

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 15, 2016
Work Session 4:00pm
Regular Meeting 7:00 pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O'Brien, Rivanna District (*Arrived at 4:03PM*)
Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Sheriff Eric Hess
Eric Dahl, Finance Director
Cheryl Elliott, Emergency Services Coordinator
Dr. Jacqueline Meyers, CSA Coordinator
Florin Moldovan, Building Official
Gail Parrish, Human Resources Manager
Jason Smith, Community and Economic Development Director
Jason Stewart, Planning and Zoning Administrator
Wayne Stephens, Director of Public Works and County Engineer
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER WORK SESSION

At 4:00 pm, Chair Sheridan called the Work Session of June 15, 2016 to order.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

WORK SESSION DISCUSSION ITEMS

Mr. Steven M. Nichols, County Administrator, and gathered Staff members, led the Board in a discussion around the following topics:

➤ County Revenue Enhancement Options

No.	Item	BOS Approval	Notes
1	Improve links between Building Inspections and Commissioner's Office	Yes	
2	Compare all MLS sales and listings to Assessment Records	Yes	Underway
3	Capture Boats Not Currently Included on Personal Property Rolls	Yes	Letter from BOS to LMOA requesting list.
4	Update Business Personal Property Policies	Pending	COR to provide review and options, along with cost and staff impacts at Aug 17th BOS Work Session
5	Lower Business Personal Property Tax Rate	Pending	COR/Finance present formal plan and options at Aug 17th BOS Work Session
6	Capture Unreported Building Improvements	Pending	Building Insp present plan and policy recommendations at Aug 17th BOS Work Session
7	Strengthen Land Use Program Revalidation	Pending	COR to provide options, benefits, and recommendations at Sep 7th BOS Meeting
8	Implement Business License Fee	Yes	Prepare plan, policies, ordinances, etc.
9	Increase Vehicle License Fees	Pending	Consider during FY18 budget season
10	Implement DUI/Vehicle Accident Fee	No	
11	Begin Meals Tax Referendum Process	Pending	Prepare plan for review in early 2017

- Residential Loans for Large Lot Development
 - Based on mortgage-industry expert and County Attorney advice, monitoring the mortgage climate as it continues to improve was deemed most prudent.
- Zoning Overlay Options for Community Planning Areas
 - With a goal of streamlining the process by which parcels may be rezoned to a more business-friendly zoning designation, the specificity required to have such an 'overlay' would probably negate the intended purpose of streamlining.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 6:19pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, Sheridan, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:03pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

CALL TO ORDER

At 7:04 pm, Chair Sheridan called the Regular Meeting of June 15, 2016 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA

County Administrator Steven M. Nichols noted that Presentation: *Water/Sewer Planning and Ordinances Overview* from the preceding Work Session, that was not heard during the Work Session, was moved to be included with Presentations on the Regular Meeting Agenda.

MOTION

Mr. Booker moved to accept the Agenda, as amended, for the June 15, 2016 Regular Meeting of the Board of Supervisors, with changes. Mr. Weaver seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Fluvanna County awarded the FY15 "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association, congrats to Finance staff and Director Eric Dahl.
- Revenue Recovery YTD Net Collections - \$249,000: With ~3 months of collections remaining, we will exceed the FY16 revenue projection of \$250K. Great work by Cheryl Elliott, Lindsay Britton, and our EMS Rescue Squad volunteer and contract providers!
- The Library's Summer Reading Program is off to a great start--Wednesday's Special Programs are really popular this year. Ninja Day, with a karate demonstration from Lake Monticello Karate and secret ninja activities had 129 attendees. The Wednesday afternoon Anime Club for Teens is also a very popular teen program so far.
- New Staff:
 - Bruce Anderson, Grounds Maintenance, Public Works
 - Johnny Vaughan, Codes Inspector (Bldg and Site Inspector), Transferred from Public Works (Building Maintenance)
 - Martin Brookhart, Management Analyst, Transferred from Public Works
- Another New Staff Member...
 - Mr. (or Mrs.) Bear sighted June 1st at Pleasant Grove heading to the music stage for his (her) next set
- VACo wants to know about issues of growing importance our county that may be incorporated into their 2017 Legislative Program: Want topics for consideration by the VACo steering committees at their August 19 meetings. The DRAFT Legislative Program is scheduled to be released to county officials for further review by late September. VACo's Final 2017 Legislative Program is scheduled for approval by VACo's full membership at the Association's Annual Conference, November 13-15.
- Next BOS Meetings:
 - July 6, 2016: 4:00pm & 7:00pm (Dual Regular Meeting)
 - August 3, 2016: 4:00pm Regular Meeting
 - August 17, 2016: 7:00pm Regular Meeting

BOARD OF SUPERVISORS UPDATES

Sheridan— Finance Board canceled for June.

Booker— JABA Executive Council, Rivanna River Basin Commission, Youth Advisory Council.

Eager— Eagle Scout Honor Court—Lucas Valteau.

O'Brien-TJPDC, PWIN.

Weaver— Regional Jail Board.

PUBLIC COMMENTS #1

At 7:21pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:21pm.

PUBLIC HEARING

None.

ACTION MATTERS

Social Services Part-Time to Full-Time Conversion Staffing Request – Kim Mabe, Social Services Director, approached the Board with a request to convert part-time staff to full-time.

With minimal discussion:

MOTION

Mrs. Booker moved the Board of Supervisors approve the conversion of an existing State-supported Benefit Programs Specialist position (Part-Time) to a State- and County-supported Benefit Programs Specialist position (Full-Time), with an additional \$8,551 in County funding support to come from FY16 Social Services Personnel Funds Carryover to FY17. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Mrs. Booker moved to accept a FY17 supplemental appropriation of State funds in the amount \$17,879 to contribute to the part-time to full-time conversion above. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Elevator Maintenance Contract—Cyndi Toler, Purchasing Officer, brought forward a request to ratify a contract for Elevator Maintenance Contract with Priority Elevator.

With little discussion,

MOTION

Mrs. Eager moved to approve the contract between Priority Elevator and the county for Elevator Maintenance and repair, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. Mr. Weaver seconded the motion which carried 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Community & Economic Development Position Upgrades – Jason Smith, Community & Economic Development Director, and Gail Parrish, HR Manager, came before the Board with a request to amend position descriptions in the Community and Economic Development department. Noting that the department has recently experienced several vacancies, an assessment was made to determine greater flexibility in position responsibilities and coverage when unexpected absences or vacancies occur.

MOTION

Mrs. Booker moved to approve the following position description revisions and grade changes:

- FROM: Site Inspector / E&S, Pay Band 13, \$39,892
- TO: Codes Inspector - E&S Plans Reviewer, Pay Band 15, \$45,806

- FROM: Building Inspector, Pay Band 13, \$44,726
- TO: Codes Inspector - Building & Site Inspector, Pay Band 14, \$42,000

- FROM: Code Compliance Officer, Pay Band 10, \$32,792
- TO: Codes Inspector - Code Enforcement Officer, Pay Band 13, \$37,440

- FROM: Permit Clerk / Technical Assistant, Pay Band 7, \$27,976
- TO: Program Support Assistant, Pay Band 9, \$30,000

With the funding increase to come from the FY17 approved pay plan.

Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Request for Reimbursement of VDOT Fees—Jason Stewart, Planning and Zoning Administrator, presented a request to reimburse fees paid to VDOT, by homeowners, to bring roads in the Taylor Ridge subdivision into VDOT compliance.

With little discussion,

MOTION

Mr. O'Brien moved to approve a reimbursement request in the amount of \$6,750.00 to Anthony and Melissa Hutcherson for VDOT Road Acceptance Fee paid, with such funds to come from FY16 Planning and Building Inspections personnel funding savings. Mrs. Booker seconded and the motion passed 4-1. AYE: Sheridan, Booker, Eager, and O'Brien. NAY: Weaver. ABSENT: None.

E911 Radio Project: Change Order #2 – New Columbia School Tower—Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #2 – New Columbia School Tower.

Changes in the order include:

- Adjust two site locations, as described in Statement of Work (SOW) Exhibit 2:
 - From Kolcum Site (Rt 601) Site to new Columbia School Site
 - Eliminate Morris Site (Rt 656) Site

- Add and construct one new Class III 300' self-supported lattice tower including tower, lighting, foundation, installation and A&E Site development/integration services, as described in SOW Exhibit
- Add additional project management and construction oversight and coordination management for oversight of this new site.

After general discussion about the changes,

MOTION

Mr. Weaver moved the Board of Supervisors approve the "Second Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 222,871.86, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver.

E911 Radio Project: Change Order #3 - Additional Erosion & Sediment Control Tasks For Sheriff's Office Tower Site—Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #3 – Additional Erosion & Sediment Control Tasks For Sheriff's Office Tower Site.

Changes in the order include:

- Clean water diversion dike
- Storm water conveyance channel
- Inlet/outlet protection & outlet replacement
- 18" RCP storm water drainage pipe
- Additional Earthwork cuts/fills for tower complex

After general discussion about the changes,

MOTION

Mrs. Eager moved the Board of Supervisors approve the "Third Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 73,458.05, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

E911 Radio Project: Change Order #4 – R56 Pre-Audit and Corrective Actions for E911 Center/Master Site —Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #4 – R56 Pre-Audit and Corrective Actions for E911 Center/Master Site.

Modifications to the agreement with Motorola include:

- Perform R56 Pre-Audit of Dispatch Center and Equipment Room
- Provide Audit Report, with photos/descriptions of any deficiencies
- Perform Corrective Actions
- Notes change of propane tanks from below ground to above ground

After general discussion about the changes,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the "Fourth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 70,830.00, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment – Economic Development and Tourism Advisory Council (EDTAC) – Steven M. Nichols, County Administrator.

With no discussion:

MOTION:

Mr. Weaver moved to appoint Wendy Edwards, to the Economic Development and Tourism Advisory Council (EDTAC), Cunningham District, with a term to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None

Appointment – Reappointment – JAUNT Board – Steven M. Nichols, County Administrator, presented the applicants for appointment to the JAUNT Board. With no discussion,

MOTION

Mrs. Eager moved to reappoint Pat Thomas to the JAUNT Board, with a term to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None

PRESENTATIONS

Water/Sewer Planning and Ordinances Overview—Wayne Stephens, Director of Public Works and County Engineer, presented an overview of proposed and necessary ordinance changes with regards to infrastructure projects. Many ordinances, policies, and procedures need to be revised and updated to prepare for our public utility projects, the recent Comprehensive Plan update, economic development projects, etc.

Mr. Stephens noted that these updates and changes could be accomplished through the combined efforts of County Staff and the County Attorney, with contract support from specialized firms as needed.

Correction to Computation of Sewer Bills—Wayne Stephens, Director of Public Works and County Engineer, brought to the attention of the Board a billing error related to Palmyra Waste Water Treatment Plant (WWTP) customers. It was recently discovered that sewer bills for customers on the Palmyra WWTP have been incorrectly calculated since the plant first opened in 2008. Each customer has been “under-billed” by approximately \$7.65 per month. The County’s adopted rate structure requires that each customer be charged a monthly minimum base rate of \$10 per ERU, plus a usage charge of \$7.65 per 1,000 gallons. However, when the sewer rates were originally entered into the billing system, they were set up so that bills are computed with the first 1,000 gallons of usage included in the \$10 base charge. The error will be corrected with the July 2016 billing cycle, which will result in higher monthly bills for most customers. Notice of the upcoming change will be sent to customers with their June 2016 bills, and an announcement will also be posted on the County web-site. Correcting the error will result in an increase in total billings of about \$2,850/year (including public buildings) with an increase in actual revenue collected of about \$1,850/year.

2015 Development Activity Report—James Newman, Acting Senior Planner, presented the 2015 Development Activity Report (DAR), required annually by State Code, to the Planning Commission and the Board of Supervisors. The DAR summarizes development activities in Fluvanna for the preceding year.

CONSENT AGENDA

The following items were discussed before approval:

Accounts Payable Report, May 2016 – Eric Dahl, Finance Director

The following items were approved under the Consent Agenda for February 17, 2016:

Minutes of May 4, 2016—Kelly Belanger Harris, Clerk of the Court

Minutes of May 18, 2016—Kelly Belanger Harris, Clerk of the Court

Accounts Payable Report, May 2016 – Eric Dahl, Finance Director

Resolution Recognizing Lucas J. Valleau, Eagle Scout—Steven M. Nichols, County Administrator

A Resolution to Take Streets in the Meadow Brook Subdivision into the Secondary System of Highways in Fluvanna County, Virginia—Jason Stewart, Planning and Zoning Administrator

FY16 Schools Supplemental Appropriation of State Funding for Project RETURN—Eric Dahl, Finance Director

FY16 Budget Transfer- Board of Supervisors Legal Fees – Eric Dahl, Finance Director

FY16 BOS Contingency Budget Transfer- County Attorney – Eric Dahl, Finance Director

Compensation for Livestock Killed – Marlene Thompson – Captain David Wells, Sheriff’s Department

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for June 15, 2016, and ratifying Accounts Payable and Payroll for May 2016, in the amount of \$1,601,567.15. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mrs. Eager asked for clarification on contracted services with the Convenience Center.

PUBLIC COMMENTS #2

At 9:16 pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 9:16pm.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 9:17, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, Sheridan, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 10:45pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 10:46pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, June 15, 2016. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. 24-2016

A Resolution to Take Streets in the Meadow Brook Subdivision into the Secondary System of Highways in Fluvanna County, Virginia

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, June 15, 2016, 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:

WHEREAS, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk’s office of the Circuit Court of Fluvanna County; and

WHEREAS, the streets described in the Meadow Brook subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

NOW, THEREFORE BE IT RESOLVED, on this 15th day of June, 2016, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

BE IT YET FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 15th day of June, 2016 on a motion by Mr. Weaver, seconded by Mrs. Booker, and by the following vote:

AYES: Sheridan, Booker, Eager, O’Brien, & Weaver **NAYS:** None **ABSENT:** None

A Copy, teste:

John M. Sheridan, Chair
Board of Supervisors
Fluvanna County, Virginia



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 23-2016

**A RESOLUTION RECOGNIZING LUCAS J. VALLEAU
 AWARD OF EAGLE SCOUT STATUS**

The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, June 15, 2016:

- WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and
- WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and
- WHEREAS**, Lucas J. Valleau has completed all the requirements for becoming an Eagle Scout; and
- WHEREAS**, Lucas has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and
- WHEREAS**, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on June 8, 2016 at 7:00 p.m. at Saints Peter and Paul Catholic Church, Palmyra, Virginia; and
- WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.
- NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Lucas’s family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 15th of June, 2016, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X				X	

A Copy, teste:

 Kelly Belanger Harris, Clerk
 Board of Supervisors
 Fluvanna County, Virginia

 John M. Sheridan, Chair
 Board of Supervisors
 Fluvanna County