



**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building
June 19, 2013, 7:00 pm

TAB AGENDA ITEMS

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

2 - COUNTY ADMINISTRATOR'S REPORT

3 - PUBLIC COMMENTS #1 (5 minutes each)

4 - PUBLIC HEARING

V ZMP 13-01 – JCM III, LLC – Steve Tugwell, Senior Planner

5 - ACTION MATTERS

- W Local Youth Football Team (7th Grade Level) – Jason Smith, Parks & Recreation Director
- X Reclassification of Part-time Records Administrator, Ryant Washington, Sheriff
- YZ Appointment to the Board of Zoning Appeals, At-Large Position – Mary L. Weaver, Clerk to the Board of Supervisors
- A Appointment to the Parks and Recreation Advisory Board, 5 At-Large Positions – Mary L. Weaver, Clerk to the Board of Supervisors
- B Appointment to the Agricultural/Forestral Advisory Committee – Mary L. Weaver, Clerk to the Board of Supervisors
- C Appointment to the Jefferson Area Board for Aging Advisory Council (JABA) Committee – Mary L. Weaver, Clerk to the Board of Supervisors
- D Appointment to the Jefferson Area Board for Aging Board of Directors (JABA) Committee – Mary L. Weaver, Clerk to the Board of Supervisors
- E Appointment to the JAUNT Board – Mary L. Weaver, Clerk to the Board of Supervisors
- F Appointment to Region Ten Community Services Board – Mary L. Weaver, Clerk to the Board of Supervisors
- G Appointment to the Social Services Board – Mary L. Weaver, Clerk to the Board of Supervisors
-

6 - PRESENTATIONS (normally not to exceed 10 minutes each)

None

7 - CONSENT AGENDA

- H Minutes of June 5, 2013 – Mary Weaver, Clerk to the Board
- I Capital Reserve Maintenance Fund Request to reconfigure intercom and telephone communication systems in Central Elementary and West Central Primary Schools - Joshua Gifford, Director of Technology
- J FY13 Supplemental Budget Appropriation for CSA Purchase of Services – Jacqueline A. Meyers, PhD, CSA
- Capital Reserve Maintenance Fund Request for Courthouse Building HVAC Equipment – Wayne

Stephens, Public Works Director

8 - UNFINISHED BUSINESS

None

9 - NEW BUSINESS

10 - PUBLIC COMMENTS #2 (5 minutes each)

11 - CLOSED MEETING

Investment of Funds and Legal Matters

12 – ADJOURN

County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

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.

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.

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	ZMP 13:01 – JCM III, LLC
MOTION(s):	I move that the Board of Supervisors approve/deny ZMP 13:01, [if approved], with respect to 4.81 acres of Tax Map 59, Section A, Parcel 8, subject to the submitted proffer.
STAFF CONTACT:	Steve Tugwell, Senior Planner
RECOMMENDATION:	At its meeting on May 22, 2013, the Planning Commission recommended approval (5-0); Dr. Babbitt moved to approve; Ms. Eager seconded; Ayes: Babbitt, Bibb, Eager, Gaines, and Zimmer.
TIMING:	Immediate decision requested at current meeting.
DISCUSSION:	Request to amend the Fluvanna County Zoning Map with respect to 4.81 acres of Tax Map 59, Section A, Parcel 8, to conditionally rezone the same from B-1, Business, General, to I-1, Industrial, Limited.
FISCAL IMPLICATIONS:	-
POLICY IMPLICATIONS:	<p>The Board of Supervisors may:</p> <ul style="list-style-type: none"> • Approve this request, allowing the Fluvanna County Zoning Map to be amended; OR • Deny this request, preventing the Fluvanna County Zoning Map to be amended; OR • Defer this request and make a final decision at a later date.
LEGISLATIVE HISTORY:	<p>Review of a proposed Zoning Map Amendment in accordance with Chapter 22, Article 17 of the Fluvanna County Code (Zoning Ordinance: Conditional rezoning).</p> <p>Application was received on April 1, 2013</p> <p>Planning Commission reviewed the request on May 22, 2013</p>
ENCLOSURES:	Staff Report (with accompanying attachments)



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: ZMP 13:01
Tax Map: Tax Map 59, Section A, Parcel 8

From: Steve Tugwell
District: Fork Union
Date: June 19, 2013

- General Information:** This request is to be heard by the Board of Supervisors on Wednesday, June 19, 2013 at 7:00 pm in the Circuit Courtroom in the Courts Building.
- Owner/Applicant:** JCM III, LLC
- Representative:** Cabell Metts or Gregg Black
- Requested Action:** To amend the Fluvanna County Zoning Map with respect to approximately 4.81 acres of Tax Map 59, Section A, Parcel 8, to conditionally rezone the same from B-1, Business, General, to I-1, Industrial, General, subject to the submitted proffer. (Attachment A)
- Location:** The affected property is located on the west side of Route 15 (James Madison Highway), at its intersection with Route 695 (Creasy Town Road) approximately 0.23 miles south of Route 713 (Bowles Town Lane). (Attachment B).
- Existing Zoning:** B-1, Business, General
- Proposed Zoning:** I-1, Industrial, Limited with submitted proffer
- Existing Land Use:** Vacant building
- Planning Area:** Fork Union Community Planning Area
- Adjacent Land Use:** Adjacent properties are zoned A-1, Agricultural, General to the east, north, and south, R-1, Residential, Limited to the west, and B-1, Business, General to the east.
- Zoning History:** A site development plan (SDP 99:03) was approved for mobile homes sales and an auction house on April 26, 1999, a site

development plan (SDP 12:18) was approved for religious assembly on April 11, 2013, a special use permit (SUP 99:04) was approved for an auction house on May 19, 1999, a special use permit (SUP 99:05) was denied for mobile home sales on May 19, 1999, and a rezoning (ZMP 99:08) was approved from I-1 to B-1 on November 7, 1999.

Submitted Proffers: The applicant has submitted a proffer letter to staff indicating that they wish to exclude “*indoor shooting ranges*” out of the list of permitted uses in I-1 zoning.

Neighborhood Meeting:

With the exception of the applicants, there were no other attendees present at the April 10, 2013 neighborhood meeting.

Technical Review Committee:

At the April 11, 2013 Technical Review Committee meeting, Charles Miller from the Health Dept. stated that since a drain field has just been approved for the church use at this site, then they do not have any further input unless additional uses will be planned for the other buildings;

The Fire Department stated that they would like to know what the proposed uses for the site will be;

The E&S inspector said that the site may require a stormwater management pond;

Mr. Stephens with the Public Works Dept. stated the 110’ right-of-way may need to be widened, and inquired about the location of the drain field;

Planning staff commented that the rezoning line will need to be delineated, and the property may need to be subdivided;

VDOT stated there are 3,900 vehicle trips per day, that the proposed entrance is in a good location, and in excellent condition. (Attachment C)

Statement of Intent: The Statement of Intent indicates the purpose of the zoning district and describes the characteristics of uses generally found within the district.

The Statement of Intent for the I-1, Industrial, Limited Zoning District is as follows:

“The primary purpose of this district is to permit certain light industries. The limitations on (or provisions relating to) height of building, horsepower, heating, flammable liquids or explosives, controlling emission of fumes, odors and/or noise, landscaping, and the number of persons employed are imposed to protect and foster adjacent residential property while permitting certain light industries to locate near a labor supply.”

Analysis:

The applicant is requesting to conditionally rezone 4.81 acres of a 8.24 acre parcel (Tax Map 59, Section A, Parcel 8) from B-1, Business, General to I-1, Industrial, Limited. The 4.81 acre portion of this parcel requested for rezoning contains a 100 x 200 metal lean-to type building. The applicant has stated that the property's current B-1 zoning has limited his ability to market the building and the property to prospective businesses. There is a substantial amount of existing trees and vegetation to the neighboring R-1 zoned property to the west, and this existing vegetation will contribute towards the required amount of screening. The applicant has submitted a sketch site plan that shows how the site could potentially be subdivided, as well as a proposed entrance from Creasy Town Lane (Route 695).

A site development plan for a church was recently approved on the 2.73 acre portion of the parcel that contains frontage on James Madison Highway (Route 15). This portion of the parcel and use has, and will contain its own access and parking area. If this rezoning is successful, a site development plan providing screening in accordance with Sec. 22-11-3 (b) shall be required. A work session regarding this rezoning application was held with the Planning Commission on May 8, 2013, and the list of permitted uses in the I-1 zoning district were discussed and considered. Following the work session, the applicant submitted a proffer letter to staff which eliminates "*indoor shooting ranges*" from the list of permitted uses in the I-1 zoning district.

The submitted sketch plan indicates that the existing metal building on the proposed I-1 portion of the parcel is in compliance with the required building setbacks in the I-1 zoning district. Sec. 22-11-5 states that "*buildings and accessory uses shall be located not less than one hundred (100) feet from any street right-of-way and all parking lots shall be located not less than fifty (50) feet from any street right-of-way*". Sec. 22-11-6 further states that, "*when permitted uses adjoin agricultural, residential, or business districts the minimum yard requirements shall be fifty (50) feet. All parking lots shall be located not less than twenty-five (25) feet from any residential or agricultural district*". According the survey of this property, all of the required setbacks above are in compliance. (Attachment D)

Comprehensive Plan:

Land Use:

This property is located in the Fork Union Community Planning Area, in Neighborhood Residential, and according to the 2009 Comprehensive Plan, the "*areas along Route 6 and West River Road in Fork Union proper should continue to be developed as a village, and the areas to the northeast should develop as neighborhood residential areas*". Additionally, "*Fork Union should continue to develop as a village in the core area near Fork Union Military Academy (FUMA), surrounded by residential neighborhoods*". While the Comprehensive Plan does not specifically recommend I-1 uses in neighborhood residential areas, it does recommend some small commercial and institutional uses be incorporated into the neighborhood residential community element. The subject parcel is located on the southern fringe of the Fork Union CPA, well out of Fork Union proper. There is existing B-1 zoning and commercial uses near the

subject property, and the prior use of this parcel suggests light-industrial may have been compatible to the area.

Planning Commission:

The Planning Commission considered this request at their May 22, 2013 meeting, and Mr. Gregg Beck spoke in regard to the rezoning. The Commission discussed the applicant's proffer to exclude indoor shooting ranges and the building setbacks, and whether or not the subject parcel is two separate parcels. There was also discussion with regard to subdividing the parcel. Mr. Payne stated that it is not unheard of for there to be two uses on one parcel. Dr. Babbitt moved to recommend approval, and Ms. Eager seconded. The motion carried with a vote of 5-0. AYES: Babbitt, Bibb, Eager, Gaines, and Zimmer.

Conclusion:

This rezoning request appears to meet the intent of the Comprehensive Plan in that, "*in some cases, some small commercial and institutional uses may be incorporated into the neighborhood residential community element.*" Additionally, the applicant has provided a proffer statement excluding indoor shooting ranges, a use that may be perceived as too intense for the area.

When reviewing this rezoning request, the Board should take into consideration how this request accomplishes (or does not accomplish) the goals and intent of the Comprehensive Plan. While a neighborhood residential component is not provided, some commercial development and lighter-based industrial uses may be appropriate for the outer fringes of the Fork Union Community Planning Area.

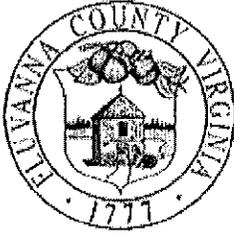
Suggested Motion:

I move that the Board of Supervisors approve/deny ZMP 13:01, a request to amend the Fluvanna County Zoning Map with respect to approximately 4.81 acres of Tax Map 59, Section A, Parcel 8, to conditionally rezone the same from B-1, Business, General, to I-1, Industrial, Limited, subject to the submitted proffer.

Attachments:

- A – Application and APO letter
- B – Aerial Vicinity Map
- C – TRC comment letter
- D – Sketch plan and proffer letter
- E – Proposed Ordinance

Copy: File



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA **Received**
Application for Rezoning **APR - 1 2013**

Fluvanna County

Owner of Record: JCM III, LLC

Applicant of Record: JCM III, LLC

E911 Address: 2723 James Madison Highway Fork Union Virginia

E911 Address: 30 Highpockets Road Cartersville, VA 23027

Phone: 804-814-1955 Fax: 23055

Phone: 804-814-1955 Fax:

Email: cametts@aol.com

Email: cametts@aol.com

Representative: Cabell Metts or Gregg Beck 804-697-3563

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

E911 Address: 30 Highpockets Road Cartersville, Virginia 23027

Phone: 804 814-1955 Fax:

Is property in Agricultural Forestal District? No Yes

Email: gregg.beck@thalhimer.com

If Yes, what district:

Tax Map and Parcel(s): 59-A-8

Deed Book Reference: DB 869 PG 970

Acreage: 5

Zoning: B-1

Deed Restrictions? No Yes (Attach copy)

Location of Parcel: **Fork Union at the Corner of Route 15 and Creasy Town Lane route 695**

Requested Zoning: I-1

Proposed use of Property: Rezone property to uses compatible with size and location of building

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request.

I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 4-1-13

Signature of Owner/Applicant: [Signature]

Subscribed and sworn to before me this

1 day of

Apr: 1

, 20 13

Register #

7509817

My commission expires:

10/31/2015

Notary Public:

[Signature]

All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY			
Date Received:	Pre-Application Meeting:	PH Sign Deposit Received:	Application #: <u>ZMP 13 : 0</u>
\$1,000 plus \$50 for per acre plus mailing costs fee paid:		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified	
Proffer or Master Plan Amendment: \$750.00 plus mailing costs			
Election District: <u>Fork Union</u>		Planning Area: <u>Fork Union</u>	
Public Hearings			
Planning Commission		Board of Supervisors	
Advertisement Dates: <u>9 + 16 May 2013</u>		Advertisement Dates:	
APO Notification: <u>2</u>		APO Notification:	
Date of Hearing: <u>22 May 2013</u>		Date of Hearing:	
Decision:		Decision:	



COUNTY OF FLUVANNA

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NOTICE OF PUBLIC HEARING

June 5, 2013

«Title» «First_Name» «Last_Name»
«Company_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»
TMP# «TMP_»

Re: Public Hearing on ZMP 13:01

Dear «Title» «Last_Name»«Company_Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced item on **Wednesday, June 19, 2013** at **7:00 PM** in the Circuit Court Room at the Fluvanna County Courts Building in Palmyra, VA. The request is described as follows:

- I. **ZMP 13:01 – JCM III, LLC** – *An ordinance to amend the Fluvanna County Zoning Map with respect to 4.81 acres of Tax Map 59, Section A, Parcel 8 to rezone the same from B-1, Business, General to I-1, Industrial, Limited (Conditional). The affected property is located on the west side of Route 15 (James Madison Highway), at its intersection with Route 695 (Creasy Town Road) approximately 0.23 miles south of Route 713 (Bowles Town Lane). The property is located in the Fork Union Election District and is within the Fork Union Community Planning Area.*

The applicant or applicant’s representative must be present at the Planning Commission meeting. The tentative agenda and staff report will also be available for review by the public in the Fluvanna County Planning and Community Development Department during working hours (8:00 a.m. – 5:00 p.m., Monday through Friday). If you have any questions, please feel free to contact me at 434-591-1910.

Sincerely,

Steve Tugwell
Senior Planner

David M. & Eleanor L Tolliver
1620 Teepee Town Rd
Bremo Bluff, VA 23022

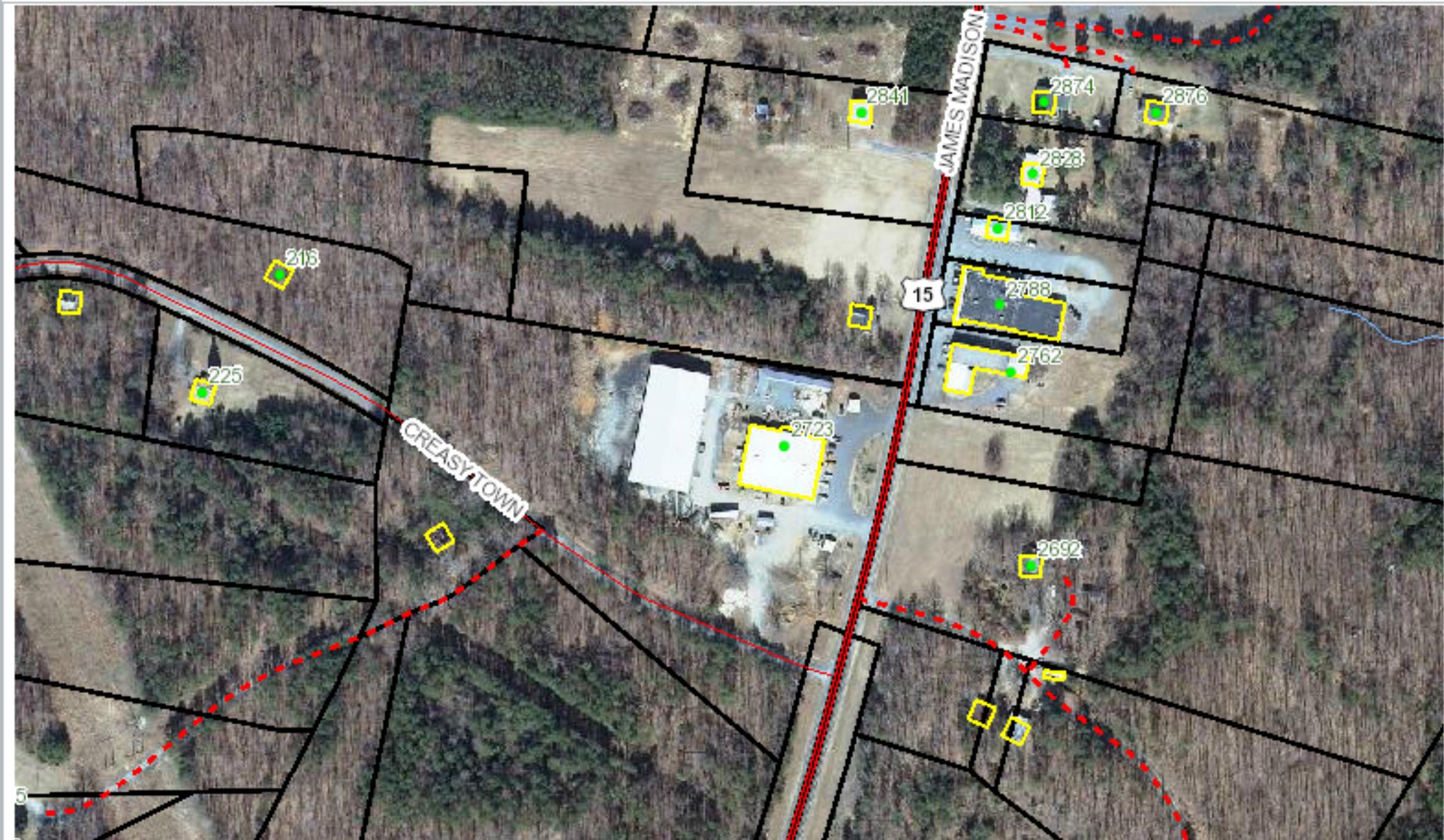
JCM III LCM
30 Highpockets Rd
Cartersville, VA 23027

Mr. and Mrs. Hughes
P.O. Box 14
Fork Union, VA 23055

Mr. and Mrs. Melton
2692 James Madison Hwy
Bremo Bluff, VA 23022

Cleophus & Eva Smith
5001 Lydianne Ln Apt 102
Suitland, MD 20746

Darryl G. Fleming
3532 Wentworth Crew
Jacksonville, FL 32277

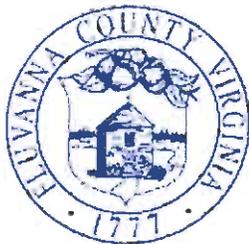


Scale: 1:4513.988705

Date: 05/19/2013

Printed By:

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).



COUNTY OF FLUVANNA

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

April 22, 2013

JCM III, LLC
30 Highpockets Road
Cartersville, VA 23027

**Re: ZMP 13:01 – Rezoning from B-1 to I-1
Tax Map 59-A-8**

April 11, 2013 TRC Comments

Dear Mr. Metts:

The following comments are the result of the Technical Review Committee meeting. Comments are outlined below:

1. Charles Miller from the Health Dept. stated that since a drainfield has just been approved for the church use at this site, then they do not have any further input unless additional uses will be planned for the other buildings;
2. The Fire Department stated that they would like to know what the proposed uses for the site will be.
3. The E&S inspector said that the site may require a stormwater management pond;
4. Mr. Stephens with the Public Works Dept. stated the 110' right-of-way may need to be widened, and inquired about the location of the drainfield;
5. Planning staff commented that the rezoning line will need to be delineated, and the property may need to be subdivided;
6. VDOT stated there are 3,900 vehicle trips per day, and that the proposed entrance is in a good location, and in excellent condition;

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,


Steve Tugwell
Senior Planner
Dept. of Planning & Community Development

cc: File

JCM III LLC
30 Highpockets Rd
Cartersville, VA 23027
804-814-1955

May 17, 2013

Steve Tugwell
County of Fluvanna
P.O. Box 540
Palmyra, VA 22963

Re: Rezoning JCM III LLC from Business General B-1 to Industrial Limited I-1

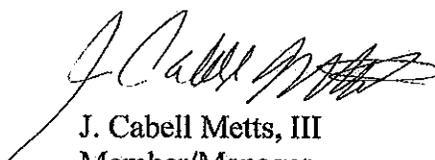
This letter is to inform the Fluvanna County Board of Supervisors and the Fluvanna County Planning Commission that we wish to proffer out of the list of permitted uses under I-1

Shooting Range Indoor

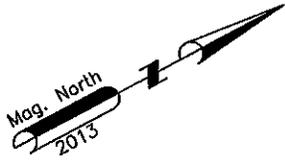
Please include this proffer in your presentation to the Board of Supervisors and the Planning Commission.

If you have any questions, please call me at (804) 814-1955.

Sincerely,

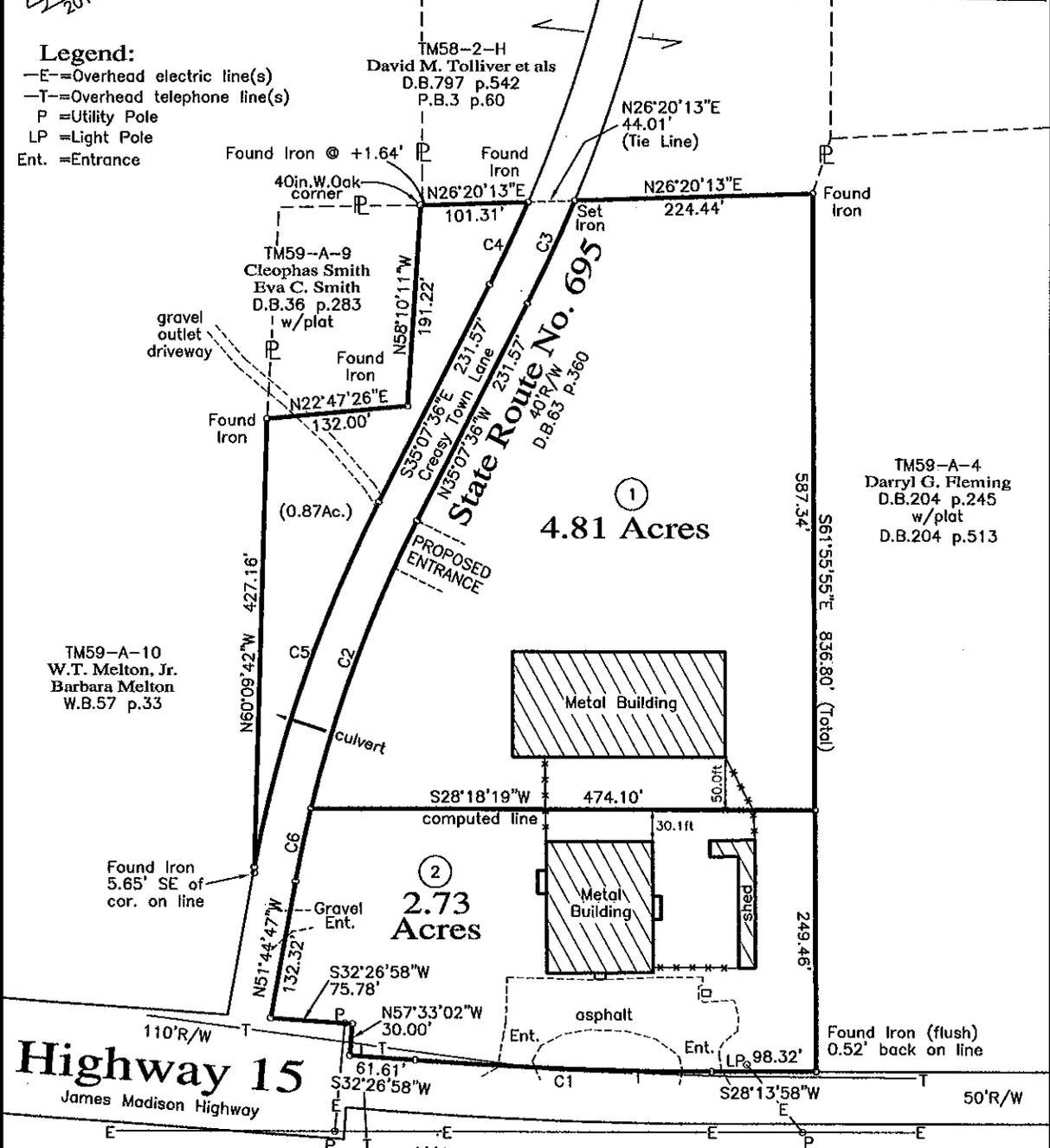


J. Cabell Metts, III
Member/Manager

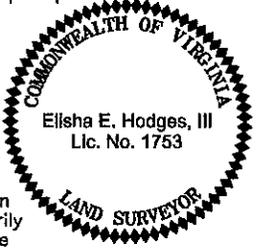


CURVE	RADIUS	ARC LENGTH	CHORD LEN.	CHORD BEARING	DELTA ANGLE
C1	3794.71'	279.27'	279.21'	S30°20'28"W	04°13'00"
C2	1253.24'	292.60'	291.93'	N41°48'54"W	13°22'37"
C3	1447.96'	107.64'	107.62'	N37°15'23"W	04°15'34"
C4	1407.96'	86.57'	86.56'	S36°53'17"E	03°31'23"
C5	1293.24'	368.37'	367.12'	S43°17'12"E	16°19'13"
C6	1253.24'	70.93'	70.92'	N50°07'30"W	03°14'35"

Legend:
 -E- = Overhead electric line(s)
 -T- = Overhead telephone line(s)
 P = Utility Pole
 LP = Light Pole
 Ent. = Entrance



Highway 15
 James Madison Highway



- Notes:**
1. Tax Map Parcel No. 59-A-8.
 2. This plat has been done without the benefit of a title examination and therefore does not necessarily indicate all encumbrances on the property.
 3. This plat agrees with found plats, deed descriptions, ground evidence and local witnesses as near as possible.
 4. This plat is based on a current field survey.

Conceptual Division of Property
 for
JCM III, L.L.C.
 Current Owner by D.B.869 p.970
 Fork Union District, Fluvanna County
 Virginia

May 8, 2013
 Scale: 1 in. = 100 ft.
 0' 100' 200' 300'

Maxey & Associates, P.C.
 Land Surveyors • Engineers • Planners • Consultants
 P.O. Box 90 • Farmville Virginia 23901 • Tel: 434-392-8827

An Ordinance To Amend The Fluvanna County Zoning Map, With Respect To 4.81 acres of Tax Map 59, Section A, Parcel 8 to conditionally rezone the same from B-1, Business, General to I-1, Industrial, Limited.

(ZMP 13:01)

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Section 15.2-2285, that the Fluvanna County Zoning Map be, and it is hereby, amended, as follows:

That 4.81 acres of Tax Map 59, Section A, Parcel 8, be and is hereby, rezoned from B-1, Business, General to I-1, Industrial, Limited, subject to the submitted proffer as set out in the letter dated May 17, 2013, which is attached hereto.

This letter is to inform the Fluvanna County Board of Supervisors and the Fluvanna County Planning Commission that we wish to proffer out of the list of permitted uses under I-1

Shooting Range Indoor

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: Wednesday, June 19

SUBJECT:	Approval of U12 Youth Football Program Budget Transfer
MOTION(s):	I move that the Board of Supervisors approve the proposed budget transfer of \$19,965.00 from the Board Contingency budget to the Department of Parks and Recreation for a U12 youth football team that will offset the additional expenses related to this new program.
STAFF CONTACT:	Jason Smith
RECOMMENDATION:	Approve
TIMING:	As soon as possible.
DISCUSSION:	The Board directed staff to present more information on establishing a U12 youth football team.
FISCAL IMPLICATIONS:	New Program: Not budgeted for FY14.
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	FY14 Youth Football Program Budget.

FY 14 Budget

Expense	Notes	
Helmet Purchase	40 Youth \$120	4,800.00
Helmet Decals	40 at \$5.00	200.00
Mouth Pieces	75 count	50.00
Ice Packs	3 Boxes \$15 each	45.00
Field supplies	cones, markets, flags, field striper, etc.	1,200.00
Footballs	12 at \$15.00	180.00
Helmet Parts	replacements during the season	500.00
Game Uniforms	Inaugural season	4,000.00
Practice Uniforms	Inaugural season	2,000.00
Pads (shoulder, knee, thigh, and tail)	Inaugural season	3,200.00
Blocking Shields/Dummies	6 Shields (\$40) and 4 Dummies (\$150)	840.00
Coaches Shirts and Hats	shirts: 6 at \$26; Hats at \$12.00	300.00
Game Day	Porta Potties	450.00
Referees	\$50 at 3 per game (6 game regular season)	900.00
Team Insurance and Affiliation	AAU-\$300 Annually; Player/Coach Insurance	1,300.00

Total: \$19,965

Revenue	Notes	
Player Registration	40 Youth at \$125	5,000.00

Total: \$5,000

Variance: **\$14,965**

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Reclassification of Records Administrator
MOTION(s):	I move to adopt and approve the reclassification of the Sheriff's Office Part-time Records Administrator to the position of Part-time Deputy Sheriff Evidence Custodian.
STAFF CONTACT:	Sheriff Ryant Washington
RECOMMENDATION:	Approve
TIMING:	July 1, 2013
DISCUSSION:	The reclassification would allow the Sheriff's Office to meet operational needs within the responsibility of handling of criminal evidence. The current position would be reclassified therefore; no new position will be created.
FISCAL IMPLICATIONS:	Funding for the position of Part-Time Deputy Sheriff Evidence Custodian will be increased from \$10.52 per hour to \$16 per hour in order to be consistent with and recruit sworn Part-time appointee. Funding for the increase (~\$7,000 annually) is currently budgeted and no new funds are needed.
POLICY IMPLICATIONS:	Meets current county policy requirements.
LEGISLATIVE HISTORY:	None
ENCLOSURES:	None

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Agricultural/Forestal Advisory Committee, At Large Position
MOTION(s):	I move to recommend to the Circuit Court _____ for appointment to the Board of Zoning Appeals Board, At Large position, with a term to begin immediately and to terminate on December 31, 2014, filling the unexpired term of Wendell Pollard.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: Sam Babbitt, currently on the Planning Commission Patricia Eager, currently on the Planning Commission and the Agricultural and Forestal Advisory Committee (willing to resign the latter, if chosen)
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Board of Zoning Appeals (BZA)

Fork Union

Last Name Babbitt **First Name** Dr. Sam **Date Recieved** 6/5/2009
Mailing Address 1110 Bryants Ford Road **City** Fork Union **State** VA **Postal Code** 23055-
Home Phone (434) 842-5024 **Work Phone** 4348428387 **Cell Phone/Other** (434) 981-6754
Fax **Email Address** sbabbitt@fluvannacounty.org
Physical Address **City** **State** **Postal Code**

Education and Experience:

Doctor of Veterinary Medicine, VA Tech; Private practice veterinary - 15 years, Planning Commission member for 8 years

Civic Activities and Committee Memberships:

Former Vice-Chair Fluvanna Chamber, Parks & Rec Advisory Board 10 yrs. (Current Chairman)

Interest in Committee:

Continue Civic Improvement of Fluvanna Co.

Comments: Resigned Parks and Rec Advisory Bd - Mar 10

Interest in Board of Zoning Appeals (BZA)

Palmyra

Last Name Eager **First Name** Patricia **Date Recieved** 6/4/2009
Mailing Address 1107 Mechunk Drive **City** Troy **State** VA **Postal Code** 22974-
Home Phone (434) 295-2194 **Work Phone** **Cell Phone/Other** (434) 981-6539
Fax **Email Address** peager@fluvannacounty.org
Physical Address **City** **State** **Postal Code**

Education and Experience:

A.A. Stephens College, Columbia, MO; B.S. New York University, NYC; Prior to movign to Virginia, I worked as a commodity broker and as a finance director in charge of funding U.S. Treasury Bond investments for Shearson

Civic Activities and Committee Memberships:

I have served on the Fluvanna Planning Commission for 8 years (3 as Chairman); Recently I participated in Fluvanna's Leadership class; member Virginia Citizens Planning Assoc. since 1996

Interest in Committee:

I enjoy serving Fluvanna and beeing a member of the Planning Commislon.

Comments: Committees Interested In: Virginia Water Project Board of Directors. Information updated as of 5/13.

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Parks and Recreation Advisory Board, At Large Positions
MOTION(s):	I move to appoint/reappoint _____, _____, _____, _____ and _____ to the Parks and Recreation Advisory Board, with a term to begin July 1, 2013 and to expire on June 30, 2014 for a new appointment, or on June 30, 2016 for a reappointment.
STAFF CONTACT:	Mary Weaver, Clerk to the Board of Supervisors
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	<p>The following applicants have an interest in these positions:</p> <ul style="list-style-type: none">- Scott Marshall, current member, also on Economic Development Authority- Libby Edwards-Allbaugh, current member, also on MACAA- Scott Scudamore, current member- Jerry Custer- David Perry- Bobbi Losee Vernon
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Parks and Recreation Advisory Board

Columbia

Last Name **First Name** **Date Recieved**

Mailing Address **City** **State** **Postal Code**

Home Phone **Work Phone** **Cell Phone/Other**

Fax **Email Address**

Physical Address **City** **State** **Postal Code**

Education and Experience:

I have coached in many of the county's sports. I have served on the Board of the Thomas Jefferson Youth Football, and care about kids in sports.

Civic Activities and Committee Memberships:

A member of Beulah Baptist Church in Kents Store, was a member on the TJYFL board. As a member of Antioch Baptist Church served as Chairman of the Building and Grounds.

Interest in Committee:

I am interested in serving on the Park and Recreation Advisory Board.

Comments:

Interest in Parks and Recreation Advisory Board

Cunningham

Last Name	Edwards-Allbaugh	First Name	Libby	Date Recieved	1/24/2012		
Mailing Address	627 Fox Hollow Lane	City	Palmyra	State	VA	Postal Code	22963-
Home Phone	(434) 589-5015	Work Phone	4349641971	Cell Phone/Other	(434) 979-8299		
Fax	(703) 894-2794	Email Address	libby@allbaugh.com				
Physical Address	627 Fox Hollow Lane	City	Palmyra	State	VA	Postal Code	22963

Education and Experience:

UW Madison Political Science; Own & Operate own tax business

Civic Activities and Committee Memberships:

LMOA Social & Recreation Committee, Fluvanna Youth Soccer Association; President, Rec Coordinator & Administrator, Boy Scout pack 54 (Den Leader); Piedmont CASA volunteer, Virginia Discovery Museum (Board of Directors); Charlottesville Albemarle Jaycee (President, Community Development VP), Virginia Jaycees (State Program manager)

Interest in Committee:

Interest in county government

Comments:

Interest in Parks and Recreation Advisory Board

Cunningham

Last Name Marshall **First Name** Scott **Date Recieved** 2/27/2006
Mailing Address 38 Bridlewood Drive **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (434) 589-4308 **Work Phone** 4349774820 **Cell Phone/Other**
Fax **Email Address** bridle-wood@comcast.net
Physical Address **City** **State** **Postal Code**

Education and Experience:

MBA- Orlando College, Orlando, FL; BS-Bryant College, Smithfield, RI; Financial Services

Civic Activities and Committee Memberships:

Vice Chair, Parks & Recreation, Industrial Development Authority; Chamber of Commerce, Various Lake Monticello Committees; Fork Union Masonic Lodge, Grace & Glory Luthern Church

Interest in Committee:

To serve our county and to be part of shaping its future.

Comments: Serving a 3-yr. term beginning 7/1/11. Incorrectly entered as expiring in 2012. Corrected to read 2013.

Interest in Parks and Recreation Advisory Board

Cunningham

Last Name **First Name** **Date Recieved**
Mailing Address **City** **State** **Postal Code**
Home Phone **Work Phone** **Cell Phone/Other**
Fax **Email Address**
Physical Address **City** **State** **Postal Code**

Education and Experience:

20 years CEO/President of technology based manufacturing business (resume enclosed)

Civic Activities and Committee Memberships:

Virginia Herpetological Society

Interest in Committee:

Economic Development Authority, Economic Development Commission, Fork Union sanitary District Advisory Committee, Parks & Recreation Advisory Board, Planning Commission, Southeast Rural Community Assistance Project, Inc., Thomas Jefferson Partnership for Economic Development

Comments:

Interest in Parks and Recreation Advisory Board

Rivanna

Last Name Scudamore **First Name** Scott **Date Recieved** 1/25/2013
Mailing Address 20 Fairwood Place **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (703) 680-1293 **Work Phone** **Cell Phone/Other** (703) 717-1714
Fax **Email Address** mtbmore@gmail.com
Physical Address 20 Fairwood Place **City** Palmyra **State** VA **Postal Code** 22963

Education and Experience:

I have almost 15 years of MTB advocacy building trails, managing trails and educating users on proper use of trails. I was the IMBA Regional Rep for the Washington DC area for over 5 years. I have worked actively on the Board of Directors of the Mid-Atlantic Off-road Enthusiasts from 1997-2007, in various capacities, including President and Trail Boss. I also was a member of the Board of Directors of Trails for Youth, a non-profit group that provided outdoor activities for at-risk youth. I am a retired Capt. USAF and spent 21 years at Hewlett Packard in various roles.

Civic Activities and Committee Memberships:

I was appointed to the Trails and Blueways Council in Prince William County for 2 years.

Interest in Committee:

I am interested in serving on the Parks and Recreation Advisory Board

Comments: Replaced Amy Reese 2/6/2013.

Interest in Parks and Recreation Advisory Board**Rivanna**

Last Name **First Name** **Date Recieved**
Mailing Address **City** **State** **Postal Code**
Home Phone **Work Phone** **Cell Phone/Other**
Fax **Email Address**
Physical Address **City** **State** **Postal Code**

Education and Experience:

I am an Instructional Designer for CFA Institute (Charlottesville, VA) where I primarily focus on applying instructional design techniques for the creation of online courses. I work closely with subject matter experts to thoroughly analyze content and instructional needs, establish objectives, and design the instruction to meet those objectives. I am also actively engaged in researching new developments in digital media and online/mobile/social learning and incorporating new techniques and technology as appropriate. This currently includes an html-based online learning hub for a global certificate program designed to serve the mid- and back office employees of investment firms.

Civic Activities and Committee Memberships:

Actively engaged community member, specifically serving Fluvanna County Public Schools. July 2005 – Present. Community liaison serving on the Superintendent's parental advisory council as well as an active PTA/PTO/PAC volunteer in various capacities. Committee Chair, Assessment-Based Certificate Accreditation Council (ACAC) for the Institute for Credentialing Excellence (ICE). August 2010 – Present. Lead a team of volunteers in reviewing applications for accreditation of assessment-based certificate programs. This involves analyzing, assessing, interpreting, and auditing programs' policies and procedures to ensure they are aligned with the ICE 1100 standard. Also manage the design and development of supporting documents and educational materials for accreditation applicants. Instructional Designer for the e-Learning for Kids Foundation. April 2010 – June 2012. Designed four storyboards using a curriculum focused on elementary math. Once developed, these courses became available (for free) to a global audience through ELK's

Interest in Committee:

Nothing could be more distant from my professional and volunteer experience than a recreational appointment. However, enjoying the outdoors grounds me, and "getting away from it all," I believe, improves one's physical, mental, and emotional health. Having lived in Fluvanna since 2001, my family and I have traversed most of this great county, whether by car, bike, or foot. (I still hope Santa will bring me the kayak I've been yearning for for years so that I can experience Fluvanna by water.) We are excellent day-trippers and are often relied on for sharing the hidden gems that Central Virginia (and even all of Virginia) has to offer. And as of last year, we are long-

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Agricultural/Forestral Advisory Committee, At Large Position
MOTION(s):	I move to reappoint _____ and _____ to the Agricultural/Forestral Advisory Committee, with a term to begin July 1, 2013 and to terminate June 30, 2017.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: David Haney, current member who would like to be reappointed Deborah Murdock, current member who would like to be reappointed.
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Agricultural/Forestral Advisory Committee

Fork Union

Last Name Haney **First Name** David **Date Recieved** 7/12/2010

Mailing Address 615 Tepee Town Road **City** Brems Bluff **State** VA **Postal Code** 23022-

Home Phone (434) 842-6329 **Work Phone** **Cell Phone/Other**

Fax **Email Address**

Physical Address **City** **State** **Postal Code**

Education and Experience:

Graduated June 1957 Fluvanna County High School; Luray Management School scompleted June 1964; Worked 40 years for Aegon Inc. in management 15 yrs of the 40 yrs employed

Civic Activities and Committee Memberships:

Jail Board member; Cunningham United Methodist Church- Head Usher, Council member

Interest in Committee:

Since I retired, I have more time and would like to give back to the county, that I love and that's been so good to me all my life.

Comments:

Interest in Agricultural/Forestral Advisory Committee

Columbia

Last Name	Murdock	First Name	Deborah	Date Recieved	7/12/2010		
Mailing Address	P.O. Box 65	City	Kents Store	State	VA	Postal Code	23084-
Home Phone	(434) 589-3083	Work Phone		Cell Phone/Other			
Fax		Email Address	ddmlaughton@yahoo.com				
Physical Address	478 Laughton Lane	City	Kents Store	State	VA	Postal Code	23084

Education and Experience:

Vassar College, University of Virginia; VA Dept of Historic Resoruces documenting old buildings - 30yrs marketing historic properties.

Civic Activities and Committee Memberships:

Board of Equalization; VP Fluvanna County Historical Society, Secretary, Thomas Jefferson Branch Preservation Virginia; TJ Soil & Water Foundation Easements Foundation; Member, Capitol Square Preservation Council

Interest in Committee:

My continuing interest in land preservation and planning

Comments: renewed 6/4/09

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Jefferson Area Board for Aging Advisory Council, At-Large Position
MOTION(s):	I move to appoint/reappoint _____ to the Jefferson Area Board for Aging Advisory Council, with a term to begin July 1, 2013 and to terminate June 30, 2015.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: Elva Key, current member who wishes to be reappointed
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Jefferson Area Board for Aging Advisory Coun

Columbia

Last Name **Key** **First Name** Elva F. **Date Recieved** 3/16/2010
Mailing Address 351 Franklin Lane **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (434) 589-3590 **Work Phone** 4345898318 **Cell Phone/Other**
Fax **Email Address** dduncan@@mail.fluco.org
Physical Address **City** **State** **Postal Code**

Education and Experience:

2yrs college - Virginia Union University

Civic Activities and Committee Memberships:

Evergreen Baptist Church (Trustee, Superintendent of Sunday School)

Interest in Committee:

Library Board - Someone was needed from Columbia District and I feel that I could be of service and help in that capacity.

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Jefferson Area Board for Aging Board of Directors, At-Large Position
MOTION(s):	I move to appoint/reappoint _____ to the Jefferson Area Board for Board of Directors, with a term to begin July 1, 2013 and to terminate June 30, 2015.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: William Hughes, current member who wishes to be reappointed David Feisner, currently on the JAUNT Board
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Jefferson Area Board for Aging Board of Direc

Fork Union

Last Name Felsner **First Name** David C. **Date Recieved** 5/18/2009
Mailing Address P.O. Box 66 **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (434) 591-0126 **Work Phone** **Cell Phone/Other**
Fax **Email Address** anfeis@firstva.com
Physical Address 282 Little Pond Lane **City** Palmyra **State** VA **Postal Code** 22963

Education and Experience:

NJIT 1961 BSME, MGT; 50+ years in paper industry

Civic Activities and Committee Memberships:

Jaunt Friends; Former Rotary, Scout Leader Trainer; Jaunt Friends President; Leadership Course 2008

Interest in Committee:

Enjoy this type of work and wish to continue with Jaunt

Comments:

Interest in Jefferson Area Board for Aging Board of Direc

Cunningham

Last Name Hughes **First Name** William **Date Recieved** 4/27/2009

Mailing Address 24 Plum Court **City** Palmyra **State** VA **Postal Code** 22963-

Home Phone (434) 591-0769 **Work Phone** **Cell Phone/Other**

Fax **Email Address** ohnomrbill@embarqmail.com

Physical Address **City** **State** **Postal Code**

Education and Experience:

Empire College, Champlain College

Civic Activities and Committee Memberships:

Trustee Village of Hempstead, NY . President coord. Council of Civic Associations (13)

Interest in Committee:

Would like to use my experience and professional expertise in assisting the residence of Fluvanna county

Comments: See resume

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the JAUNT Board
MOTION(s):	I move to reappoint _____ to the JAUNT Board, with a term to begin July 1, 2013 and to terminate June 30, 2016.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: Pat Thomas, current member, wishes to be reappointed.
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in JAUNT Board

Palmyra

Last Name	Thomas	First Name	Pat	Date Recieved	3/19/2013		
Mailing Address	17 Hardwood Road	City	Palmyra	State	VA	Postal Code	22963-
Home Phone	(434) 207-3249	Work Phone	4344223015	Cell Phone/Other	(434) 444-1224		
Fax	(434) 977-0122	Email Address	pat.thomas@dbvi.virginia.gov				
Physical Address	17 Hardwood Road	City	Palmyra	State	VA	Postal Code	22963

Education and Experience:

Plant manager at VA Industries for the BlInd since 2011. Plant manager for VA Correctional Industries - 13 years. Parent of adult daughter with physical and intellectual disabilities.

Civic Activities and Committee Memberships:

Past representative of VA Dept. of Correction Board for VA special Olympics - 8 years. Past state officer for VA Federation of Women's Clubs - 4 years. Past regional officer for VRWC - 6 years.

Interest in Committee:

I am interested in filling the vacant position on the Jaunt Board. As a resident of Fluvanna and a manager whose employees rely on JAUNT for work related transportation, I have an interest in keeping public transportation a viable operation in Fluvanna.

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Region Ten Community Services Board, At-Large Position
MOTION(s):	I move to appoint _____ to the Region Ten Community Services Board, with a term to begin July 1, 2013 and to terminate June 30, 2016.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	The current member, Barbara Bartels does not wish to be reappointed.
DISCUSSION:	Applicants who have shown an interest in this position are: Frank Gallo, currently on the Board of Zoning Appeals, which he would resign if chosen Laura Giles Dr. Pamela Ross, currently on the Library Board of Trustees
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Region Ten Community Services Board

Palmyra

Last Name Gallo **First Name** Frank J. **Date Recieved** 1/4/2012
Mailing Address 115 Mechunk Ridge Lane **City** Keswick **State** VA **Postal Code** 22947-
Home Phone (434) 296-6605 **Work Phone** 4345891687 **Cell Phone/Other**
Fax (434) 589-1687 **Email Address** galffj@aol.com
Physical Address 115 Mechunk Ridge Lane **City** Keswick **State** VA **Postal Code** 22947

Education and Experience:

Bachelor of Arts, Juris Doctor, former "part-time" County Attorney (Fluvanna), Commonwealth Attorney (Fluvanna), Assistant Commonwealth Attorney (Loudoun, Louisa), author: LexisNexis, "Virginia Forms" (Commercial Transactions, Criminal Procedure, Medical Malpractice).

Civic Activities and Committee Memberships:

Member of initial Library Board, 1980's, Rivanna Conservation Society, Fork Union Masonic Lodge, etc.

Interest in Committee:

Library Board

Comments:

Interest in Region Ten Community Services Board

Fork Union

Last Name	Giles	First Name	Laura	Date Recieved	3/12/2011		
Mailing Address	PO Box 581	City	Palmyra	State	VA	Postal Code	22963-
Home Phone	(434) 842-1399	Work Phone		Cell Phone/Other			
Fax	(866) 484-1672	Email Address	lauragiles@yahoo.com				
Physical Address	1704 Rivanna Woods Drive	City	Fork Union	State	VA	Postal Code	23055

Education and Experience:

Master of Social Work - I have been a licensed clinical social worker since 2008, and have worked in the mental health field since 2001.

Civic Activities and Committee Memberships:

I have served as a member of many committees and facilitated many task groups in the corporate environment, but have never done anything in a civic or religious setting.

Interest in Committee:

I feel that there may be many changes affecting the mental health community due to the new health care laws and economic conditions. I'd like to be a part of seeing that the needs of the citizens and community are met.

Comments:

Interest in Region Ten Community Services Board

Palmyra

Last Name **First Name** **Date Recieved**

Mailing Address **City** **State** **Postal Code**

Home Phone **Work Phone** **Cell Phone/Other**

Fax **Email Address**

Physical Address **City** **State** **Postal Code**

Education and Experience:

1987 B.A. Chemistry U of TN @ Chattanooga; 1991 M.D. (Doctor of Medicine) Emory University; Please see attached. I have served various civic/leadership roles starting in 4-H Club in 4th grade! Most recent as 14 yr. faculty physician at UVA hospital

Civic Activities and Committee Memberships:

Please see attached. Most notable was being selected by President Obama to participate in doctors for Healthcare reform event at the White House 10/5/09; Please see attached. I have served in various organizational roles over the years

Interest in Committee:

Three reasons I desire to serve: 1. I belive myself to be qualified to serve. 2. I am very interested in serving. 3. I sincerely desire to be more involved in my local community.

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: June 19, 2013

SUBJECT:	Appointment to the Social Services Board, Fork Union District Position
MOTION(s):	I move to appoint _____ to the Social Services Board, Fork Union District Position, with a term to begin July 1, 2013 and to terminate June 30, 2017. Gail Bruce, the current member does not wish to be reappointed.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: Laura Giles
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Social Services Board**Fork Union**

Last Name **First Name** **Date Recieved**
Mailing Address **City** **State** **Postal Code**
Home Phone **Work Phone** **Cell Phone/Other**
Fax **Email Address**
Physical Address **City** **State** **Postal Code**

Education and Experience:

Master of Social Work - I have been a licensed clinical social worker since 2008, and have worked in the mental health field since 2001.

Civic Activities and Committee Memberships:

I have served as a member of many committees and facilitated many task groups in the corporate environment, but have never done anything in a civic or religious setting.

Interest in Committee:

I feel that there may be many changes affecting the mental health community due to the new health care laws and economic conditions. I'd like to be a part of seeing that the needs of the citizens and community are met.

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: Jun 19, 2013

SUBJECT:	Adoption of the Fluvanna County Board of Supervisors regular meeting minutes.
MOTION(s):	I move the regular meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, June 5, 2013 be adopted.
STAFF CONTACT:	Mary L. Weaver, Clerk to the Board of Supervisors
RECOMMENDATION:	Approval
TIMING:	Routine
DISCUSSION:	None
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Draft minutes for June 5, 2013

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 5, 2013, 2:00 pm, Regular Meeting
6:00pm, Work Session**

MEMBERS PRESENT: Shaun V. Kenney, Chairman
Bob Ullenbruch, Vice-Chairman
Donald W. Weaver
Mozell H. Booker
Joe Chesser

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Mary Weaver, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Kenney called the meeting of Wednesday, June 5, 2013, to order at 2:00 p.m., in the Circuit Courtroom in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairman Kenney called for a moment of silence.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Employee Health Fair held on May 22nd was very successful. It was sponsored by First Financial Group of America and organized by Parks & Recreation Director and Human Resources Manager.
- 2012 District and State VCE Programming Excellence Award Winners were John Thompson, Kim May and Faye Anderson.
- Faye Anderson won the Award for Outstanding Performance in Food and Nutrition Education.
- Second Zion Crossroads Public meeting will be held today, June 5, 2013, at 4:00 to 7:00pm in the Circuit Court Lobby.
- The first Fire & EMS Memorial Week, June 2-8, 2013, to honor all those who have made the ultimate sacrifice.
- Fluvanna Fun Days Carnival will be held June 5-8, 2013 at Pleasant Grove Park.
- The Cooperative Extension Office has proposed a plan to purchase a Safe for 4-H shooting sports firearms. Plan has been reviewed by Sheriff, County Administrator and the County Attorney.
- Emergency Services Coordinator, Cheryl Wilkins, was hired and started Tuesday, May 28, 2013.
- Assistant Public Works Director/Project Manager, Will Shaw, was hired and will start Monday, June 17, 2013.
- Re-arranging offices in Finance to create a safer, more secure IT Server Room.
- BOS Directives and Requests Status Report will be included in packet on a monthly basis.
- County Administrator will be on vacation from June 7 – 15, 2013. Mr. Bobby Popowicz will serve as acting administrator.
- Reviewed ongoing projects.

Mr. Chesser inquired about fire safety in rural areas. The sheriff's office is researching this concern.

PUBLIC COMMENTS #1

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

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

PUBLIC HEARING

None

ACTION MATTERS

Re-classify Grants Administrator Position – Mr. Steven Nichols addressed the Board regarding the upcoming vacancy of the Grants Administrator position. Mr. Nichols would like to request to re-classify the current Budget Analyst position, with a Pay Band of 14, to a Management Analyst position with a Pay Band of 17 and add additional duties to the Purchasing Officer position with a 3% increase in salary. Review the duty adjustments in 6 months and determine the best use of the open Grants Administrator position. The Board concurred with this request.

MOTION:

Mr. Chesser moved approved re-classification of the current position titled Budget Analyst; classification number 1380, Pay Band 14, to the position titled Management Analyst; classification number 1385, Pay Band 17 effective July 1, 2013.

Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

Recommendation of Appointment to the Board of Zoning Appeals, At-Large Position – The Board deferred this appointment to the June 19, 2013 meeting, to allow for interested candidates to apply.

Appointment/Reappointment to the Parks and Recreation Advisory Board, 5 At-Large Positions – The Board deferred these appointments to the June 19, 2013 meeting, to allow for some discussion with the Parks and Recreation Advisory Board.

Appointment to the Library Board of Trustees, At-Large Position - Mr. Steve Nichols addressed the Board regarding this request to fill the At-Large Position for the Library Board of Trustees.

MOTION:

Mr. Ullenbruch moved to reappointed Ms. Angela Bergeron to the Library Board of Trustees, At-Large Position, with a term to begin July 1, 2013 and to terminate June 30, 2107. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None

PRESENTATIONS

Volunteer Contributions Plan Update – Mr. Steven Nichols, County Administrator, reviewed with the Board the how different counties collect voluntary contributions. Mr. Nichols expressed that a strong policy will need to be written to include; the authorized uses or exclusions, policy for rejecting donations, provide a specific list of departments/agencies/functions, requirement of a separate check and the effect on renters. Discussed the various options to get the information out, required County Code changes and timing for implementation. Staff will try to get this implement by December 2013. Supervisor Ullenbruch requested to follow up with staff on this request and bring to the Board in complete form. Mr. Fred Payne, County Attorney, expressed it was very important to be clear that these contributions are not tax payments and contributions and tax payments can't be paid together.

Local Youth Football Team (7th Grade level)) Update – Mr. Jason Smith, Parks & Recreation Director reviewed with the Board the progress of the Local Youth Football Team. Mr. Smith discussed the benefits of a local youth football and the startup fees for a team of 40 members. Supervisor Ullenbruch suggested deferring this for a year and do fund raising for the falling fall season. The Board discussed helping with the startup fee with the following years will be self-sufficient. The Board **directed staff** to bring a formal motion on the Local Youth Football Team (7th Grade Level) at the June19th meeting.

CONSENT AGENDA

Mr. Weaver requested a detail motion on the Capital Reserve Maintenance Fund Request and asked some questions on the accounts payable report.

The following items were approved under the consent agenda:

MOTION:

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

- Minutes from May 15, 2013.
- ACCOUNTS Payable Report.
- Accept Byrne Justice Assistance Grant for the Sheriff's Office.
- Capital Reserve Maintenance Fund Request for Electrical and Lighting Upgrades to Carysbrook and Central Elementary.

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None

NEW BUSINESS

Code Compliance Officer Position – Supervisor Ullenbruch would like to see the Code Compliance Officer Position go from part-time to full-time. The Board discussed the need to track new business and compliance with ordinary and specific requirements of Special Use Permits.

The Board **directed staff** to do a need analysis on changing the Code Compliance Officer Position from part-time to full-time.

Cellular Phone Stipend Policy – Mr. Steven Nichols, County Administrator, requested the Board to consider cellular phone stipends for staff members that are required to have a county phone instead of supplying a county phone. Mr. Fred Payne, County Attorney, addressed his concerns with a cellular phone stipend. Mr. Nichols requested stipends for the Commissioner of Revenue and the Emergency Services Coordinator be implemented retroactive to a policy being implemented.

The Board **directed staff** to pursue a cell phone stipend policy.

PUBLIC COMMENTS #2

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

- Mel Sheridan, Columbia District – addressed the Board in support of the Cellular Phone Stipend Policy.

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

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING:

At 4:13 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed session, pursuant to the Virginia Code Section 2.2-3711-A-1, 2.2-3711-A-3, 2.23711 A.6 and 2.2-3711-A-7 for discussion of Personnel Matters, Real Estate, Investment of Funds and Legal Matters. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

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

At 5:59 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION:

At 6:00 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, June 5, 2013, on motion of Mr. Weaver, seconded by Mrs. Booker, and carried by the following vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. 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.”

Work Session with Social Services Board – The Board met with the Social Services Board to discuss the intent of the Social Services Board implementing a pay increase for the Social Services staff. Mr. Nichols asked for direction if the Board of Supervisors is required to approve a salary base increase to the Social Services Department. The Board discussed looking into the amending the local ordinance to reflect that the Social Services Board follow the County pay plan or the State pay plan, one source not both.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING:

At 6:53 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed session, pursuant to the Virginia Code Section 2.2-3711-A-1, 2.2-3711-A-3, 2.23711 A.6 and 2.2-3711-A-7 for discussion of Personnel Matters, Real Estate, Investment of Funds and Legal Matters. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

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

At 8:18 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION:

At 8:19 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, June 5, 2013, on motion of

Mr. Weaver, seconded by Mrs. Booker, and carried by the following vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. 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.”

MOTION:

Mr. Ullenbruch moved to allow Joyce Engineering to proceed with an Analysis and Appraisal of the equipment, wells, water storage tank, and land at the Carysbrook facility formerly known as the Thomasville plant for a cost not to exceed \$5,575.00. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None

ADJOURN

MOTION:

At 8:20 p.m., Mrs. Booker moved to adjourn the meeting of Wednesday, June 5, 2013. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Chesser, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Mary L. Weaver, Clerk

Shaun V. Kenney, Chairman



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: purchase the materials and service necessary to install new VHF antennas in the amount of \$32,000 to reestablish the bus radio repeaters between the Abrams building and Cunningham and Columbia Elementary Schools.

Section 1 - Fund List

Requesting Department/Agency	Dept/Agency Contact	Date of Request
Fluvanna County Public Schools	Department of Technology	6/3/2013
Phone	Fax	Fiscal Year
434-591-2060		FY13

Reserve Fund Purpose Category: Unexpected facility repairs or replacements

Description	Quantity	Unit Cost	Total Cost
Professional Communications - VHF antennas and associated materials	1	\$20,000.00	\$20,000.00
Shenandoah Tower Service - Installation of bus radio repeater link antennas	1	\$12,000.00	\$12,000.00
Total Request:			\$32,000.00

With the closing of Cunningham and Columbia Elementary Schools, the current bus radio repeaters that are mounted on those buildings' towers will no longer have links tying them back to the primary radio system located in the Abrams building. This is because the current linking system is over the current microwave data network provided for by Conterra Broadband that will be shutdown on July 1st, 2013. Without the repeaters, there will be coverage holes in the Scottsville and Bremo Bluff areas. In order to provide new links to the remote repeaters, a VHF linking system must be installed between Abrams and the two remote school buildings. This VHF system will require an experienced tower crew to install the antennas on all three towers. Conterra Broadband has already provided the school division with permission to install the new antennas and has waived any installation or space leasing fees. This is a one time installation cost with no recurring costs.

Department/Agency Head Name	Signature	Date
Joshua Gifford, Director of Technology	Joshua Gifford <small>Official Seal of Fluvanna County, Virginia</small>	June 10, 2013

Recommended?	County Finance Director	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Patrick J. Anderson</i> 2013.06.10 10:31:34 -04'00'	2013/06/10

Recommended?	County Administrator	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>PP [Signature]</i>	06/10/2013

Approved?	Decision Date	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No		

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 6/19/13

SUBJECT:	FY13 Supplemental Budget Appropriation for CSA Purchase of Services
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$45,530 for the FY13 CSA Purchase of Services Budget, with the local portion of funding of \$17,351 from Unassigned Fund Balance.
STAFF CONTACT:	Eric Dahl, Budget Analyst or Jacqueline A. Meyers, PhD, CSA
RECOMMENDATION:	Staff recommends approval of this request.
TIMING:	Routine
DISCUSSION:	In reviewing the CSA Purchase of Services current obligations, expenditures are projected to be over-budget by \$45,530. This will require funding of \$17,351 (38.11%) being the Local Share and \$28,179 (61.89%) being the State Share. This over-budget balance changes daily as children come into the program, and as funds are released for services. Any unexpended local funds in FY13 will go back to the County's General Fund Balance.
FISCAL IMPLICATIONS:	Increase the FY13 CSA Purchase of Services budget by \$45,530 for both revenues and expenditures.
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	The Comprehensive Services Act is a state-wide program which provides services to at-risk youth and their families.
ENCLOSURES:	None



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: Fund additional necessary work on the Heating, Ventilation & Air Conditioning (HVAC) equipment at the County Courthouse Building.

Requesting Department / Agency: Public Works		Dept / Agency Contact: Wayne Stephens		Date of Request: Jun 18, 2013	
Phone: (434) 591-1925	Fax: (434) 591-1925	email: jwstephens@fluvannacounty.org		Fiscal Year: FY13	
Reserve Fund Purpose Category: Unexpected equipment failure					
Additional Repairs/Replacement of HVAC equipment at Courthouse. (see description below)		1	\$7,800.00	\$7,800.00	
Total Request:				\$7,800.00	

During the execution of previously approved repairs & equipment replacement at the Courthouse HVAC system, several additional items were discovered, including an additional failed compressor. It will be advantageous from a cost standpoint to replace this additional compressor while the contractor is completing the current work. An additional \$7,800 is needed.

Department / Agency Head Name: Wayne Stephens		Signature <i>Wayne Stephens</i>		Date 2013/06/18
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Paulina J. Holston</i>		2013.06.18 11:00:25 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>SM Nichols</i>		Steven M. Nichols 2013.06.18 11:10:48 -04'00'	Date
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:		



COUNTY OF FLUVANNA

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MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Budget Analyst
SUBJECT: Contingency Balance
DATE: June 10, 2013

The balance for the BOS Contingency line for FY13 is as follows:

Board of Supervisors Contingency:

Beginning Budget:	\$100,000.00
LESS: Robinson, Farmer, Cox and Assoc. - Schools Efficiency Review 8.1.12	-\$20,249.80
LESS: Board of Supervisors Dept. – Davenport Case 3.20.13	-\$79,750.00
Available:	\$0.20

EMS Contract Services:

Beginning Budget:	\$150,000.00
LESS: Emergency Management Services Dept. 1.2.13	-\$110,000.00
LESS: Board of Supervisors Dept. – Zion Crossroads ROI Study 3.20.13	-\$10,000.00
Available:	\$30,000.00

Total Available Budget: Board of Supervisors Contingency Line

\$ 30,000.20



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MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Budget Analyst
SUBJECT: Capital Reserve Balance
DATE: June 10, 2013

The balance for the Capital Reserve for County and Schools in FY13 is as follows:

County Capital Reserve:

Beginning Budget:	\$156,026.00
LESS: Carysbrook Performing Arts Center Roof Replacement 11.7.12	-\$40,000.00
LESS: Public Safety Building Battery Replacement in Static UPS 1.2.13	-\$30,000.00
LESS: Courthouse Building HVAC Equipment 4.17.13	-\$17,887.00
LESS: Performing Arts Building HVAC Equipment 5.15.13	-\$40,564.00
Available:	\$27,575.00

Schools Capital Reserve:

Beginning Budget:	\$169,748.00
LESS: Abrams School Handicap Ramp 11.7.12	-\$2,483.00
LESS: Fuel Site Computer System Replacement 11.20.12	-\$20,403.00
LESS: Replace Tube Bundle Heat Exchange Unit at Central Elementary 11.20.12	-\$5,180.00
LESS: Refurbish Original Lockers at Fluvanna Middle School 11.20.12	-\$7,400.00
LESS: Un-interruptible Power Supplies 12.19.12	-\$14,869.00
LESS: Carysbrook Elementary and Fluvanna Middle School Signage 3.13.13	-\$3,833.00
LESS: Central Elementary School Interior Painting 5.15.13	-\$30,000.00
LESS: Carysbrook & Central Elementary Electrical/Lighting Upgrades 6.5.13	-\$28,000.00
Available:	\$57,580.00