomas Jefferson PDC Housing Study

Mr. Knopf gave a presentation to the group about the housing study being conducted for the Thomas Jefferson PDC. Highlights of the presentation include:

- The study aims to understand regional housing dynamics. Housing issues are regional.
- The team is gathering data. They hope to finish reviewing the data by late 2025/early 2026.
- Part of the assessment includes an evaluation of efforts throughout the study area.
- The next phase of the study will entail developing tailored policy recommendations for each locality.
- The study will culminate in a technical report and a consumer-friendly executive summary, both expected to be completed in about a year and a half.

Ms. Talun is the point of contact for anyone who has questions about the study. Ms. Gray stated that she would like to be involved in the study and share her experiences.

Relevant information from the study will be incorporated into the draft Comprehensive Plan update.

#### Update on Comprehensive Plan Citizen Surveys

Mr. Porter presented an update to the group on the results of the citizen surveys. Highlights of the presentation include:

- More than 700 completed surveys were returned (total, both hard copy and digital). Respondents expressed a desire for more business and commercial growth, particularly in Zion Crossroads, while showing less interest in industrial development.
- Key priorities related to housing include affordable housing
- Other priorities include healthcare access, open spaces, preserving rural views, and managing utility-scale solar and data center development.
- Other priorities include transportation needs, with an emphasis on expanding JAUNT services and private transportation options, particularly for accessing Charlottesville and other county settlements.

Ms. Jones O'Brien asked for a copy of the survey, which staff agreed to provide.

#### Discussion of Comp Plan Section 2 and 3

The group reviewed Sections 2 and 3 and discussed potential changes. Mr. Diggs has worked on these documents, and presented suggested changes to the group. The following items were discussed:

- The Rural Preservation Advisory Group is still debating whether to keep three planning areas or remove the Rural Residential areas.
- Add a discussion about public policy considerations for land-based use.

- Check on the status of the Railroad in Columbia (passenger).
- Recommendations are needed for industrial areas.
- Look into removing the Mobile Home Park district from the Zoning Ordinance.
- Add a subsection under Section 3 to cover solar development, under Electric Distribution Systems.
  - Reference updates to the County Code
- Move the verbiage on public safety communications to the Public Safety section.
- Add verbiage about state and federal telecommunications regulations, and how they may affect what localities can do.

#### Discussion of Comp Plan Introduction and Vision Statement

The group reviewed the revised Introduction section to the Plan and the revised Vision Statement. Mr. Fortune noted that he will add verbiage about data centers in the Introduction. The group had no comments on the Introduction. The group had two comments on the Vision Statement, both of them wording changes.

#### Discussion of Village Residential Overlay District

Mr. Fortune noted that staff are working with the Planning Commission on a potential Village Residential Overlay district that would be added to the Zoning Ordinance. The overlay could benefit Columbia, Fork Union, and possible other village areas. He advised that staff are trying to coordinate with a university program (possibly UVA or VCU) on this.

#### Next Meeting

The next meeting is scheduled for August 27 at 2:30 p.m. in the Morris Room. The group will further review Sections 2 and 3 of the Plan, and will also start on Section 8.

## **Economic Development Authority of Fluvanna County**

### **Fiscal Controls Policy**

#### **I. Purpose of the Policy**

It is the intention of the Economic Development Authority of Fluvanna County (Fluvanna County EDA) to practice sound financial management and to conduct the financial transactions of the Authority using generally accepted accounting principles. The purpose of this Fiscal Controls Policy is to identify the various components of sound financial management and to provide a process for achieving them.

#### **II. Responsibilities of Authority Members and Staff**

It is the inherent responsibility of all Authority Members and Staff to abide by the requirements and conditions set forth in this Policy.

#### **III. Receivables**

The Secretary shall be responsible for receiving and opening the mail for the Authority. The Treasurer may designate an individual from within the Authority or with a closely aligned organization (such as the County Economic Development Office or County Finance Department) to receive and open the mail in the Secretary's absence and to record the information.

Upon receiving funds for the Authority, the Secretary shall record the amount, whom the payment is from and what it is for. A photocopy of the check payment will be made and retained with the financial records of Fluvanna County EDA. Checks will be stamped "For Deposit Only". Cash will be counted and documented. Additional documentation for cash deposits will include an attestation of funds, which will be signed by two persons. All funds received shall be deposited and recorded immediately upon receipt when at all possible; in all cases, deposits shall be made by the end of the next full business day. Any checks and/or cash kept in the office overnight will be locked in a suitable drawer within the Secretary's office. The Treasurer shall be responsible for the depositing of funds received from the Secretary, and shall subsequently enter the information into the accounting system upon receiving it either from the Secretary. The Treasurer will receive copies monthly of the actual payments received and bank deposits. The Treasurer is responsible for the reconciliation of the bank account, and the Chair will review the reconciliation before it is presented to the Authority at its next regular meeting. If any person other than the Secretary receives funds for the Authority, that person shall immediately notify the Treasurer of the funds and transmit the funds to the Secretary as soon as possible.

#### **IV. Accounts Receivable**

The Treasurer and Secretary will keep a detailed listing (including aging) of all accounts receivable and will work toward collecting them on a consistent, timely basis. The Treasurer or Secretary shall be responsible for preparing and sending invoices on behalf of Fluvanna County EDA. Accounts receivable that cannot be collected will be forwarded to the Chair for review before being presented to the Authority for consideration. At the Treasurer's discretion, receivables may be referred to the Authority for consideration. Only the Authority may release or discharge a receivable.

#### **V. Accounts Payable**

Any and all payments made by the Authority shall be based upon the receipt of a suitable invoice from the individual or vendor requesting payment. The invoice should contain sufficient information to allow the Treasurer to determine the initial date of the obligation, purpose, the due date of the invoice and amount requested. Sales taxes shall be separated in the amount due and subtracted from the total amount due. The Treasurer is responsible for receiving invoices and preparing checks for payment twice monthly, on the 10<sup>th</sup> and 25<sup>th</sup> of each month, or the following business day should the 10<sup>th</sup> and 25<sup>th</sup> fall on a weekend or holiday. It is Fluvanna County EDA's intent to remit payment within forty-five (45) days from the date of receipt of a valid invoice. The Secretary shall review the invoices and may recommend invoices for payment to the Treasurer. The Treasurer shall review the invoices, verify their accuracy and the accuracy of any supporting documentation; validate that the services documented in the invoice were received and performed in accordance with underlying terms and agreements; and then approve and process for payment. A copy of the invoice, along with all supporting documentation should be maintained, along with documentation signifying the approval for payment. All payments made by the Authority shall be made by checks or wire transfers as needed from Authority-approved bank accounts. Wire transfers shall not occur without the prior approval documented through an authorization form. Checks shall be countersigned by the Authority Chairman, Authority Vice-Chairman, or the Authority's Treasurer for a minimum of two signatures on each check.

#### **VI. Bank Statements**

The Secretary shall receive all bank statements by mail directly to the Authority's business mailing address. The Secretary shall open and review the bank statements, initial such review on the statements, and transmit the statements to the Treasurer and the County's Economic Development Office. The Treasurer may retain copies of all statements received. All bank statements must be reconciled by the Treasurer within fifteen (15) days of receipt.

## **VIII. Payroll**

At this time, the Fluvanna County EDA does not employ any staff; therefore, payroll services are not required as of the date this policy is adopted.

## **IX. Budgeting**

The Fluvanna County EDA operates on a July 1 to June 30 fiscal year and shall adhere to all applicable Code of Virginia and Fluvanna County requirements. All expenditures made by the Fluvanna County EDA, in conformance with the above Section V, must be made in accordance with a budget adopted by the Authority. The Treasurer is responsible for preparing and presenting annual operating budgets to the Authority not later than the May regular meeting preceding the commencement of the ensuing fiscal year. Budgets will clearly detail expected revenues, by amount and source, and proposed expenditures, by amount and purpose. Project budgets, including for capital improvements, shall be presented to the Authority for approval before or concurrently with contracts for materials and services related to the capital improvement project and budget. Project budgets, once approved by the Authority, are active for the term of the project, which could include multiple fiscal years.

## **X. Reimbursements**

As identified in the above Section IX, Authority members and County staff may from time to time incur certain expenses on behalf of the Authority. Reimbursements will be requested on a form approved by the Treasurer. Reimbursement requests will be accompanied by valid receipts, which provide sufficient detail for the reviewer to determine the propriety of the reimbursement request. Requests for meals and/or related reimbursements will denote the individuals in attendance, their employing Authority, and the business purpose of the expenditure. The Treasurer may approve these reimbursements but shall not also approve his/her own personal reimbursements. Mileage shall be reimbursed at the prevailing IRS rate at the time of the trip. The Chairman and Vice Chairman who countersign the reimbursements will also approve the reimbursement requests, except when the reimbursements are their own and in which case, the Secretary shall review the reimbursement request for consistency with other, similar requests and may approve. Reimbursements to Authority members other than mileage shall/may/should be approved, in a similar manner as stipends and mileage, prior to encumbering the expenses that create the reimbursement request.

## **XI. Procurement**

Procurement of goods, services, and for capital improvement projects shall occur in a manner consistent with the Code of Virginia. Applicable Fluvanna County procurement policies may be used as a guide by the Authority.



## **XII. Reporting**

Fluvanna County EDA will annually cause to have prepared and submitted to the Authority and additional applicable Authority's an audited financial statement in accordance to the Code of Virginia Section 30-140. The Authority shall review and approve a contract for services with an Auditor. The Economic Development Director shall forward real estate contracts, economic development incentive performance agreements, and similar documents approved by the Authority to the County Finance Department and Pre-Auditor to ensure that any financial implications of these obligations are reflected in the Authority's financial statements. Authority members shall receive monthly-prepared financial statements, checking account statements, and check or payment registers at each regular meeting of the Authority for the two preceding months' fiscal activity. The Fluvanna County Director of Finance shall also receive copies of the financial statements when forwarded to the Authority members.

## **XIII. Special Financing**

The Authority may from time-to-time initiate special financing, such as the sale of bonds or other instruments. Such special financing may require actions separate from this Policy. When special financing procedures require actions separate from this Policy, the Authority shall review the special financing procedures and approve their implementation and administration and such procedures should not be construed to conflict with this Policy.

APPROVED by the Economic Development Authority of Fluvanna County at its regular meeting on \_\_\_\_\_.