

**AGENDA**  
**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**Regular Meeting**  
**Circuit Courtroom**  
**Fluvanna Courts Building**  
**October 19<sup>th</sup> 2011**  
**7:00 p.m.**

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

**2-REPORTS**

Jay Scudder, County Administrator

**3-PUBLIC COMMENTS #1 (5 minutes each)**

**4-CONSENT AGENDA**

TAB O Minutes of October 5<sup>th</sup>, 2011 – Mary Weaver, Clerk to the Board of Supervisors  
TAB P Budget Transfer for County Attorney Services – Jay Scudder, County Administrator  
TAB Q Resolution Regarding the Creation of the Central Virginia Regional Jail Authority and Approving the Amended and Restated Regional Jail Agreement, the Issuance of the Authority's Revenue Obligations and Other Matters in Connection Therewith Jay Scudder, County Administrator  
TAB R Authorize Execution of Agreement with the VA Dept of Health for FY 12 Appropriation – Jay Scudder, County Administrator

**5-ACCOUNTS PAYABLE**

None

**6-PUBLIC HEARING**

None

**7-PRESENTATIONS (normally not to exceed 10-minute limitation)**

TAB S CSA Fiscal Year 2011 Report – Dr. Jacqueline A. Meyers, CSA Program Manager

**8-ACTION MATTERS**

TAB T Economic Development Director Position – Mr. Jay Scudder, County Administrator

**9-OLD BUSINESS**

**10-NEW BUSINESS**

**11-PUBLIC COMMENTS #2 (5 minutes each)**

**12-CLOSED MEETING**

**13-ADJOURN**

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**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.

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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
PUBLIC HEARING RULES OF PROCEDURE**

**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.

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**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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
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.

**MOTION:** I move the minutes of the Fluvanna County Board of Supervisors for Wednesday, October 5<sup>th</sup>, 2011 be adopted.

**AGENDA BOARD OF SUPERVISORS DATE: October 19<sup>th</sup>, 2011**

**SUBJECT:** Adoption of the Fluvanna County Board of Supervisors regular meeting minutes.

**RECOMMENDATION:** Approval

**TIMING:** Routine

**FISCAL IMPLICATIONS:** None

**POLICY IMPLICATIONS:** None

**DISCUSSION:** None

**LEGISLATIVE HISTORY:** None

Staff: Mary L. Weaver, Clerk to the Board of Supervisors

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County Administrator's Use Only  
*Comments:*

  
\_\_\_\_\_  
Jay Scudder, County Administrator

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Courtroom  
Fluvanna Courts Building  
October 5<sup>th</sup>, 2011  
2:00 p.m.**

**MEMBERS PRESENT:** John Y. Gooch, Chairman  
Shaun V. Kenney, Vice-Chairman  
Donald W. Weaver  
Mozell H. Booker  
Joe Chesser  
Chris Fairchild

**ALSO PRESENT:** Jay Scudder, County Administrator  
Fred Payne, County Attorney  
Darren K. Coffey, Director of Planning  
Pat Groot, Grants Administrator  
Tammy Johnson, Communications Director  
Mary Weaver, Clerk, Board of Supervisors

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chairman Gooch called the meeting of October 5<sup>th</sup>, 2011, 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, after which, Chairman Gooch called for a moment of silence.

**REPORTS**

Mr. Jay Scudder, County Administrator, reported on the following topics:

- *US Cellular Contract* – for Fork Union Tower has begun.
- *Career Day* – at Fluvanna High School, November 1, 2011, from 8am – 12pm.
- *Litter Grant* – awarded \$6,898.00 to Town of Columbia for litter clean-up.
- *Reassessment Kick-off Meetings* – Press Release has been sent out in reference to public information meetings for the upcoming reassessment.
- *Employee Picnic* – will be held on October 6, 2011, 5pm at Pleasant Grove Pole Barn.

**PUBLIC COMMENTS #1**

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

- Susan Swales, Old Farm Day Co-Chairman – addressed the Board in regards to Old Farm Day and the wonderful turn out.
- Craig Shiflett, Palmyra District – addressed the Board in regards to lowering the speed limit on Troy Road, Route 631.
- Jim Toms, Palmyra District – addressed the Board in regards to lowering the speed limit on Troy Road, Route 631.
- Elizabeth Franklin, Fluvanna Taxpayers Association, Co-Chairman – addressed the Board in regards to hiring Blue Ridge Mass Appraisal; also spoke in regards to hiring an Economic Development Director.
- Dennis Holder, Kents Store – addressed the Board in regards to hiring Blue Ridge Mass Appraisal; also spoke in regards to hiring an Economic Development Director.

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

### **CONSENT AGENDA**

The following items were approved under the consent agenda:

#### **MOTION:**

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

- Minutes of September 21<sup>st</sup>, 2011.
- Letter of Support for Urban/Residential Cost Share Program.

Mr. Chesser seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None

### **ACCOUNTS PAYABLE**

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

After some discussion the following motion was made:

#### **MOTION:**

Mr. Weaver moved that the Accounts Payable from August 31<sup>st</sup>, 2011, through September 27<sup>th</sup>, 2011, and payroll for the month of August, 2011, in the amount of \$1,346,352.87, be ratified. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Fairchild, Chesser and Kenney. NAYS: None. ABSENT: None.

General	\$ 407,347.64
Community Programs	1,084.00
Federal Grants	5,587.00
Capital Improvements	250,286.53
Debt Service	119,673.40
Sewer	1,813.43
Fork Union Sanitary District	<u>6,264.08</u>
Total Expenditures by Fund	792,056.08
<u>Payroll - August</u>	<u>554,296.79</u>
Total Payables & Payroll	\$ 1,346,352.87

### **PUBLIC HEARING**

None

### **PRESENTATIONS**

*Piedmont Virginia Community College Annual Report* – Dr. Frank Friedman, PVCC President, discussed the enrollment growth and new programs that have been added and will be added in the future for the students.

*Fluvanna County Library Annual Report for FY 11* – Ms. Cyndi Hoffman, Librarian, reviewed with the Board the increasing participation, collections, activities and new programs at the library.

Blue Ridge Mass Appraisal Reassessment Presentation – Mr. Matthew P. Hickey, Vice President Blue Ridge Mass Appraisal Company, LLC, reviewed with the Board the presentation that will be given at the kick-off meetings to inform the public of the reassessment process.

**ACTION MATTERS**

Contract for webGIS Services & Site Enhancements – Mr. Darren Coffey, Planning Director, addressed the Board regarding this item. Mr. Coffey requested a change of vendors for the online GIS service, from the existing to Timmons Group.

**MOTION:**

Mr. Kenney moved to authorize the County Administrator to execute a contract, after County Attorney approval as to form, with Timmons Group for Geographic Information System (GIS) support services, in an amount not to exceed current service costs, and paid from approved department budgets at existing funding levels. Mr. Chesser seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None

Town of Columbia Request for Services – Mrs. Pat Groot, Grants Administrator, addressed the Board regarding this item. The Town Council for The Town of Columbia has requested assistance from the County that will improve tax revenue, living conditions, and future planning for the Town. Mr. Fred Payne, County Attorney addressed some legal concerns and recommended using statute 15.2.2218. The Board discussed the financial cost to the County and the work that would be involved.

**MOTION:**

Mr. Kenney moved to approve drafting an agreement with the Town of Columbia to have the County collect and enforce Town taxation and instruct the County Administrator, in cooperation with the County Attorney, to prepare the required documents for consideration of the Board. Further moved to draft an agreement with the Town of Columbia to share a Planning Commission, under statute 15.2-2218 of the Code of Virginia, and instruct the County Administrator, in cooperation with the County Attorney, to draft an ordinance and initiate the process to enable this relationship. Further moved to draft an agreement with the Town of Columbia to share services, offered by the County Planning and Community Development Department, including enforcement of selected Town Ordinances and instruct the County Administrator and County Attorney to prepare the required documents for consideration of the Board. Mrs. Booker seconded. The motion carried with a vote of 4-2. AYES: Gooch, Booker, Kenney, and Chesser. NAYS: Fairchild and Weaver. ABSENT: None

Contract approval for DeltAlert, Emergency/Mass Notification Vendor – Ms. Tammy Johnson, Communications Director, addressed the Board regarding this item. Ms. Johnson requested to change vendors for the Emergency Services Notification System, from the existing to Jacosoft, LLC (DeltAlert Emergency & Mass Notification System).

**MOTION:**

Mr. Kenney moved to approve the contract with Jacosoft, LLC, for implementation of the DeltAlert Emergency & Mass Notification System in the amount of \$8,800, and authorize the County Administrator to execute contracts and agreements associated with this contract, subject to approval as to form by the

County Attorney. Mr. Chesser seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None

Thomas Jefferson Regional Brownfield Assessment and Planning Grant – Mr. Steve Williams, Executive Director for Thomas Jefferson Planning District Commission, explained to the Board that this project will focus on economic development, while addressing environmental contamination. The County's role would be to designate a staff member to serve on the advisory committee for approximately 6 meetings per year, for two years. No match or contribution is required.

MOTION:

Mr. Chesser moved to authorize the County Administrator to send a letter of support for the Thomas Jefferson Planning District Commission's application for the Regional Brownfield Assessment and Planning Grant. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None

**OLD BUSINESS**

Economic Development Director Position – Mr. Jay Scudder, County Administrator, reviewed with the Board the Economic Development Director position description. The Board discussed the need for this position and what the focus would be. Mr. Chesser expressed the need to find other ways to bring revenue into the County. Mr. Fairchild suggested hiring a firm to create a plan to establish priorities for economic development growth. The Board directed the County Administrator to develop a more definite plan showing detailed expenditures and duties that will be required of this position. The Board also directed the staff to receive estimates on the cost for using firms to establish a plan and return to the Board as an action item.

E-911 Signs – Mrs. Booker inquired on the process for replacing the green E-911 signs.

Library State Funding – the Library is at risk of losing state funding due to a low per capita level. A waiver is available.

Road in front of the new High School – VDOT is aware of the problem and looking into repairing it.

Budget Work Session – discussed having a follow-up budget work session from the August 17<sup>th</sup>, 2011 work session with an agenda and outside facilitator.

**EXTEND MEETING**

MOTION:

Mr. Weaver moved to extend the Board of Supervisors meeting to 7:00pm. Mr. Fairchild seconded. The motion carried, with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Fairchild. NAYS: None.

VDOT – sign for Kents Store still not replaced. Mr. Scudder will check into it.

Mr. Kenney inquired about the status of a trail between Sycamore Square and Pleasant Grove.

Health Insurance – Mr. Weaver requested staff to monitor the health insurance. He would like to see what we have in today, and what the expenses are along with the balance for the next six months.

Audit – Where are we in the audit process? Should have a report in November, bank reconciliations are behind.

Aqua Virginia – discussed the progress of the Aqua Virginia meetings.

### **NEW BUSINESS**

MACCA Food Pantry – is very low asked staff to assist with a food drive.

### **PUBLIC COMMENTS #2**

Chairman Gooch opened the floor for the second round of public comments.

- Adrian Miller, Rivanna District – addressed the Board in regards to the approval of the Telecommunications Master Plan, the hiring of an Economic Development Director and the water line talks with Aqua Virginia.
- Dennis Holder, Columbia District – addressed the Board in regards to hiring an Economic Development Director.
- Garland Nuckols, Public Works Director – informed the Board of an increased concern of house fires this winter, due to possible unknown damage from the earthquake.

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

### **CLOSED MEETING**

#### **MOTION TO ENTER INTO A CLOSED MEETING:**

At 6:16 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Property Acquisition and legal matters. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None.

#### **MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:**

At 6:52 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None.

#### **MOTION:**

At 6:53 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, September 21<sup>st</sup>, 2011, on motion of Mr. Weaver, seconded by Mr. Fairchild and carried by the following vote: AYES: Gooch, Kenney, Booker, Chesser, Fairchild and Weaver. NAYS: None. ABSENT: None.

“**BE IT RESOLVED** to the best of my 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.”

**ADJOURN**

**MOTION:**

At 6:54 p.m., Mr. Kenney moved to adjourn the meeting of Wednesday, October 5<sup>th</sup>, 2011. Mr. Weaver seconded. The motion carried, with a vote of 6-0. AYES: Chesser, Gooch, Kenney, Booker, Weaver and Fairchild. NAYS: None.

ABSENT: None

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John Y. Gooch, Chairman

**MOTION:** I move to approve a budget transfer of \$5,598.45 from the BOS Contingency Fund (10086000-405870) to the County Attorney Services (10012500-403100) to cover legal services in reference to Davenport & Company Litigation.

**AGENDA BOARD OF SUPERVISORS DATE:** October 19<sup>th</sup>, 2011

**SUBJECT:** Budget Transfer for County Attorney Services

**RECOMMENDATION:** Staff recommends utilizing the BOS Contingency Fund for payment of this invoice.

**TIMING:** Routine

**FISCAL IMPLICATIONS:** If this request is approved, the BOS Contingency Fund would be reduced to \$ 88,861.55.

**POLICY IMPLICATIONS:** This action is consistent with county policy.

**DISCUSSION:**

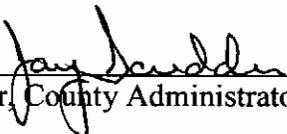
Staff: Jay Scudder, County Administrator

Attachments: Eckert Seaman's Cherin & Mellott, LLC Invoice

Copy: Renee Hoover, Finance Director

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County Administrator's Use Only

  
\_\_\_\_\_  
Jay Scudder, County Administrator

# ECKERT SEAMANS CHERIN & MELLOTT, LLC

ATTORNEYS AT LAW

CONFIDENTIAL ATTORNEY/CLIENT COMMUNICATION  
FLUVANNA COUNTY, VA  
C/O FREDERICK W. PAYNE, ESQ., COUNTY ATTORNEY  
PAYNE & HODOUS, LLP  
414 EAST JEFFERSON STREET  
CHARLOTTESVILLE, VA 22902-5109

MATTER: 302880-00001

INVOICE: 775312

SEPTEMBER 26, 2011

PAYMENT DUE WITHIN 30 DAYS  
OF INVOICE DATE

REGARDING: FLUVANNA COUNTY, VA V. DAVENPORT & COMPANY/SECURITIES WORK

TOTAL FEES FOR PROFESSIONAL SERVICES THROUGH:	08/31/11	\$5,520.00
TOTAL EXPENSE ADVANCES MADE TO YOUR ACCOUNT THROUGH:	08/31/11	\$78.45
<b>TOTAL BILL AMOUNT FOR INVOICE # 775312</b>		<b>\$5,598.45</b>

PLEASE INCLUDE THE INVOICE # ON YOUR REMITTANCE AND MAIL TO:

ECKERT SEAMANS CHERIN & MELLOTT, LLC  
P.O. BOX 643187  
PITTSBURGH, PA 15264-3187

# ECKERT SEAMANS CHERIN & MELLOTT, LLC

ATTORNEYS AT LAW

FLUVANNA COUNTY, VA  
 RE: FLUVANNA COUNTY, VA V. DAVENPORT &  
 COMPANY/SECURITIES WORK  
 SEPTEMBER 26, 2011  
 PAGE: 2

CLIENT: 302880  
 MATTER: 302880-00001  
 INVOICE: 775312 DMP

DATE	ATTY	DESCRIPTION	HOURS	AMOUNT
08/01/11	DMP	PREPARE FOR 8/3/11 BOARD PRESENTATION	0.70	210.00
08/02/11	DMP	DRAFT AND REVIEW E-MAILS TO AND FROM FRED PAYNE REGARDING PROPOSED BOARD MOTION AND PREPARE FOR CLOSED SESSION WITH BOARD	0.50	150.00
08/03/11	DMP	PREPARE FOR AND PRESENT CASE VERSUS DAVENPORT TO BOARD OF SUPERVISORS IN CLOSED SESSION (2.0); TRAVEL TO AND FROM PALMYRA FOR SAME (2.0)	4.00	1,200.00
08/04/11	DMP	BEGIN FRAMING COMPLAINT VERSUS DAVENPORT AND DRAFT AND REVIEW E-MAILS TO AND FROM FRED PAYNE REGARDING BLOG ENTRIES	0.50	150.00
08/13/11	DMP	DRAFT COMPLAINT	1.00	300.00
08/15/11	DMP	DRAFT COMPLAINT	1.00	300.00
08/16/11	DMP	DRAFT COMPLAINT	0.40	120.00
08/17/11	DMP	DRAFT COMPLAINT	0.80	240.00
08/18/11	DMP	DRAFT COMPLAINT	1.00	300.00
08/19/11	DMP	DRAFT COMPLAINT	0.50	150.00
08/20/11	DMP	DRAFT AND REVISE COMPLAINT AND REVIEW COUNTY DOCUMENTS	5.70	1,710.00
08/22/11	DMP	REVIEW DRAFT OF COMPLAINT	0.50	150.00
08/23/11	DMP	DRAFT AND REVIEW E-MAILS TO AND FROM COUNSEL REGARDING REVISIONS TO COMPLAINT	0.30	90.00
08/30/11	DMP	REVISE COMPLAINT	0.50	150.00
08/31/11	DMP	REVISE COMPLAINT	1.00	300.00
		TOTAL FEES:		\$5,520.00

### TIME SUMMARY

TIMEKEEPER	HOURS	RATE	AMOUNT
DOUGLAS M PALAIS	18.40	300.00	5,520.00

# ECKERT SEAMANS CHERIN & MELLOTT, LLC

ATTORNEYS AT LAW

FLUVANNA COUNTY, VA  
RE: FLUVANNA COUNTY, VA V. DAVENPORT &  
COMPANY/SECURITIES WORK  
SEPTEMBER 26, 2011  
PAGE: 3

CLIENT: 302880  
MATTER: 302880-00001  
INVOICE: 775312 DMP

TOTAL FEES FOR PROFESSIONAL  
SERVICES RENDERED THROUGH: 08/31/11 18.40 HRS \$5,520.00

## DESCRIPTION OF EXPENSE ADVANCES:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL EXPENSE - - VENDOR: DOUGLAS M. PALAIS FROM RICHMOND, VA TO PALMYRA, VA TO BOARD OF SUPERVISORS CLOSED SESSION MEETING - 8/3/11	77.70
DOCUMENT REPRODUCTION	0.75
TOTAL EXPENSE ADVANCES:	\$78.45

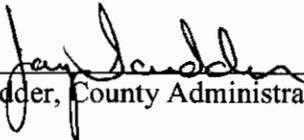
**TOTAL BILL: \$5,598.45**

**MOTION:** I move to adopt the “Resolution of the Board of Supervisors of Fluvanna County, Virginia, regarding the Expansion Central Virginia Regional Jail”.

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*For County Administrator's Use Only*

Comments:

  
\_\_\_\_\_  
Jay Scudder, County Administrator



## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
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[www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

### BOARD OF SUPERVISORS

John Y. Gooch, Chairman  
*Palmyra District*

Shaun V. Kenney, Vice Chair  
*Columbia District*

Donald W. Weaver  
*Cunningham District*

Mozell H. Booker  
*Fork Union District*

Joseph C. Chesser  
*Rivanna District*

Chris Fairchild  
*Rivanna District*

### STAFF

Jay Scudder  
*County Administrator*  
[jscudder@co.fluvanna.va.us](mailto:jscudder@co.fluvanna.va.us)

Mary L. Weaver  
*Clerk to the Board*  
[mweaver@co.fluvanna.va.us](mailto:mweaver@co.fluvanna.va.us)

### MEMORANDUM

TO: Board of Supervisors  
FROM: Jay Scudder, County Administrator  
SUBJECT: Central Virginia Regional Jail Agreement  
DATE: October 12, 2011

At the October 5, 2011, Board of Supervisors meeting, the Board was presented a plan by Mr. Glen Aylor, Superintendent of the Central Virginia Regional Jail (CVRJ), for expanding the existing regional jail. This project has been in process for several years, and the recent Planning Study, conducted by Mosley Architects, demonstrates the need for such expansion. The Virginia Department of Corrections requires this process of "certified need", in order to be considered for State funding. The regional jail has been approved for expansion by the Virginia Department of Corrections. As indicated by Mr. Aylor, the CVRJ authority will not proceed until all funding is approved by the General Assembly. Mr. Aylor also pointed out that this is the approved procedure to follow for our Jail Authority in order to go ahead with the expansion. To date, all jurisdictions that are members of the CVRJ authority have approved the amended resolution, which is under your consideration.

Phase one of the expansion project plans to add a new larger kitchen and 200 beds. Phase two will renovate the existing kitchen area, making it a booking and receiving area. The expansion project for the CVRJ is estimated to cost \$17,000,000. This figure is based on meeting all requirements and standards for the Virginia Department of Corrections. The State of Virginia will reimburse 50% of the approved cost of the facility, estimated at \$8,500,000. The capital reserve fund of the CVRJ authority provides \$6,000,000 towards the project. With estimated financing, the remaining cost to the participating jurisdictions is \$2,914,700. Of this amount, the share for Fluvanna County would be \$459,100. Yet to be determined is whether the participating jurisdictions will elect to finance this portion, short term - over a period of years, or pay cash.

Central Virginia Regional Jail  
 Financing Analysis  
 Interim Financing Costs  
Base Data

Project Cost	\$ 17,000,000
Financing Costs	\$ 414,700
Total	\$ 17,414,700

Borrowing	
Interest Rate - Annual - Short Term	2.50%
Interest Rate - Annual - Long Term	3.25%
Term - Years	20

Project Expenditures	%	\$
By Fiscal Year		
2013	10.00%	\$ 1,700,000
2014	50.00%	\$ 8,500,000
2015	15.00%	\$ 2,550,000
2016	25.00%	\$ 4,250,000
Total	100.00%	\$ 17,000,000

Funds Available	Year Available	\$
CVRJ Capital Reserve	2013	\$ 8,000,000
State Reimbursement	2017	\$ 8,500,000

Total \$ 14,500,000

Central Virginia Regional Jail  
 Financing Analysis  
 Interim Financing Costs  
Construction Cash Flow

Item	\$ Million Of Capital Reserve Applied				
	2013	2014	2015	2016	Total
Beginning Balance - CVRJ Cap Reserve	\$ 6,000,000	\$ 4,300,000	\$ -	\$ -	
Required Expenditure	\$ 1,700,000	\$ 8,500,000	\$ 2,550,000	\$ 4,250,000	\$ 17,000,000
Capital Reserve Applied	\$ 1,700,000	\$ 4,300,000	\$ -	\$ -	\$ 6,000,000
Required Borrowing	\$ -	\$ 4,200,000	\$ 2,550,000	\$ 4,250,000	\$ 11,000,000
Interest On Required Borrowing @ 2.5%	\$ -	\$ 52,500	\$ 31,900	\$ 53,100	\$ 137,500
Total Amount Borrowed	\$ -	\$ 4,252,500	\$ 2,581,900	\$ 4,303,100	\$ 11,137,500
Balance Of Borrowing	\$ -	\$ 4,252,500	\$ 6,834,400	\$ 11,137,500	
Interest On Prior Year's Borrowing @2.5%	\$ -	\$ -	\$ 106,300	\$ 170,900	\$ 277,200
Permanent Financing					
Principal Borrowed					\$ 11,000,000
Interest Financed					\$ 414,700
Total					\$ 11,414,700
Less: State Reimbursement					\$ 8,500,000
Amount Of Permanent Financing					\$ 2,914,700
Estimated Annual Debt Service Payment - 20 Year Term @ 3.25%					\$200,500

Locality Responsibility	%	\$ Of Debt Service	\$ Of Capital Cost
Fluvanna	15.75%	\$ 31,600	\$ 459,100
Greene	15.43%	\$ 30,900	\$ 449,700
Louisa	30.61%	\$ 61,400	\$ 892,200
Madison	13.90%	\$ 27,900	\$ 405,100
Orange	24.31%	\$ 48,700	\$ 708,600
Total	100.00%	\$ 200,500	\$ 2,914,700

**RESOLUTION OF THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA REGARDING THE EXPANSION OF THE CENTRAL VIRGINIA REGIONAL JAIL**

**WHEREAS**, The Counties of Orange, Greene, Madison, Fluvanna and Louisa, Virginia (collectively, the “Participating Jurisdictions”), operate the Central Virginia Regional Jail (the “Regional Jail”) through a Regional Jail Authority, formed pursuant to Chapter 3, Article 5 of Title 53.1 of the Code of Virginia, 1950 as amended, and pursuant to an agreement dated February 12, 1988 and amended on November 19, 2008;

**WHEREAS**, by Resolution dated November 19, 2008, the Board of Supervisors of Fluvanna County considered plans by the Participating Jurisdictions to make improvements to the existing Regional Jail facilities, including the construction of an expansion thereto to provide 200 additional beds, and any necessary improvements to the existing facility to accommodate the additional bed space (the “Project”);

**WHEREAS**, by Resolution dated November 19, 2008, the preliminary estimate of the capital costs of the Project was Ten Million Dollars (\$10,000,000.00), and the Project is to be financed as provided in Chapter 3, Article 3.1 of Title 53.1 of the Code of Virginia, 1950, as amended (the “Act”).

**WHEREAS**, by Resolution dated November 19, 2008, to the extent there were other capital costs, including financing proposal costs, the County found that inclusion of such information was impractical;

**WHEREAS**, after consideration of the actual, approved planning study by the Virginia Board of Corrections on July 10, 2011, it has become apparent that the estimate of the capital costs of the Project are Sixteen Million, Nine Hundred and Twenty-Eight Thousand, Three Hundred and Eighty Two Dollars (\$16,928,382.00);

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA**

That the revised preliminary estimate of the capital costs of the Project is Sixteen Million, Nine Hundred and Twenty-Eight Thousand, Three Hundred and Eighty Two Dollars (\$16,928,382.00), instead of Ten Million Dollars (\$10,000,000.00) as set forth in paragraph 5 of the Resolution dated November 19, 2008; and, the remaining provisions of that Resolution remain in effect and unchanged.

This Resolution shall take effect immediately.

The members of the Board of Supervisors of Fluvanna County, Virginia, voted as follows on the adoption of this Resolution on this 19th day of October, 2011.

Ayes

Nays

Absent

Abstentions

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John Y. Gooch, Chairman

**ATTEST:**

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Mary L. Weaver,  
Clerk to the Board of Supervisors

7

MOTION: I move to authorize the County Administrator to execute the Statement of Agreement between the VA Dept of Health and the County of Fluvanna for the FY 12 appropriation of \$250,441.

**AGENDA BOARD OF SUPERVISORS October 19, 2011**

SUBJECT: Authorize Execution of Agreement with the VA Dept of Health for FY 12 Appropriation

RECOMMENDATION: Staff recommends the Board of Supervisors authorize the County Administrator to execute the Agreement with the Health Dept.

TIMING: October 20, 2011

FISCAL IMPLICATIONS: None

POLICY IMPLICATIONS: None

DISCUSSION: In the Adopted Budget for Fiscal Year 2012, the Board of Supervisors appropriated \$250,441 to the VA Dept of Health. The attached Statement of Agreement denotes this amount as Fluvanna support to the local Health Dept in providing public health services.

LEGISLATIVE HISTORY:

Staff: Renee Hoover  Finance Director

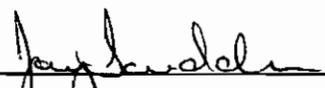
Copy:

Attachments: Commonwealth of Virginia Department of Health Statement of Agreement

.....

For County Administrator's Use Only:

Comments:

  
\_\_\_\_\_  
Jay Scudler, County Administrator

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HEALTH**

**STATEMENT OF AGREEMENT WITH the Board of Supervisors of Fluvanna County**

Under this agreement, which is created in satisfaction of the requirements of § 32.1-31 of the *Code of Virginia* (1950), as amended, the Virginia Department of Health, over the course of one fiscal year, will pay an amount not to exceed \$206,523, from the state general fund to support the cooperative budget in accordance with appropriations by the General Assembly, and in like time frame, the **Board of Supervisors of Fluvanna County** will provide by appropriation and in equal quarterly payments a sum of \$131,912 local matching funds and \$118,529 one-hundred percent local funds for a total of \$250,441 local funds. These joint funds will be distributed in timely installments, as services are rendered in the operation of the **Fluvanna County Health Department**, which shall perform public health services to the Commonwealth as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

The term of this agreement begins July 1, 2011. This agreement will be automatically extended on a state fiscal year to year renewal basis under the terms and conditions of the original agreement unless written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective. Any increase or decrease in funding allocation shall be made by an amendment to this agreement.

The parties agree that:

1. Under this agreement, as set forth in paragraphs A, B, C, and D below, the Commonwealth of Virginia and the Virginia Department of Health shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.
  - A. The responsibility of the Commonwealth and the Virginia Department of Health to provide liability insurance coverage shall be limited to and governed by the Self-Insured General Liability Plan for the Commonwealth of Virginia, established under § 2.2-1837 of the Code of Virginia. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code or under a policy procured by the locality.
  - B. The Commonwealth and the Virginia Department of Health will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Self-Insured General Liability Plan for the Commonwealth of Virginia.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia, when performed by a state employee, are herewith expressly excepted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Self-Insured General Liability Plan of the Commonwealth of Virginia, the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia and the Self-Insured General Liability Plan of the Commonwealth of Virginia, the legal representation of said employee by the city or county attorney, and the **Board of Fluvanna County** hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
  - D. In no event shall the Commonwealth or the Virginia Department of Health be responsible for providing legal defense or insurance coverage for local government employees.
2. Title to equipment purchased with funds appropriated by the local government and transferred to the state, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.
  3. Amendments to or modifications of this contract must be agreed to in writing and signed by both parties.

\_\_\_\_\_  
 Karen Remley, MD, MBA, FAAP  
 State Health Commissioner  
 Virginia Department of Health

\_\_\_\_\_  
 Local authorizing officer signature

\_\_\_\_\_  
 Authorizing officer printed name

\_\_\_\_\_  
 Authorizing officer title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Approved as to form by the Office of the Attorney General on August 29, 2011.

Attachments: Local Government Agreement, Attachment A(1.)  
 Local Government Agreement, Attachment A(2.)

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# CSA Fiscal Year 2011 Report

Board of Supervisors  
October 19, 2011

# CSA Budget Overview

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■ Mandated Services: Original Budget	\$1,970,000
■ Mandated Services Expenditures	\$1,959,097
■ Mandated Fund Balance	\$10,903
■ Non-mandated Services: Original Budget	\$26,170
■ Non-mandated Expenditures	\$0
■ Non-mandated Fund Balance	\$26.170
■ Total Fund Balance	\$37,073

# CSA Fiscal reporting: July 1 – Sept. 30

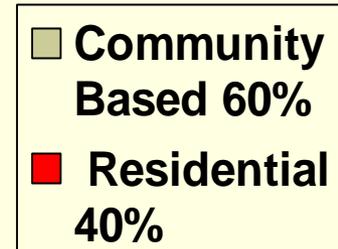
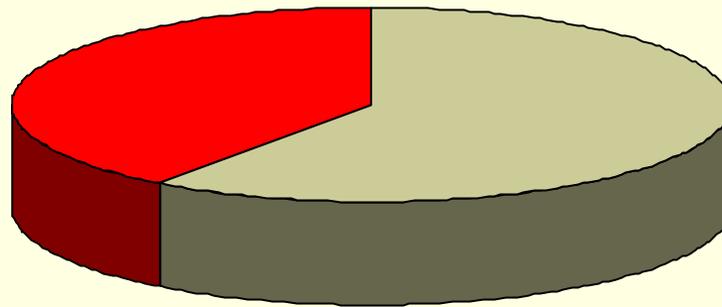
## Mandated Services

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- Non-residential expenditures:  
\$1,365,481
- Residential Expenditures:  
\$594,426

# Service Distribution

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## Percentage in service categories by child count

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### Fluvanna:

87% Non-residential

13% Residential

### Central Region:

84% Non-residential

16% Residential

# Fluvanna CSA Expenditures: Five Year Trends

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■ 2011	\$1,959,097
■ 2010	\$1,989,926
■ 2009	\$1,685,983
■ 2008	\$2,073,032
■ 2007	\$1,899,703

# Five Year Trends

	Average Cost Per Child	Number of Youth Served
2011	\$16,065	122
2010	\$17,920	113
2009	\$15,905	106
2008	\$23,828	87
2007	\$18,625	102

# Five Year Trends

	Population Estimate	Cost per Capita
2011	25,691	76.39
2010	28,470	69.89
2009	26,389	63.89
2008	26,057	79.55
2007	25,668	74.01

# Local/Regional/Statewide Comparisons

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## Average Cost per Child

- Fluvanna: \$16,065
- Central: \$22,680
- Statewide: \$20,581

## Average Age

- Fluvanna: 11 years, 11 months (down from 12 years, 10 months FY '10)
- Central: 13 years, 10 months
- Statewide: 12 years, 8 months

## Average Current Length of Stay

- Fluvanna: 653 days
- Central: 1022 days
- Statewide: 923 days

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**Thank you for Supporting CSA!**

**MOTION:** I move to create an Economic Development Director position, and transfer the funds necessary for the implementation from the Board Contingency Fund, in the amount of \$54,000, for six months of expenses.

**AGENDA BOARD OF SUPERVISORS DATE: 19th OCTOBER 2, 2011**

**SUBJECT:** Economic Development Director Position

**RECOMMENDATION:** Approval

**TIMING:** To be effective November 2011.

**FISCAL IMPLICATIONS:** Increase appropriation in the amount of \$108,101.00 for the FY 13 budget.

**POLICY IMPLICATIONS:** Action Consistent with County policy.

**DISCUSSION:** See memo and staff report.

**LEGISLATIVE HISTORY:** Position has historically been part-time.

Staff: Jay Scudder, County Administrator

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County Administrator's Use Only

Comments:

  
\_\_\_\_\_  
Jay Scudder, County Administrator



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## COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
FAX (434) 591-1911  
[www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

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### BOARD OF SUPERVISORS

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John Y. Gooch, Chairman  
*Palmyra District*

Shaun V. Kenney, Vice Chair  
*Columbia District*

Donald W. Weaver  
*Cunningham District*

Mozell H. Booker  
*Fork Union District*

Joseph C. Chesser  
*Rivanna District*

Chris Fairchild  
*Rivanna District*

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### STAFF

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Jay Scudder  
*County Administrator*  
[jscudder@co.fluvanna.va.us](mailto:jscudder@co.fluvanna.va.us)

Mary L. Weaver  
*Clerk to the Board*  
[mweaver@co.fluvanna.va.us](mailto:mweaver@co.fluvanna.va.us)

### MEMORANDUM

TO: Board of Supervisors  
FROM: Jay Scudder, County Administrator  
SUBJECT: Economic Development Position  
DATE: October 12, 2011

Over the past few years, Fluvanna County has maintained a part-time economic development position. The recently-budgeted amount for the position and operations is \$34,327. In most jurisdictions, full-time positions for Economic Development and Tourism are common; part-time positions are less common, and usually are for Tourism. Most positions serving in the economic development leadership role, in our region, have salaries ranging from \$70,000 and higher. In smaller, more rural, jurisdictions the economic and tourism roles are sometimes combined and salaries range from \$40,000 to \$55,000. Many of the jurisdictions in Virginia have long-standing programs in these areas and coordinate with the state, regional and local organizations to orchestrate economic growth.

There are many reasons why Fluvanna County may desire a full-time Economic and Tourism Position. The timing of the Thomas Jefferson Partnership for Economic Development has launched a comprehensive “Target Market Study”, to identify opportunities within our region. The Fluvanna Economic Development Commission completed a “Strategic Business Plan”, to guide economic development efforts. The State of Virginia Economic Development Partnership looks for localities in Virginia to follow their lead in promoting opportunities and initiatives statewide. The following actions could promote economic development in Fluvanna, through a full-time position.

1. Work with existing businesses to determine their needs, what their vision is and how we can help.
2. Complete and expand an inventory of viable sites by contacting the owners to promote marketability.
3. Develop a marketing plan, based on information from the State (VEDP), Region (TJPED), Local (EDC, EDA, Tourism), Chamber of Commerce.
4. Develop and promote buy-local efforts.

5. Attend meetings of economic and tourism partners as an informed resource.
6. Identify strategies for economic growth by directing studies, targeting markets and planning.
7. Become knowledgeable in financing resources, business incentives (both state and local), small business loans SBA, VCC and micro-finance.
8. Work with engineers and developers to plan and install infrastructure, primarily water and sewer.

Attached are a budget for an economic/tourism position and an operating budget. I have also included a report from a recent economic development coordinator that provides additional insight into the opportunities and responsibilities of the position.



## **MEMORANDUM**

**TO:** Frank Pleva, Interim County Administrator  
Gene Ott, Chair, Board of Supervisors

**cc:** Joe Chesser, Board of Supervisors  
Steve Scott, Chair, Economic Development Commission  
Barbara Wall-Magee, Human Resources Manager  
Alice Jones, Clerk to the Board of Supervisors  
Mary Weaver, Sr. Support Program Assistant

**FROM:** Vicki Karabinus

**DATE:** July 9, 2010

**RE:** Economic Development Exit Report

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Messrs. Pleva and Ott,

The following will provide you with a summary of various Economic Development topics to help familiarize you with the Economic Development activities that have taken place in the past year. This information should also assist my successor in acclimating to the Economic Development responsibilities for the County.

All hard copy files and office supplies have been stored in the wooden cabinets in the foyer of the Economic Development office. Additionally, all files have been maintained in electronic format and should be preserved by the IT Director for future reference by my successor.

As an interim measure, any inquires directed to my office will be redirected to County Administration. My phone extension will be forwarded and I will place an outgoing auto-reply to any emails received asking that they contact the County Administrator's Office.

### **Budget**

The FY11 budget request included funding for a full-time Economic Development Director, along with supporting resources. The approved budget for FY11 essentially held the Economic Development office to the same level of funding as in the previous two fiscal years. This level of support for economic development activities could significantly constrain the County's future efforts to raise awareness of Fluvanna County as a potential business location, and to attract investment from the business community. A full-time position – with adequate resources to fund needed activities – would support creation of economic development data and materials essential for drawing attention to Fluvanna from desired segments and a sustained level of participation with State and Regional economic development groups, tourism marketing and product development organizations.

## **FY10 Accomplishments**

1. Launched the “Fluvanna First” logo, a graphical representation of our buy-local initiative, in conjunction with the EDC, EDA and the Chamber of Commerce.
2. Created and distributed a directory of Fluvanna County businesses for use by County staff.
3. Created an Economic Development brochure.
4. Established the County’s first physical Economic Development office.
5. Presented the draft ED Business Plan to the citizens through a series of townhall-style meetings. This included speaking to more than a dozen civic organizations, reaching 250+ citizens.
6. Launched and completed a Citizens’ Survey regarding Economic Development.
7. Launched the County’s first Business Services Survey.
8. Strengthened regional relationships with Louisa and Orange Counties:
  - Organized and managed a tri-county Entrepreneur Express workshop attended by more than 40 businesses
  - Organized and managed a tri-county Social Networking workshop attended by a dozen staff members and volunteers
  - Preserved the Piedmont Crossroads Visitors’ Center despite budget constraints
  - Facilitated the redesign of PCVC website
9. Strengthened the County’s relationship with the Fluvanna Chamber of Commerce and its members through attendance at networking events and through two speaking engagements at Chamber Breakfasts.
10. Increased the County’s visibility regarding economic development through enhanced relationships with the media, issuance of press releases, and promotion of new businesses to the press as potential topics for news articles.
11. Placed an article about Fluvanna County in the Daily Progress March 8<sup>th</sup> Business Journal, including an ad featuring some of the available properties in the county. The cost of the ad was borne by the businesses involved.
12. Successfully recruited the County’s first corporate headquarters to the Zion Crossroads area. Worked with the EDA to use the County’s allocation of Recovery Zone Facility Bonds to incentivize the transaction.
13. Working with the Chair of the EDC, finalized the County’s Economic Development Business Plan for adoption by the EDC and endorsement by the Board of Supervisors.

## **FY11 Goals**

1. Continue to champion buy-local initiatives, including the Fluvanna Farmers’ Market and local small businesses.
2. Continue business retention efforts through the Chamber and TJPED, using surveys where appropriate to identify and address areas of concern to the business community.
3. Continue to work with local developers to facilitate economic development in designated growth areas.
4. Work with the newly-created Tourism Committee to identify opportunities for economic development, focusing primarily on recreational and historical tourism. Attempt to schedule a VDBA “Adventure Tourism” Entrepreneur Express workshop in the region. Create a professionally-designed and produced tourism brochure.
5. Continue to pursue opportunities to promote agritourism in the County by working with VADO, the County’s Extension Office, and neighboring counties to share knowledge and experience in promoting Farmers’ Markets and working family farms.

6. Explore options for a Fluvanna County Visitors' Center in anticipation of the eventual closing of the Piedmont Crossroads Visitors' Center (see below for more detail).
7. Expand efforts to create appropriate marketing collateral materials to help promote the County. Work to improve and enhance the Economic Development page on the County's website and add a Tourism page to the website.
8. Expand assistance to entrepreneurs and small businesses in the County through referrals to the SBDC and SCORE. Work with the VDBA and the Fluvanna Chamber to bring additional business education programming to the County and/or the region.
9. If so directed by the Board of Supervisors, work with the Planning Director to implement a CDA or TIF for the Zion Crossroads area and develop a strategy to market the area to developers, businesses, and other interested parties.

### **Economic Development Business Plan**

The EDC spent most of the past fiscal year developing its Business Plan, as directed in Chapter 6 of the Comprehensive Plan. The draft Business Plan was vetted with the citizens through a series of townhall-style meetings with various civic organizations. All tolled, Steve Scott and I spoke to more than a dozen organizations and reached an estimated 250+ citizens through this effort. Mr. Scott also presented an abbreviated version of this "road show" to the Board of Supervisors in November, 2009.

Members of the EDC have been assigned to sub-committees and asked to work on specific sections of the plan. The Business Plan is now ready for formal presentation to the Board of Supervisors at one of their July meetings.



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EDC Plan 2009\Fluvar

Accompanying the Business Plan is a file entitled "Tactical Action Plans". This is a step-by-step approach to each Tactic outlined in the Business Plan, indicating who is accountable, any needed resources, and the deadline for completion of each line item. There is a significant amount of work remaining to make assignments and identify needed resources.



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EDC Plan 2009\Tactic

### **Economic Development Survey**

The economic development survey took place in conjunction with the EDC's "road show" public meetings during late 2009 and early 2010. It was designed to give citizens an opportunity to share their opinions about economic development in the county, and to indicate their level of satisfaction with the current status. Survey results are contained in this document:



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Surveys\Economic De

An added benefit to the survey was the opportunity to recruit citizens who may be interested in working on the County's economic development efforts. Those who indicated an interest are listed in this document:



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EDC Plan 2009\Citizen

## **Business Survey**

Over the past year, several attempts were made to create a volunteer task force to conduct in-person business visitations. The intent was to gauge businesses' knowledge of available services, to learn about their challenges and opportunities, and to begin collecting data about the business climate in the County. As with any volunteer-driven effort, we met significant challenges in terms of the time EDC members and others could commit. As a result, we decided to first try an online survey of the business community.

The County's first business survey was launched as of June 14<sup>th</sup>. News of the survey was carried in the local media, and the Chamber placed the link for the survey on its website and in its weekly e-newsletter. The response rate to this survey has been slow. When a new Economic Development staff member is in place, he/she may want to reinvigorate interest with another round of press releases and perhaps arrange to speak at one of the Chamber's networking breakfasts.

The survey can be accessed at <http://www.surveymonkey.com/s/WGWFLWK>. Access to SurveyMonkey.com is provided compliments of the Parks and Recreation Department who licensed the service for the County. Contact Malinda Payne for the ID and password.

## **Tourism**

At its May 11<sup>th</sup> meeting, the EDC agreed that a Tourism Committee should be formed as a sub-committee of the EDC. This committee is to be charged with identifying existing tourism opportunities in the County and exploring opportunities for new attractions. The primary focus will be on recreational tourism and historical tourism. Debra Kurre, CPA, has indicated strong interest in participating on this committee. Other potential committee members include Julie King, Associate EDC member, and Judy Mickelson, Executive Director of the Historical Society. The business community needs to be engaged. I recommend working with the Chamber of Commerce to identify businesses who might have an interest in this subject. As a footnote, I have previously contacted Mark Glickman, General Manager at the Rivanna Resort. Mark indicated a keen interest in supporting this effort, but time constraints preclude his participation at this time.

As part of the effort to begin building tourism in the County, I contacted VDBA about the possibility of bringing their Adventure Tourism Entrepreneur Express to the region. The Entrepreneur Express workshops are generally very well attended and provide a wealth of information to new and small businesses. The Adventure Tourism version could potentially encourage some of our local entrepreneurs who would like to pursue tourism-related businesses, but who need help in getting started. The contact at VDBA is Steve Galyean, 804-545-5517 or [sgalyean@virginia.org](mailto:sgalyean@virginia.org).

During the past year, I identified and pursued a number of opportunities to help encourage tourism in Fluvanna County. Two of the more promising opportunities:

- Arcadia Publishing is very interested in publishing one of their "Images of America" books on Fluvanna. Judy Mickelson at the Historical Society and I met on several occasions to discuss this proposition. The Historical Society may be interested in providing the needed resources for the project in late 2010, following publication of their next upcoming book. All of the information from Arcadia Publishing is located in a red folder in the Economic Development office. A copy has also been provided to Ms. Mickelson.
- Earlier this year, I spoke with the Economic Development Director of Nelson County about the ACV Artisan Trail that will potentially traverse Albemarle and Nelson Counties. They indicated a willingness to work with us to try and include Fluvanna County if the project comes to fruition. The contact is Maureen Kelly, (434) 263-7015 or [makelley@nelsoncounty.org](mailto:makelley@nelsoncounty.org).

There are a multitude of other opportunities that could bring tourism into the County, but the effort needs focus and organization. I would encourage an early activation of the Tourism Committee with full staff support to help promote the effort. Pat Groot is an invaluable resource on this subject due to her knowledge of various sites around the County and should be included as a member of the Committee if her schedule permits.

### **Piedmont Crossroads Visitors Center**

At its June 16<sup>th</sup> meeting, the Board of Supervisors affirmed its support for participation in the Piedmont Crossroads Visitors Center (PCVC) and the \$10K budget allocated to Fluvanna's share of the operating expenses. This follows months of discussion and deliberation about the future of the PCVC, primarily based on budget concerns. Originally, Louisa County had indicated its intent to close the facility, a decision that has been temporarily reversed by their Board. Louisa County has informed its two partners, Fluvanna and Orange Counties, that they intend to remain in PCVC for the time-being, but that they are considering alternatives. It is still highly probable that the PCVC will be closed in the next year or two.

Also at the June 16<sup>th</sup> meeting, the Fluvanna BOS indicated firm support for completion of the PCVC website, a project that had been placed on hold earlier this year. The contractor for that project, Charlottesville Media, has been contacted and is currently completing the necessary work. To cover Fluvanna's share of the remaining expenses, a Purchase Order has been processed in the amount of \$300, reference number 52809. It should be noted that the new website is based on a content management system, meaning that each participating county will be responsible for entering and editing its own content. Charlottesville Media will provide

training at the appropriate time. The contact at Charlottesville Media is Nick Sabin, 434-409-0628 or [Nick@CharlottesvilleMedia.com](mailto:Nick@CharlottesvilleMedia.com).

Louisa County provides oversight of the daily operations of PCVC. The three counties' representatives meet on a quarterly basis to discuss any operational issues and to ensure that all counties' interests are being represented appropriately. Louisa County invoices Fluvanna and Orange Counties on a quarterly basis for their share of the operating expenses. There is one outstanding invoice from Louisa County for 4Q10 operating expenses that should arrive in July; this will require coding and processing for payment.

### **Economic Development Authority Files**

At the request of the EDA, a file cabinet was placed in the Economic Development office. This is intended to provide a permanent, secure storage facility on County property for the Economic Development Authority's files. Dick van Nierop, Secretary of the EDA, will work to complete that task after a new economic development professional has been hired. His contact information is 434-589-2220 or [vannierop@comcast.net](mailto:vannierop@comcast.net).

### **Key Contacts**

Economic Development Commission – **Steve Scott, Chair** – [stevescott@vanta.net](mailto:stevescott@vanta.net)

Economic Development Authority – **Scott Marshall, Chair** – [scott.marshall@wellsfargoadvisors.com](mailto:scott.marshall@wellsfargoadvisors.com)

Fluvanna County Chamber of Commerce – **Cheryl Martino, President** – [cheryl.martino@ubsh.com](mailto:cheryl.martino@ubsh.com)

Thomas Jefferson Partnership for Economic Development – **Mike Harvey, President** – [harvey@tjped.com](mailto:harvey@tjped.com)

Louisa County – **Andy Wade**, Economic Development & Tourism Director – [awade@louisa.org](mailto:awade@louisa.org)

Orange County – **Julie Jordan**, County Administrator & Economic Development Director – [jjordan@orangecountyva.gov](mailto:jjordan@orangecountyva.gov)

Orange County – **Lynne Lochen**, Tourism Director – [llochen@orangecountyva.gov](mailto:llochen@orangecountyva.gov)

**Other contacts are contained in this file:**



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Outlook Contacts List

### **EDC Contact List**



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EDC Misc 2009\EDC L

### **EDA Contact List**



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If there are any questions or clarification is needed, please call my office at (434) 326-0680. I will be more than happy to assist as time permits.

Best regards,

*Vicki M. Karabinus*

**Economic Development**

<b>Narrative/Description of Request &amp; Justification</b>	<b>Yearly</b>	<b>Estimated</b>	<b>Contractual</b>	<b>Total</b>
				\$ -
Consultants				\$ -
Redesign of County Website, including ED and Tourism sites		10,000		
Graphic Designer - ED Collateral Materials		5,000		\$ 15,000
Printing and Binding - ED brochure, Tourism Brochure and other materials		7,500		\$ 7,500
Advertising - Display ads in ED publications		1,500		\$ 1,500
Postal Service		250		\$ 250
Telecommunications		1,000		\$ 1,000
Travel - Meetings, ED conferences, Prospect Visits		2,500		\$ 2,500
Subsistence & Lodging - Conferences, Prospect Visits		1,500		\$ 1,500
Conventions/Education		1,500		\$ 1,500
Dues/Memberships - VEDA and/or other professional associations				\$ -
VEDA		150		
Greater Charlottesville Chamber of Commerce		180		
Greater Richmond Chamber of Commerce		250		\$ 580
Office Supplies		1,500		\$ 1,500
Other Operating Supplies		500		\$ 500
Fluvanna Co. Ind. Dev. Auth.	1,000			\$ 1,000
Fluvanna Chamber of Commerce	1,500			\$ 1,500
Tourist Center - Zion Crossroads	12,000			\$ 12,000
		<b>Sub total</b>	<b>Office Expense</b>	<b>\$ 47,830</b>
Base Salary		48,700		\$ 48,700
VRS		7,631		\$ 7,631
Life		136		\$ 136
FICA		3,726		\$ 3,726
Worker's Compensation		78		\$ 78
Health Insurance		10,600	(assume family cov)	\$ 10,600
		<b>Sub total</b>	<b>Salary &amp; Benefits</b>	<b>\$ 60,271</b>

<b>Grand Total</b>	<b>108,101</b>
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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

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## MEMORANDUM

TO: Board of Supervisors  
FROM: Renee Hoover, Finance Director  
SUBJECT: Contingency Balance  
DATE: October 13, 2011

The balances for the BOS and grant contingency lines for FY12 are as follows:

<u>Board of Supervisors Contingency:</u>	\$100,000.00
Minus Donation to Town of Columbia 8.3.11	3,000.00
Minus Reimbursement of Livestock Claims 9.7.11	<u>2,540.00</u>
Total Board of Supervisors Contingency	<u>\$ 94,460.00</u>