

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom
Fluvanna Courts Building
February 4th 2009
2:00 p.m.

MEMBERS PRESENT: Marvin F. Moss, Chairman
Charles W. Allbaugh, Vice Chairman
Mozell H. Booker
John Y. Gooch
Gene F. Ott
Donald W. Weaver

ALSO PRESENT: G. Cabell Lawton, IV, County Administrator
Frederick W. Payne, County Attorney
Shelly H. Wright, Assistant County Administrator
Renee Hoover, Finance Director
Joann Rawls, Clerk

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Moss called the regular meeting of February 4th 2009 to order at 2:00 p.m. in the Circuit Courtroom of the New Courts Building in Palmyra, Virginia and the Pledge of Allegiance was recited.

REPORTS

Mr. Donald Hart, VACo President, introduced himself to the Board and brought greetings from the Accomack County Board of Supervisors and from the Virginia Association of Counties (VACo). He provided the Board with his goals for VACo: 1) he wants to develop a close relationship with every county in the state and wants to be accessible to all the counties; 2) he wants to make sure VACo remains a highly professional organization and they keep working to achieve success; 3) VACo has been working with State officials, the Governor's office, House and Senate; trying to encourage them to work thru the differences with compromise and define solutions for common problems; 4) some of VACo's projects for this year are opposing unfunded mandates and equalization of rights and privileges of counties, cities and towns. Mr. Hart urged the Board to stay abreast of VACo benefits, services and offerings.

Mr. James Glass, VDOT Residency Administrator, reported on the following topics:
Maintenance Work Completed in January:

- Pipe Installation – Rt. 629 and Rt. 659, installed entrance pipe

Cleaning Pipes & Culverts:

- Routes 6 East, 601, 604, 608, 610, 629, 631, 649, 650, 656, 654 and 659

Shoulder Repairs:

- Routes 604 and 631

Pot Hole Repairs:

- Routes 6 West, 15 North, 601, 636 and 709

Limbing & Tree Removal:

- Rt. 618, removed limbs and Rt. 620, removed hazard tree

Litter Pickup:

- Adopt-A-Highway bags on Routes 6, 656, 615, and 678

Sign Repair & Installation:

- Rt. 675

Emergency Operations:

- December 31st, wind storm with trees down; Routes 616, 618, 619, 647 and 656
- January 5th – 8th, snow/ice event
- January 19th – 20th, snow/ice event
- January 27th – 28th, snow/ice event

Maintenance Work Planned for February:

- Pipe & Ditch Cleaning on Routes 649, 620, 647, 660, 640, 672 and 671
- Shoulder Repairs on Routes 604 and 631
- Pot Hole patching on various routes as needed
- Dead animal pickup on various routes as needed
- Litter pickups on Routes 655, 654, 612 and 614
- Sign Study on Rt. 688
- Bridge Abutment Repairs on Rt. 652

Construction:

- eight (8) active projects in various phases are still active

Land Development for January:

- three (3) new entrance plan reviews
- four (4) entrance permits
- two (2) utility permits
- two (2) inspection of new subdivision streets
- two (2) inspection of new entrances

Traffic Engineering

- five (5) sign studies still active for Routes 600 at Slice Road; 53 at Rt. 618; 53 at Rt. 1015; 637 between Rt. 643 & Rt. 620; and 688 between Rt. 639 and E. S. M.

Mr. Glass also provided a graph of VDOT's spending budget as of January 29th 2009.

G. Cabell Lawton, IV, County Administrator, reported on the following topics:

- ***Comprehensive Plan Work Session*** – apprised the Board that staff will be holding a work session to discuss the plan on Saturday, February 7th 2009 from 9:00 a.m. to 4:00 p.m. at the Palmyra Fire Station; breakfast and lunch will be provided

- **PVCC Board** – apprised the Board that the PVCC Board is scheduling a meeting here in Fluvanna to meet with the Board of Supervisors, School Board, and other community leaders to discuss community outreach by the college and other related issues; tentative dates are either March 3rd 2009 or March 12th 2009 at 4:00 p.m.
- **Fork Union Village Project** – apprised the Board the Committee is meeting Thursday, February 5th 2009 at 6:00 p.m. in the FUMA library to discuss the scope of the project
- **2010 Budget Work** – apprised the Board that a work session has been scheduled to discuss the 2010 budget on Wednesday, February 11th 2009 at 7:00 p.m. in the Old Board Room in the County Administration Building

PUBLIC COMMENTS #1

Chairman Moss opened the floor for the first round of public comments.

The following citizens addressed the Board with their concerns:

- Mr. Doug Johnson, Cunningham District, addressed the Board expressing concerns regarding the pipe line project; the new high school project funding; and the high school bond rate
- Ms. Kim Rouillard, Rivanna District and employee of the County, addressed the Board asking them to take another look at the payroll structure change that is coming before the Board
- Ms. Elizabeth Franklin, Columbia District, addressed the Board and presented to the Board a proposed fiscal framework chapter for the Comprehensive Plan for the Board to review along with the Comp Plan during their work session; the chapter was prepared by the Fluvanna Taxpayers Association
- Ms. Mary Dunsmore, Buckingham County, owns three (3) lots in Columbia on the Rivanna River; asked the Board for another evaluation of her lots to bring them down to a reasonable tax due to their being in the flood plain

With no one else wishing to speak, Chairman Moss closed the first round of public comments.

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

Mr. Ott moved to approve the consent agenda which consisted of:

- Minutes of January 21st 2009
- Minutes of January 26th 2009 Joint Meeting with Louisa County

Mr. Gooch seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.

ACCOUNTS PAYABLE

Renee Hoover, Finance Director, addressed the Board regarding the accounts payable.

MOTION:

Mr. Weaver moved the Accounts Payable from December 30, 2008 through January 23, 2009 and Payroll for the month of December in the amount of \$2,053,339.33 be ratified. Mr. Ott seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.

Fund 100	General Fund	\$ 669,606.19
Fund 120	Community Programs (Parks & Rec)	153.75
Fund 130	Landfill	10,255.24
Fund 202	Federal Grants	
Fund 204	State & Local Grants	
Fund 302	Capital Improvements	153,585.88
Fund 401	Debt Service	628,749.31
Fund 502	Utility Fund	36,149.82
Fund 505	Fork Union Sanitary District	18,611.12
<u>Payroll</u>		<u>536,228.02</u>
Total		\$ 2,053,339.33

PUBLIC HEARING

None

PRESENTATIONS:

Pay and Classification Study Results

Mr. John Anzivino, Senior Vice President of Springsted [Richmond Office] and Mr. Doug Walker were present to provide a PowerPoint presentation to the Board. Mr. Anzivino provided a brief presentation regarding the results of the pay and classification study the Board commissioned. He described methodology used to gather and analyze information and wished to discuss study findings and recommendations. He indicated the objectives of the study were to create opportunity for management input into the process; compile and analyze market comparables and competitive data; create a transition plan after evaluating classification of positions jointly and separately; and to provide necessary tools for managing the County's compensation program. During the presentation, Mr. Anzivino indicated the study findings included: the County's current pay schedule was in need of adjustment; 23.18% of the County's workforce are being paid below the minimum salary rate of their proposed new pay grade; indicated the County is experiencing some difficulty hiring and retaining the best qualified employees in some positions; there is internal pay relationship inequities existing within the County; and pay compression issues exist in some areas of County government. He provided the Board with three (3) implementation options and some additional recommendations: adopt and implement compensation adjustments reflecting the market changes identified;

maintain competitive benefit programs; maintain practices of annual compensation adjustments; and maintain consistent procedures for administering pay program.

Workload Measures of the Fluvanna County Circuit Court

Mr. B. E. Peterson, Clerk of Circuit Court, introduced this issue. Mr. Peterson then introduced Ms. Kimberly Rouillard, Deputy Clerk, who provided the Board with a PowerPoint presentation regarding their workload measures. Ms. Rouillard indicated the responsibilities of the Clerk's Office include: recordation and indexing of all land records; probating and indexing wills and estates; recording and indexing judgments, administrative liens, notices and releases; recording and indexing UCC financing statements; accepting, recording and indexing fictitious name certificates; issuing and indexing marriage licenses; scanning all public records [land, wills, judgments] for computer and internet access; providing computer and internet access to all public records of the Clerk's Office through technology funding from the State Compensation Board; processing passport applications; accepting concealed weapon permit applications and issuing approved permits; qualifying notaries public; administering the oath of office for Conservators of the Peace, Election Officials and Magistrates; trust fund administration and keeping accurate and complete records of matters that affect the citizenry of Fluvanna County. They are responsible for the management of the court; they work with local law enforcement agencies, regional jails, Commonwealth's Attorney's Office; and assess and collect the court costs, fines and fees. She also provided statistical information on their office workload.

RECESS

The Board recessed at 4:04 p.m.

RECOVNENE

The Board reconvened at 4:17 p.m.

FY10 Budget Presentation

Mr. G. Cabell Lawton, IV, County Administrator, provided a PowerPoint presentation regarding the FY10 initial briefing on the annual budget. Mr. Lawton provided budget highlights; initial revenue analysis; initial expenditure analysis; budget status and what the next steps should be. He explained that in order to balance revenues and expenditures, he anticipates using Fund Balance in the amount of \$445,000 for operations and \$255,000 for Capital Projects. Approximately \$9M of the FY10 proposed budget is due to increases in Debt Service and Capital Improvements Projects and the net increase is a result of significant decreases in operations. Mr. Lawton proceeded to provide revenue projections; declining revenues; revenue comparisons; proceeds from indebtedness/loans; expenditure projections [which included mandated increases, non-mandated increases; and decreases]; methodology used; the increase in the Central Virginia Regional Jail; debt service for the new high school; other increases

[such as the utilities projects; CSA; convenience center; and the CIP]; other decreases [attempted to cut all departments within similar categories that have the least effect on service delivery]. Mr. Lawton also stated that the budget does not include program and/or service expansions; salary increases; health insurance increases; increases in tax rates and increases in service fees. In concluding his presentation, Mr. Lawton reminded the Board there was a budget work session scheduled for February 11th 2009 at 7:00 p.m. in the Old BOS Room on expenditure evaluations.

ACTION MATTERS

RFP/Regional Water Supply

This project is a requirement of the state under the direction of the Department of Environmental Quality (DEQ). This plan meets the criteria for a regional plan since it is in partnership with the Town of Columbia. Grant funds in the amount of \$6,000 have been awarded by DEQ and allocated to the project.

Mr. Darren Coffey, Director of Planning and Community Development, introduced this issue.

MOTION:

Mr. Allbaugh moved the Fluvanna County Board of Supervisors authorize staff to negotiate for engineering services to develop a water supply plan with Draper Aden Associates as the preferred consultant resulting from the Request for Proposal process. Mr. Gooch seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.

Change in Payroll Policy for Frequency in Pay and Direct Deposit

The switch to a biweekly pay cycle was prompted by the Sheriff's Department. When hours are paid on a monthly pay system, projecting hours is required. Implementing a biweekly payroll system will pay employees more frequently and better align the County with standards set forth by the Fair Labor Standards Act (FLSA).

Ms. Renee Hoover, Finance Director, introduced this issue.

MOTION:

Mrs. Booker moved to revise the payroll Policy, Section I.4 and M.8 of the Fluvanna County Personnel Manual that all employees are paid bi-weekly commencing on Friday, April 17, 2009 and direct deposit is mandatory for all employees. Mr. Allbaugh seconded. The motion carried with a vote of 5-1. AYES: Allbaugh, Booker, Gooch, Ott and Moss. NAYS: Weaver.

Recreational Access Funds from VDOT

This is a request for funds to repair the bridge over the Hardware River at the end of State Route 646 in order to reopen the James River for Boating, Fishing, Hunting, Wildlife viewing, Hiking and Primitive Camping.

Mr. G. Cabell Lawton, IV, County Administrator, addressed this issue.

MOTION:

Mr. Weaver moved the resolution [attached hereto] entitled “Hardware River Wildlife Management Area – Route 646 Recreational Access Fund Program” be adopted. Mrs. Booker seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.

Authorization to Advertise for Public Hearing

MOTION:

Mr. Allbaugh moved to authorize staff to advertise for public hearing the resolution entitled “Resolution Signifying the Intention of the Board of Supervisors of the County of Fluvanna to Create a Joint Water Authority Under the Virginia Water and Waste Authorities Act and Setting Forth its Articles of Incorporation”. Mrs. Booker seconded. The motion carried with a vote of 4-2. AYES: Allbaugh, Booker, Gooch and Moss. NAYS: Ott and Weaver.

OLD/NEW BUSINESS

The following items were discussed under Old/New Business:

- the Monish/Tufton Gate issue; place on the CIP in order to obtain grant money
- the Land Swap issue between Lake Monticello and Fluvanna County
- the Glass Trailer Park at Zions Crossroads
- the Fluvanna Convenience Center at the Landfill needs some screening
- the timeliness of the quarterly financial statements
- VACo contracts
- sewer hookup availability fees

EXTEND MEETING

MOTION:

Mr. Ott moved to extend the meeting until 6:30 p.m. Mr. Weaver seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.

PUBLIC COMMENTS #2

Chairman Moss opened the floor for the second round of public comments. The following citizen addressed the Board:

- Mr. Mike Harrison, Rivanna District, addressed the Board with concerns regarding the Monish Gate; land swap issue; concerned about the cost of the survey for the land swap; offered a mill stone that is complete and a broken mill stone to the Board of Supervisors

With no one else wishing to speak, Chairman Moss closed the second segment of public comments.

CLOSED MEETING

None.

ADJOURN

MOTION:

At 6:06 p.m., Mr. Weaver moved to adjourn the meeting of Wednesday, February 4th 2009. Mr. Gooch seconded. The motion carried with a vote of 6-0. AYES: Allbaugh, Booker, Gooch, Ott, Weaver and Moss. NAYS: None.



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Courts Building at 2:00 p.m. on the 4th day of February 2009, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

<u>Present</u>	<u>Vote</u>
Marvin F. Moss, Chairman	Yea
Charles W. Allbaugh, Vice Chairman	Yea
Mozell H. Booker	Yea
John Y. Gooch	Yea
Gene F. Ott	Nay
Donald W. Weaver	Nay

On a motion by Mr. Allbaugh, seconded by Mrs. Booker, and carried by a vote of 4-2, the following resolution was adopted.

**A RESOLUTION TO SEND TO PUBLIC HEARING A RESOLUTION OF INTENT TO
CREATE A JOINT WATER AUTHORITY WITH LOUISA COUNTY**

WHEREAS, Fluvanna County HAS BEEN ENGAGED IN DISCUSSIONS WITH Louisa County on how to best provide for the respective water needs of their jurisdictions; and

WHEREAS, the Board of Supervisors desires to consider creation of a joint water authority in order to provide service from the James River;

NOW, THEREFORE BE IT RESOLVED, on this 4th day of February 2009, that the Fluvanna County Board of Supervisors hereby directs the Clerk to advertise a resolution of intent to create a joint water authority and schedule a public hearing as required by law:

ATTEST:

Alice F. Jones, Clerk to the Board of Supervisors
Fluvanna County, Virginia