



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

October 7, 2015, at 4:00 pm

TAB AGENDA ITEMS

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

2 – ADOPTION OF AGENDA

3 – COUNTY ADMINISTRATOR'S REPORT

4 – BOARD OF SUPERVISORS' UPDATES

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None

7 – ACTION MATTERS

- S Deer Hunt for Handicapped Hunters at Pleasant Grove – Fred Payne, County Attorney
 - T Reclassification of Information Technology Position—Gail Parrish, Human Resources Manager
 - U FY16 County Pay Plan—Gail Parrish, Human Resources Manager
 - V Proposed Additional Compensation for Degrees, Licensures and Certification Policy—Gail Parrish, Human Resources Manager
 - W Confirmation of Local Emergency—Cheryl Elliott, Emergency Services Coordinator
-

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

- XYZ Southeast Rural Assistance Project—Randy Phillips, Rural Housing
 - A Fluvanna Health Status Update—Dr. Denise Bonds, Health Director, Thomas Jefferson Health District
-

9 – CONSENT AGENDA

- B Minutes of September 2, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
 - C Minutes of September 16, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
 - D Domestic Violence Awareness Month—Steven M. Nichols, County Administrator
-

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

Fluvanna County...The heart of central Virginia and your gateway to the future!

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

TBD

14 – ADJOURN



Digitally signed by Eric Dahl
DN: cn=Eric Dahl, o=County of Fluvanna, ou=Finance
Department, email=edahl@fluvannacounty.org, c=US
Date: 2015.10.01 15:42:35 -04'00'

Acting County Administrator Review

Fluvanna County...The heart of central Virginia and your gateway to the future!

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PLEDGE OF ALLEGIANCE

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

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.

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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Deer Hunt for Handicapped Hunters at Pleasant Grove				
MOTION(s):	I move that the Board of Supervisors authorize the sheriff to conduct a deer hunt at Pleasant Grove for the purpose of controlling deer numbers, such hunt to be managed by Wheelin’ Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Frederick W. Payne, County Attorney, Sheriff Eric Hess, Jason Smith, Parks & Recreation Director				
PRESENTER(S):	Frederick W. Payne, County Attorney				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	<p>The sheriff’s office continues to believe that it is necessary to reduce the numbers of deer on Pleasant Grove and that the best means of such control is through a managed hunt under the auspices of Wheelin Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Friday, January 1, 2015. Unlike the events held in years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers. Security will be provided by the sheriff’s office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the sheriff’s office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.</p> <p>Similar shoots were held in January of 2013, 2014, and 2015 with great success. It is expected that, if approved, the second hunt will be similar, with minor changes based on previous years’ experience.</p>				

FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Similar activities approved and carried out in previous years.				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Reclassification of Information Technology Position												
MOTION(s):	I move to reclassify the IT Technologist position, Classification 1121, Pay Band 12, to an Information Technology Systems Engineer position, Classification 1122, Pay Band 15.												
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other								
		XX											
STAFF CONTACT(S):	Andrew Notman, IT Director												
PRESENTER(S):	Gail Parrish, Human Resources Manager												
RECOMMENDATION:	Approve												
TIMING:	Current												
DISCUSSION:	<p>Due to the changes in the IT department staffing, as per best practices, we reviewed the current job description for the IT Technologist and current needs in the IT department. When this position was classified in 2012; the primary duties were performing non-complex service/repairs and basic help desk functions, under close supervision.</p> <p>Due to the changing needs for maintaining the County's technology, an increase in skill level is needed. The proposed IT Systems Engineer position will meet the specific needs for diagnosing problems and recommending how to efficiently correct them, as well as performing equipment and systems work, and provide back up for the current IT Director as needed. The new position requires a higher skill and knowledge level than the current position and therefore we request a reclassification to a pay band 15.</p> <p>Per the Bureau of Labor Statistics, the County's pay band 15 meets the average hiring range in Central Virginia for a position that would perform the duties and requires the skill and experience level as describe in the attached job description.</p>												
FISCAL IMPACT:	<p>No additional cost from budget</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>FY16 Budget for IT Dept Salaries:</u></th> <th style="text-align: left;"><u>Current Salaries w/ Proposed Reclass:</u></th> </tr> </thead> <tbody> <tr> <td>• IT Director \$ 71,847</td> <td>IT Director \$ 61,657</td> </tr> <tr> <td>• IT Specialist \$ 37,693</td> <td>IT Sys. Engineer \$ 45,806</td> </tr> <tr> <td>• Total \$109,590</td> <td>Total \$107,463</td> </tr> </tbody> </table>					<u>FY16 Budget for IT Dept Salaries:</u>	<u>Current Salaries w/ Proposed Reclass:</u>	• IT Director \$ 71,847	IT Director \$ 61,657	• IT Specialist \$ 37,693	IT Sys. Engineer \$ 45,806	• Total \$109,590	Total \$107,463
<u>FY16 Budget for IT Dept Salaries:</u>	<u>Current Salaries w/ Proposed Reclass:</u>												
• IT Director \$ 71,847	IT Director \$ 61,657												
• IT Specialist \$ 37,693	IT Sys. Engineer \$ 45,806												
• Total \$109,590	Total \$107,463												

POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<ul style="list-style-type: none"> • NEW - IT Systems Engineer Position Description • OLD - IT Technologist Position Description 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	X



Fluvanna County, Virginia
Department of Administration
Job Description

INFORMATION TECHNOLOGY SYSTEMS ENGINEER – Class # 1122

FLSA Status: Non-Exempt
Pay Grade: 15
Job Title ID: INFORMATION TECHNOLOGY SYSTEMS ENGINEER
Reports To: IT Director

Summary: Performs advanced implementation and support for systems, applications, network infrastructure, and other services in the Fluvanna County IT Service Portfolio. Work is performed under the general supervision of the Director of Information Technology.

- Performs advanced implementation and support for systems, application and monitoring
- Serves as primary contact for end-user help desk requests
- Provides implementation and support for County IT projects
- Performs systems administration and maintenance of assigned servers
- Performs server hardware maintenance
- Provides application support, desktop support, and VoIP phone system support
- Performs network infrastructure configuration, installation, maintenance, and monitoring

Essential Functions: Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business process requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures.

Monitors and tunes the system to achieve optimum performance levels. Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies and configuration guidelines. Develops and maintains a comprehensive hardware and software configuration database / library of all system configurations and supporting documentation. Provides team support and maintenance of LAN hardware and software. Acts as the primary point of contact for all IT help desk requests and directly services these requests to resolution.

Provides implementation and support for server hardware including the Dell PowerEdge and PowerVault lines. Provides configuration, implementation, and administration of Microsoft Windows 7/8/8.1, Windows Server 2012/2012R2, Cisco IOS, Active Directory, Group Policy, TCP/IP, DHCP, DNS, Microsoft SQL Server, Exchange, Certificate Services, Office 365, SAN/NAS, Linux, Apache, MySQL, VoIP phone systems, and other advanced systems.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of all aspects of information technology; ability to resolve help desk requests and incidents under limited supervision and with a high degree of accuracy; ability to establish and maintain effective working relationships with County officials, other public officials, associates, contractors and the general public; have a working knowledge of Windows 7, Windows 8, Windows Server 2012/2012 R2, and Cisco IOS.

Acceptable Education, Experience, and Training: Any combination of education and experience equivalent to 3 years relevant experience in information technology or related field.



Fluvanna County, Virginia
Department of Administration
Job Description

IT Technologist– class 1121

FLSA Status: Non-Exempt
Pay Grade: 12
Job Title ID: IT Technologist
Reports To: IT Director

Summary: To provide user assistance, train users in applications, diagnose and troubleshoot problems, perform routine maintenance, and support data, and voice communications for the County agencies.

Essential Functions: Responds to users' questions related to specific applications. Provides operational assistance to staff in the use of PC applications. Provides ad-hoc training to users in the use of PC application software. Installs, configures, maintains, and troubleshoots PC hardware and operating software. Installs end-user applications and ensures that they are easily accessible by the user. Performs routine hardware and software maintenance. Troubleshoots end-user complaints and concerns about hardware and software problems. Informs users regarding software licensing. Reports any violations of Information System policy to the Information Systems Director.

Assists in installing and configuring network equipment. Assists in the installation and termination of cable. Assists in the configuration of PC's to work on a data network and on the Internet. Performs tape backups as required on servers, workstations, and AS/400. Tracks user administration and hardware/software inventory. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Considerable knowledge of word processing and spreadsheet applications. Knowledge of database development and maintenance. Knowledge of all phases of PC setup and maintenance. Demonstrated ability to communicate effectively orally and in writing to maintain good working relationships with County officials, department heads and other key personnel. Ability to train end-users who have limited knowledge of technology.

Acceptable Education, Experience, and Training

Associates's degree in computer science or related field or the equivalent combination of education and experience. Training in full range of PC hardware and software systems (word processing, databases, spreadsheets). Experience in Windows 95/NT/2000, Access, Excel, PowerPoint, web browsers, HTML, and E-mail required. Some networking, telecommunications and midrange computing skills are desired but not required.

Working Conditions and Physical Requirements

- Required to carry a cell phone and subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in personal or assigned vehicle to emergency scenes, meetings, or public events in order to complete office assignments.
- Must be able to respond independently or as directed at odd hours and for extended periods of time during emergencies.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.

- Ability to work indoors/outdoors under adverse conditions for an extended period of time in the event of an emergency.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.

Post Offer Requirements:

- Background check

Recommended by:	Approved as to form:	Approved:
Department Head Date	Human Resources Manager Date	County Administrator Date

Approved by Board of Supervisors on 6/6/2012

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	FY16 County Pay Plan				
MOTION(s):	I move to adopt and approve the Fluvanna County FY16 Pay Plan, including the FY16 Pay Band Salary Schedule and the FY16 Schematic List of Classes.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Gail Parrish, Human Resources				
PRESENTER(S):	Gail Parrish, Human Resources				
RECOMMENDATION:	approve				
TIMING:	Effective immediately				
DISCUSSION:	<p>The last time the Pay Bands and Class Schematic have been updated was in November 2013. Several new or adjusted positions have been approved and new salary adjustments, along with changes in the Market have occurred over the past two years.</p> <p>Proposed changes:</p> <ul style="list-style-type: none"> • Pay Bands 1-14 minimum ranges adjustments to allow for market and cost of living adjustments without causing internal compression of current employees' salaries. • 4 classifications of positions moved to higher pay bands to better align with current market pay ranges for these positions. • Moved Constitutional Officers position to higher pay band to align their positions with both Market ranges and the State Comp Plan for their positions. • Two classifications of positions were in the wrong pay bands - made these corrections. • Eliminated classifications of positions that were changed and added the approved classifications of positions to the Schematic. <p>No salary changes are proposed and all salaries are within the proposed salary ranges for each employee's position.</p>				
FISCAL IMPACT:	No change to the approved budgeted salaries or budget.				
POLICY IMPACT:					

LEGISLATIVE HISTORY:					
ENCLOSURES:	FY16 Pay Band Salary Schedule, FY16 Schematic List of Classes				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	

FY16 SALARY SCHEDULE

Fluvanna County, Virginia - proposed 10-7-2015

Annual FT Salaries and Hourly Rates (based on 2080 hours per year)

Pay Band	Minimum	Mid-Range	Maximum
1	\$19,240 9.25	\$22,496 10.82	\$25,752 12.38
2	\$19,760 9.50	\$23,589 11.34	\$27,417 13.18
3	\$20,800 10.00	\$24,995 12.02	\$29,190 14.03
4	\$21,320 10.25	\$26,208 12.60	\$31,096 14.95
5	\$22,360 10.75	\$27,735 13.33	\$33,110 15.92
6	\$24,960 12.00	\$30,119 14.48	\$35,278 16.96
7	\$25,584 12.30	\$31,570 15.18	\$37,555 18.06
8	\$26,208 12.60	\$33,108 15.92	\$40,008 19.23
9	\$27,040 13.00	\$34,827 16.74	\$42,614 20.49
10	\$31,200 15.00	\$38,287 18.41	\$45,373 21.81
11	\$32,240 15.50	\$40,285 19.37	\$48,329 23.24
12	\$34,736 16.70	\$43,099 20.72	\$51,461 24.74
13	\$37,440 18.00	\$46,126 22.18	\$54,811 26.35
14	\$40,040 19.25	\$48,741 23.43	\$59,260 28.49
15	\$41,642 20.02	\$51,905 24.95	\$62,169 29.89

Pay Band	Minimum	Mid-Range	Maximum
16	\$45,024 21.65	\$55,611 26.74	\$66,198 31.83
17	\$47,224 22.70	\$58,868 28.30	\$70,512 33.90
18	\$50,290 24.18	\$62,690 30.14	\$75,089 36.10
19	\$53,562 25.75	\$66,767 32.10	\$79,972 38.45
20	\$57,040 27.42	\$71,112 34.19	\$85,184 40.95
21	\$60,746 33.59	\$75,724 43.61	\$90,703 43.61
22	\$64,705 31.11	\$80,660 38.78	\$96,615 46.45
23	\$68,915 33.13	\$85,896 41.30	\$102,878 49.46
24	\$73,399 35.29	\$91,489 43.99	\$109,579 52.68
25	\$71,053 34.16	\$93,874 45.13	\$116,696 56.10
26	\$75,670 36.38	\$99,971 48.06	\$124,273 59.75
27	\$80,600 38.75	\$106,476 51.19	\$132,353 63.63
28	\$85,821 41.26	\$113,390 54.51	\$140,959 67.77
29	\$91,416 43.95	\$120,775 58.06	\$150,134 72.18
30	\$97,344 46.80	\$128,612 61.83	\$159,879 76.86

SPC Seasonal Time Keepers \$15.00 per game

SPC Seasonal Referees \$25.00 per game

PROPOSED FY16 SCHEMATIC LIST OF CLASSES

Fluvanna County, Virginia - October 2015

Annual FT Salaries and Hourly Rates

Pay Band	Job Class	Position Title	CURRENT (Approved Nov 2014)			PROPOSED (Oct 2015)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
1	8871	Library Aid, PT/Temp	\$17,242	\$21,497	\$25,752	\$19,240	\$22,496	\$25,752
			8.29	10.34	12.38	9.25	10.82	12.38
2	1450	Clerk, PT/Temp	\$18,373	\$23,955	\$27,417	\$19,760	\$23,589	\$27,417
	1621	Registrar Clerk, PT/Temp	8.83	11.52	13.18	9.50	11.34	13.18
3	3161	Grounds Worker, PT/Temp	\$18,720	\$23,955	\$29,190	\$20,800	\$24,995	\$29,190
	8851	Library Assistant, PT/Temp	9.00	11.52	14.03	10.00	12.02	14.03
4	4131	Facilities Assistant/Temp	\$20,821	\$25,958	\$31,096	\$21,320	\$26,208	\$31,096
			10.01	12.48	14.95	10.25	12.60	14.95
5	9999	Camp Counselor, Seasonal	\$22,171	\$27,640	\$33,110	\$22,360	\$27,735	\$33,110
	3461	Convenience Ctr Worker/ PT Temp	10.66	13.29	15.92	10.75	13.33	15.92
6	4132	Museum Attendant (PT)	\$23,612	\$27,154	\$35,278	\$24,960	\$30,119	\$35,278
	3431	Convenience Center Manager (PT)	11.35	13.05	16.96	12.00	14.48	16.96
	6112	Receptionist, PT						
	6111	Records Administrator						
7 5 to 7	8831	Library Clerk (FT)	\$24,960	\$31,258	\$37,555	\$25,584	\$31,570	\$37,555
	1611	Assistant Registrar	12.00	15.03	18.06	12.30	15.18	18.06
	3511	Assistant Water System Operator						
	3171	Maintenance Worker						
	2011	Permit Clerk/Technical Assistant						

Pay Band	Job Class	Position Title	CURRENT (Approved Nov 2014)			PROPOSED (Oct 2015)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
8			\$25,688	\$32,848	\$40,008	\$26,208	\$33,108	\$40,008
			12.35	15.79	19.23	12.60	15.92	19.23
	1311	Finance Assistant						
	4111	Recreation Program Specialist						
9			\$26,770	\$34,692	\$42,614	\$27,040	\$34,827	\$42,614
			12.87	16.68	20.49	13.00	16.74	20.49
	6411	Bailiff, PT						
	6211	Communications Officer						
	6221	Communications Officer, PT						
	1811	Deputy Clerk I						
	1521	Deputy Commissioner I						
	1411	Deputy Treasurer I						
	eliminate 3190	Maintenance/Energy Technician						
	3151	Maintenance Technician						
1123	Program Support Assistant, Administration, PT							
3611	Utilities Technician							
10			\$30,385	\$37,879	\$45,373	\$31,200	\$38,287	\$45,373
			14.61	18.21	21.81	15.00	18.41	21.81
	2111	Code Compliance Officer						
	1821	Deputy Clerk II						
	1531	Deputy Commissioner/IT Specialist						
	1420	Deputy Treasurer II						
	1022	Senior Program Support Assistant, Planning						
1021	Senior Program Support Assistant, Public Works							
11			\$31,616	\$39,973	\$48,329	\$32,240	\$40,285	\$48,329
			15.20	19.22	23.24	15.50	19.37	23.24
	1051	Administrative Program Specialist						
	6311	Animal Control Officer						
	6251	Communications Supervisor						
	1831	Deputy Clerk III						
	1511	Deputy Commissioner/Mapping Technician						
	1430	Deputy Treasurer III						
	1321	Senior Finance Assistant						
	3531	Water System Operator						

Pay Band	Job Class	Position Title	CURRENT (Approved Nov 2014)			PROPOSED (Oct 2015)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
12			\$33,280	\$42,370	\$51,461	\$34,736	\$43,099	\$51,461
			16.00	20.37	24.74	16.70	20.72	24.74
	3181	Facilities Maintenance Specialist						
	6512	Accreditation Mgr, PT						
	6411	Bailiff						
	3391	Buildings Supervisor						
	3371	Grounds Supervisor						
	1131	Human Resources Assistant						
eliminate	1121	IT Technologist						
	1071	Legal Secretary						
	6281	Operations Coordinator (9-1-1 Center)						
	4151	Programs Supervisor						
	3631	Utilities Specialist						
13			\$36,700	\$45,755	\$54,811	\$37,440	\$46,126	\$54,811
			17.64	22.00	26.35	18.00	22.18	26.35
	1081	Paralegal/Legal Assistant						
	1091	Administrative Assistant/Clerk to the Board						
	2211	Building Inspector						
	3431	Convenience Ctr. Mgr/Recycle Coordinator						
12 to 13	6511	Deputy Sheriff - Patrol or Bailiff						
	2112	Site Inspector						
	1711	Victim/Witness Coordinator						
14			\$39,102	\$48,741	\$58,381	\$40,040	\$48,741	\$59,260
corrected	6551	Deputy Sheriff - Investigator	18.80	23.43	28.07	19.25	23.43	28.49
	1551	Chief Deputy Commissioner of the Revenue						
	1451	Chief Deputy Treasurer						
	1851	Chief Deputy Clerk						
	6521	School Resource Officer						
	2350	Planner						
15			\$41,642	\$51,905	\$62,169	\$41,642	\$51,905	\$62,169
			20.02	24.95	29.89	20.02	24.95	29.89
proposed	1122	IT Systems Engineer						
corrected	6571	Deputy Sheriff - Sergeant						
	3550	Water System Supervisor						
	1106	Purchasing Officer						

Pay Band	Job Class	Position Title	CURRENT (Approved Nov 2014)			PROPOSED (Oct 2015)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
16			\$45,024	\$51,905	\$66,198	\$45,024	\$51,905	\$66,198
			21.65	24.95	31.83	21.65	24.95	31.83
	6591	Deputy Sheriff - Lieutenant						
	2351	Senior Planner						
17			\$47,224	\$58,868	\$70,512	\$47,224	\$58,868	\$70,512
			22.70	28.30	33.90	22.70	28.30	33.90
	1351	CSA Program Manager						
	1385	Management Analyst						
18			\$50,290	\$62,690	\$75,089	\$50,290	\$62,690	\$75,089
			24.18	30.14	36.10	24.18	30.14	36.10
	2250	Building Official						
	6651	Deputy Sheriff - Captain						
	6291	Director of Communications, (9-1-1 Call Ctr)						
	1130	Human Resources Manager						
	8800	Library Director						
	1600	Registrar						
19			\$53,562	\$66,767	\$79,972	\$53,562	\$66,767	\$79,972
			25.75	32.10	38.45	25.75	32.10	38.45
20			57,040.00	71,112.00	85,184.00	57,040.00	71,112.00	85,184.00
			27.42	34.19	40.95	27.42	34.19	40.95
	6671	Deputy Sheriff - Colonel						
21			\$60,746	\$75,724	\$90,703	\$60,746	\$75,724	\$90,703
			29.20	36.41	43.61	29.20	36.41	43.61
19 to 21	4290	Director of Parks and Recreation						
	1120	Director of Information Technology						
22			\$64,705	\$80,660	\$96,615	\$64,705	\$80,660	\$96,615
			31.11	38.78	46.45	31.11	38.78	46.45
	1750	Assistant Commonwealth's Attorney						
	2390	Planning and Zoning Administrator						
23			\$68,915	\$79,252	\$102,878	\$68,915	\$79,252	\$102,878
			33.13	38.10	49.46	33.13	38.10	49.46
	1000	Director of Community Development						
	1390	Director of Finance						
	3690	Director of Public Works/County Engineer						

Pay Band	Job Class	Position Title	CURRENT (Approved Nov 2014)			PROPOSED (Oct 2015)		
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
24			\$73,399 35.29	\$91,489 43.99	\$109,579 52.68	\$73,399 35.29	\$91,489 43.99	\$109,579 52.68
23 to 24	1310	Assistant County Administrator						
25			\$74,605 35.87	\$95,651 45.99	\$116,696 56.10	\$74,605 35.87	\$95,651 45.99	\$116,696 56.10
26			\$79,454 38.20	\$91,372 43.93	\$124,273 59.75	\$79,454 38.20	\$91,372 43.93	\$124,273 59.75
24 to 26	1890	Clerk of Circuit Court						
24 to 26	1590	Commissioner of the Revenue						
24 to 26	6690	Sheriff						
24 to 26	1490	Treasurer						
27			\$84,630 40.69	\$108,491 52.16	\$132,353 63.63	\$84,630 40.69	\$108,491 52.16	\$132,353 63.63
28			\$91,112 43.80	\$115,535 55.55	\$140,959 67.77	\$91,112 43.80	\$115,535 55.55	\$140,959 67.77
29			\$95,987 46.15	\$123,061 59.16	\$150,134 72.18	\$95,987 46.15	\$123,061 59.16	\$150,134 72.18
30			\$102,211 49.14	\$131,045 63.00	\$159,879 76.86	\$102,211 49.14	\$131,045 63.00	\$159,879 76.86
	1790	Commonwealth's Attorney						

note: Spc Class **Seasonal Time Keepers** \$15.00 per game
Spc Class **Seasonal Referees** \$25.00 per game

Position Changes within Pay Bands

Pay Band	Job Class	Position Title
1 through 13		adjustments to minimum and mid-range of the bands
14		adjustments to minimum through maximum of range
5 to 7	8831	Library Clerk; will get all FT postions at starting pay of \$12 per hour.
12 to 13	6511	Deputy Sheriff - Patrol or Bailiff; adjust to align with previously approved (2012) entry level pay
9	3190	eliminate Maintenance/Energy Technician position (new position approved)
12	1121	proposed eliminate IT Technologist position
15	1122	proposed new position; IT Systems Engineer
14	6551	Deputy Sheriff Investigator; correction - was on wrong pay band (15) last year
15	6571	Deputy Sheriff Sergeant; correction - was on wrong pay band (14) last year

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Proposed Additional Compensation for Degrees, Licensures and Certification Policy				
MOTION(s):	I move to approve the policy I.5, Additional Compensation for Degrees, Licensures and Certifications. With \$16,000 of the Personnel Contingency to apply towards the FY16 additional compensation for degrees, licensures and certifications received on or after July 1, 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Gail Parrish, Human Resources				
PRESENTER(S):	Gail Parrish, Human Resources				
RECOMMENDATION:	approval				
TIMING:	July 1, 2015				
DISCUSSION:	<p>One of the questions employers need to be considering is how to keep their top performers. In a recent national study, the top 5 motivators for employees to stay with their employer are the same motivators that new recruits look for in an employer:</p> <ul style="list-style-type: none"> • Acknowledgement and respect • Compensation • Flexibility and time off • Increased responsibility and challenge • Personal development <p>Encouraging and rewarding employees to gain additional knowledge and/or skills addresses 4 of the top motivators that will help the County retain its top performers, as well as being tool to recruit top talent.</p> <p>Currently, the County takes into consideration, when determining its initial salary offer, the candidates work history, education and job related licensures and/or certifications. However, after the employee is hired, there is no consideration if the employee obtains additional knowledge and/or skills that are both advantageous to the County and the employee. This policy will provide the recognition of their efforts, compensate them for their newly acquired knowledge and skills, allows for personal development and increased challenges and responsibility in the work place. It will also help to discourage employees from seeking employment elsewhere in order to obtain the additional compensation for the newly acquired degree and/or Licensure or certification.</p>				

The proposed policy provides for an annual increase to base annual salary of:

Degree/Certification	Annual Increase	Per hour increase (40 hour week position)
Certificate	\$ 500.00	\$0.24
Licensure	\$ 1,000.00	\$0.48
Associate	\$ 500.00	\$0.24
Bachelor	\$1,000.00	\$0.48
Master's/EDS/JD	\$1,500.00	\$0.72
Doctorate	\$2,000.00	\$0.96

The maximum per year an employee may receive under this policy would be \$2,000. The funds would be from the Personnel Contingency Fund and estimated costs would be budgeting each year.

Although there will reoccurring cost in increased salaries, it is expected that due to an increased retention, the reduced recruitment costs will minimize and hopefully eventually will completely offset the cost to fund this program.

FISCAL IMPACT:	FY16, ~ \$16,000				
POLICY IMPACT:	Addition to the Compensation Policy				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Proposed policy draft				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX		XX	XX

I.5 COMPENSATION FOR ADDITIONAL DEGREES, CERTIFICATIONS AND LICENSURES

1. **Purpose.** To establish compensation policies for eligible Fluvanna County employees who attain degrees from accredited colleges and universities and/or job-related professional certifications and licensures from appropriate agencies.

2. Applicability

- a. This policy only applies to such degrees/certifications/licensures earned after an employee's initial employment date and after June 30, 2015.
- b. The salary increases only apply to the attainment of the first degree at each level and/or the initial attainment of the certification/licensure, not re-certifications.

3. Eligibility

- a. County budget permitting, all regular staff that has satisfactory job performance may be considered for a salary increase upon completion of the additional job-related degrees/certifications/licensures.
- b. The employee must have received a minimum of overall "Meets Expectations" on their last performance evaluation.
- c. The employee must be a Permanent Full Time or Part Time Employee. (Permanent part-time staff receive a prorated amount based upon their full-time equivalency (FTE). For example: an eligible part-time employee of 0.50 FTE may be eligible for an amount equal to 50% of the \$1,500 for a Masters' degree.)
- d. The certification and/or licensure should be beneficial to the County such that it enhances employee's skills and competencies related to their current position.

4. Application and Processing

- a. The employee and his/her supervisor must complete and submit the "Request for Compensation for Additional Degrees, Licenses & Certifications" and submit it to the employee's Director, Constitutional Officer, or Agency Head for review prior to seeking approval for the salary increase from the County Administrator.
- b. When possible and to help ensure applicability, requests should be submitted and approved prior to enrolling for the trainings/classes.
- c. The approved form will be retained by the Director, with a copy in the employee's personnel record.
- d. Once the degree/certification has been obtained, the employee should provide documentation of the degree/certification to their supervisor.
- e. The supervisor will prepare a Personnel Action Request (PAR) and submit it to Human Resources along with the approved Compensation for Additional Degrees and

Certification Request Form.

5. Base Salary Increases

- a. For the completion of an approved academic degree/certification/licensure, the following individual base salary increases are authorized:

Degree/Certification	Annual Increase
Certificate	\$ 500.00
Licensure	\$ 1,000.00
Associate	\$ 500.00
Bachelor	\$1,000.00
Master's/EDS/JD	\$1,500.00
Doctorate	\$2,000.00

- b. The maximum salary increase for degrees and/or certifications in one year shall not exceed \$2,000.
- c. Pay increases during the budget year will be funded from the County's Personnel Contingency funds, and programmed into the department budget in subsequent years.
- d. Pay increases for certifications/licensures that are paid for by State or other non-County funds will be by those salary funds and generally the procedure/application of the increase and the amount will determined by the funding source.
- e. Employees are responsible for keeping certifications and licensures current and up to date. If an employee's certification or licensure is not active on the first pay period of the fiscal year, their increase will be removed from their annual salary.

6. Types of Certifications and Licensures. Approved certifications and licensures are typically those that are nationally recognized across a wide variety of industries and usually require a continuing education/training to maintain the certification or licensure. Although not possible to list all the designations this may include, several examples are:

- a. Virginia Commercial Applicator Pesticide Certification
- b. Virginia Fertilizer Applicator Certificate
- c. AICP Certification for planners
- d. Building Code Official Certification
- e. Building Permit Technician Certification
- f. Microsoft Certified Solutions Certification (MCSC)
- g. Certified Public Accountant License
- h. Professional Engineer License
- i. Journeyman Plumbing License
- j. State sponsored certifications for specific agencies/offices

FLUVANNA COUNTY

Request for Compensation for Additional Degrees, Licenses & Certifications

Section A – EMPLOYEE INFORMATION		
Employee Name (Last, First MI)	Employee Number	Position Title
Department	Supervisor	Request Date
Degree, Licensure or Certification Program		Graduation/Completion Date
List any previous degrees, licenses or certifications earned		
How will the license or certification enhance your skills and benefit the County in your current role?		
Supervisor's Justification		
Section B – REVIEW AND SIGNATURE		
By signing this form, the employee acknowledges that the information provided is correct to the best of their knowledge.		
Employee Signature / Date	Supervisor Signature / Date	Director/Con Off Signature / Date
Section C – FINAL REVIEW		
Action <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Effective Date	County Administrator Signature / Date
Section D – FINANCE ACTION		
Payroll Action		Finance Signature / Date

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: Oct 7, 2015

AGENDA TITLE:	Confirmation of Local Emergency Declaration				
MOTION(s):	I move to confirm the decision to declare a local emergency retroactive to 8 a.m. Thursday, October 1, 2015, in response to a significant storm event, and that it be ended, effective as of midnight, October 7, 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		x			
STAFF CONTACT(S):	Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Cheryl J. Elliott, Emergency Services Coordinator				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	<p>On September 30, 2015, Governor McAuliffe declared a “state of emergency to exist for the Commonwealth of Virginia based on the severe weather that began the morning of September 29, 2015 as well as forecasts by the National Hurricane Center and National Weather Service projecting impacts from Hurricane Joaquin and a coastal nor’easter. This severe weather pattern could produce damaging high winds, periods of heavy rainfall, massive power outages, and flooding throughout the Commonwealth with the potential to impact life safety and create significant transportation issues.”</p> <p>In order to take advantage of any state/federal mutual aid and/or reimbursements for costs incurred during this weather event, a local declaration must be in place.</p>				
FISCAL IMPACT:	Personnel overtime, equipment usage, shelter operations and/or supply costs may be incurred responding to the storm, and in days following due to the storm damage and clean up needs. If Virginia does not meet thresholds for the event, local reimbursements will not be available and the cost will be fully bore by Fluvanna County.				
POLICY IMPACT:	<p>This action is consistent with the requirements of the Code of Virginia Emergency Services and Disaster Law.</p> <p style="text-align: center;">Code of Virginia § 44-146.21. Declaration of local emergency.</p> <p>(a) A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.</p>				
LEGISLATIVE HISTORY:	The last local emergency declaration was in response to a winter storm event February 18, 2014				

ENCLOSURES:	Fluvanna County Resolution for Declaration of Local Emergency				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	x				



**Board of Supervisors
County of Fluvanna
Palmyra, Virginia**

Resolution for the Declaration of Local Emergency

At a regular meeting on October 7, 2015, the following action was taken:

WHEREAS, the Board of Supervisors of Fluvanna County does hereby find that:

- i. That the actual and predicted prolonged rain event and tropical storm system impacting Fluvanna County was or threatened to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby;
- ii. That a state of emergency throughout the Commonwealth has previously been declared by the Governor;
- iii. That, due to the prolonged rain event and tropical system, a condition of peril to life and property necessitated the proclamation of the existence of a local emergency;

WHEREAS the dangerously inclement weather which warranted the declaration of a local emergency has moderated and no longer constitutes a condition of peril to life and property necessitating the declaration of a local emergency;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Virginia Code Section 44-146.21, the Director of Emergency Services has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively as of 8 a.m. on October 1, 2015, to which declaration the Board of Supervisors hereby consents; and

BE IT FURTHER RESOLVED that during the existence of said local emergency, the Director of Emergency Management and the Emergency Services Coordinator of Fluvanna County respectively, shall have the powers, functions and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate the effects of said local emergency; and

BE IT FURTHER RESOLVED pursuant to Virginia Code Section 44-146.21, that the local emergency heretofore declared within Fluvanna County effective 8 a.m. on October 1, 2015, be, and it is hereby, **DECLARED TO BE ENDED**, effective as of midnight, October 7, 2015.

ADOPTED by the Board of Supervisors of Fluvanna County, Virginia, this 7th day of October 2015.

Attest:

Kelly Belanger Harris
Clerk to the Board of Supervisors

Mozell H. Booker, Chair
Fluvanna County Board of Supervisors
Fluvanna County, Commonwealth of Virginia

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Southeast Rural Assistance Project				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Randy Phillips, Rural Housing, Southeast Rural Assistance Project				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Fluvanna County Health Status Update				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Dr. Denise Bonds, Thomas Jefferson Health District Health Director				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: September 16, 2015

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, September 2, 2015 Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for September 2, 2015				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
September 2, 2015
Regular Meeting 4:00pm

MEMBERS PRESENT: Mozell Booker, Fork Union District, Chairperson
 Bob Ullenbruch, Palmyra District, Vice-Chairperson
 Tony O'Brien, Rivanna District (arrived at 4:02pm)
 Donald W. Weaver, Cunningham District
 Mike Sheridan, Columbia District (arrived at 4:07pm)

MEMBERS ABSENT: None.

ALSO PRESENT: Steven M. Nichols, County Administrator
 Fred W. Payne, County Attorney
 Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER

At 4:00pm, Chair Booker called the Regular Meeting of September 2, 2015 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda for the September 2, 2015, Regular Meeting of the Board of Supervisors with the following changes: *Presentations J: TJPDC Legislative Agenda Review & K: Fluvanna Feral Cat Coalition* were moved to follow the first section of Public Comments and *Tab I: BOS Compensation Proposal* was deferred. Mr. Ullenbruch seconded and the Agenda was adopted by a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

COUNTY ADMINISTRATOR'S REPORT

Special Presentation by Mr. Jim Campbell, Executive Director of the Virginia Association of Counties, recognizing Fluvanna County for the Wildlife Meadow Restoration Project at Pleasant Grove. Mr. Campbell presented the Certificate of Recognition to the Board of Supervisors, Mr. Jason Smith, Director of Parks & Recreation, and community partners represented by Walter Hussey, Will Shaw, Sue Tepper (Fluvanna Master Gardeners,) Carol Heiser (Virginia Department of Game and Inland Fisheries,) Betty Truax (Virginia Native Plant Society), and Chuck Wright (Virginia Department of Forestry.)

Mr. Nichols reported on the following topics:

- Congratulations to Aaron Spitzer, Sports and Fitness Recreation Program Specialist
 - Passed his difficult Certified Parks and Recreation Professional (CPRP) exam on Monday, August 17
 - The remaining Recreation Specialist will be taking the exam later this fall
- Fluvanna Fire and Rescue Association (FRA) Annual Election results:
 - John Lye, President, Andy Wills, Vice-President, Gloria Vest, Secretary
- Red Rocker Candy in August edition of VIRGINIA Living and on I-64 Highway Signs
- Fluvanna Chamber of Commerce
- Now accepting nominations for Business Person of the Year; Email nominations by Sep 25th to fluvannacountycoc@embarqmail.com
- Community Business Forum (and the Future of Fluvanna's 250 Corridor); Planning underway for an October event
- Business Climate Survey
 - Will survey in September and present results at the forum
 - Seeking feedback from all local business owners and managers
 - Used to help create a local Business Support Action Plan
- 5th Annual Fluvanna County Wine Festival
 - Saturday, Sep 26th at 11:00 AM - 6:00 PM at Pleasant Grove Park
- 20th Annual Old Farm Day
 - Saturday, October 3rd at Pleasant Grove Park
- Fork Union Streetscape Dedication and Community Party
 - Being planned by businesses and community members
- P&R Registrations – Now supporting online payments
- Thomas Jefferson Planning District Commission acquiring licenses to new Grant Research Website
 - Fluvanna County will be provided with two licenses for access; training will be provided
 - Potential for VDH Planning Grant (to support FUSD System Planning/Design)
 - \$55,000 grant may require up to \$6,000 cost share from the County
- James River Water Authority (JRWA)/James River Water Project (JRWP) Update
 - Neighborhood Meeting: Thursday, September 10, at 6:30 pm at Kents Store ARC
 - Planning Commission Public Hearings: Wednesday, September 23
 - BOS Public Hearings: Wednesday, October 21
 - JRWA Resolution: BOS Action Item, September 16, to meet VRA Financing Pool deadline
- State Elected Officials Breakfast Event
 - Planning underway for October event
 - Chance to meet with our State elected representatives
 - Share our concerns and legislative agenda

- Acting County Administrator Sep 4-7
 - P&R Director Jason Smith will be covering over the holiday weekend
- Next Meetings
 - Wednesday, September 16, 7:00 pm – Regular Meeting
 - Wednesday, October 7, 2015 4:00 pm – Regular Meeting

BOARD OF SUPERVISORS' UPDATES

Sheridan— Worked at the Foodbank in Charlottesville.

Weaver— None.

Ullenbruch—None.

O'Brien— Piedmont Workforce Network, County Fair.

Booker—Mayors and Chairs; Extension Leadership Council; JABA Executive Meeting; Fluvanna/Louisa Housing Foundation; Parks and Rec Advisory.

PUBLIC COMMENTS #1

Chair Booker opened the first round of Public Comments.

- Karen Bercaw, 812 Cunningham Rd, addressed the naming of the Park in the Village Center. Ms. Bercaw feels that calling the park Confederate Park overlooks a significant percentage of the County and all the slaves who contributed to the development of this Country.
- Bradley Barker, Scottsville, retired historian, brought to the Board his objection to naming the park Confederate Park.
- Robert Sheets, 8 Hopi Way, addressed the Board with concerns regarding the proposed Dog Leash Policy.
- Carol Heiser, Habitat Education Coordinator, VDGIF, commended the Board on the Wildlife Meadow project, and for the certificate of recognition from VACo.
- Walter Hussey, Fluvanna Master Naturalist, 334 Bybee Estates Ln, spoke briefly about the details of the Wildlife Meadow project at Pleasant Grove.
- Bryan Mueller, 133 Oak Hill Ln, addressed the Board with concerns regarding the Dog Leash Policy.

With no one else wishing to speak, Chair Booker closed the first round of Public Comments.

PUBLIC HEARINGS

None.

PRESENTATIONS

TJPDC Legislative Agenda Review—David Blount, TJPDC Legislative Liaison, updated the Board on the Thomas Jefferson Planning District's 2015 Legislative Priorities. Priorities included equalized revenue-raising authority, State mandates and funding obligations, public education funding, transportation funding, water quality, land use, and growth management. Mr. Blount solicited input from the Board and invited questions.

Fluvanna Feral Cat Coalition—Lizz McKenzie, Fluvanna Feral Cat Coalition, joined by Rose LeMaster, presented a brief overview of the feral cat situation in the County. Ms. McKenzie briefed the Board on Trap-Neuter-Release philosophy and methodology and the work that she is currently doing to reduce the number of feral cats in the County. Ms. McKenzie presented a plan to the Board for addressing the problems long-term, utilizing volunteers, donations, and financial support from the County.

ACTION MATTERS

Dog Leash Policy—Jason Smith, Director of Parks and Recreation, returned to the Board with a recommendation for a Dog Leash Policy in all County Parks. Highlighting the goals of the proposal to provide a safe and enjoyable park experience for all park users, Mr. Smith presented the options as recommended by staff and community input.

MOTION

Mr. Ullenbruch moved to approve the updated Dog Leash Policy for all Fluvanna County Parks whereby dogs must remain on-leash at all times while in county parks, except in designated off-leash areas or at special events during prescribed times, as described in Basic Options A (Dogs Never Permitted Areas: Horse Trailer Parking, Ball Fields (always on-leash, off of playing field,) Playgrounds and Option B (Always Off-Leash Areas: Dog Park, Dog Run Field A, Dog Run Field B, Sandy Beach (certain times), and Trail Option # 5: Leash in hand (east of the Ball Fields.) Mr. O'Brien seconded and the motion passed 4-1. AYE: Ullenbruch, O'Brien, Weaver, & Sheridan. NAY: Booker. ABSENT: None.

Motor Vehicle Policy Update—Gail Parrish, Human Resources Manager, addressed the Board with an update to the County Motor Vehicle Policy. Revisions to the Policy address distracted driving, and outline specific items and actions that are prohibited while driving a County vehicle.

MOTION

Mr. O'Brien moved to approve the updated Motor Vehicle Use Policy – General Policies 3-1. Mr. Ullenbruch seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

EMS Cost Recovery Agency Memorandum of Understanding (MOU) with LMVFRS, Inc., and Fluvanna Rescue Squad, Inc.— Cheryl Elliott, Emergency Services Coordinator, brought forth a request that the Board authorize Memoranda of Understanding between the County and Lake Monticello Volunteer Fire and Rescue Squad, Inc., and Fluvanna Rescue Squad, Inc.

MOTION

Mr. Weaver moved to approve the Memorandum of Understanding (MOU) between Fluvanna County and Fluvanna Rescue Squad, Inc., authorizing participation in the County's cost recovery program, and authorize the County Administrator to execute the MOU, subject to approval as to form by the County Attorney. Mr. Sheridan seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

and
Mr. Weaver moved to approve the Memorandum of Understanding (MOU) between Fluvanna County and Lake Monticello Volunteer Fire Department and Rescue Squad, Inc., authorizing participation in the County's cost recovery program, and authorize the County Administrator to execute the MOU, subject to approval as to form by the County Attorney. Mr. Sheridan seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

EMS Cost Recovery Business Associate Agreement—Cheryl Elliott, Emergency Services Coordinator, introduced a request to authorize the County to enter into an agreement with EMS Management & Consultants, Inc., to ensure compliance with the Privacy and Security Rules of HIPAA.

MOTION

Mr. Sheridan moved to approve the Business Associate Agreement between Fluvanna County and EMS Management & Consultants, Inc., to ensure compliance with the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. Ullenbruch seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

EMS Cost Recovery Provider and Billing Company Confidentiality and Non-Disclosure Agreement—Cheryl Elliott, Emergency Services Coordinator, brought forth a request to allow information exchange between EMS Management & Consultants, Inc. and Anthem Blue Cross and Blue Shield.

MOTION

Mr. Sheridan moved to approve the Provider and Provider Advisory Confidentiality and Non-Disclosure Agreement between Fluvanna County and EMS Management & Consultants, Inc. (EMS/MC), to allow for information exchange with Anthem Blue Cross and Blue Shield so that EMS/MC can provide billing services on the County's behalf, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

Capital Reserve Maintenance Request - HVAC—Wayne Stephens, Public Works Director / County Engineer, came before the Board to seek support and approval for a Capital Reserve Maintenance Fund request to replace HVAC equipment and components for various County buildings.

MOTION

Mr. Ullenbruch moved that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to provide \$42,900.00 from the Capital Reserve Maintenance Fund to pay the costs of materials, labor, and services associated with the replacement of various HVAC equipment and components at the Fluvanna Community Center, Courts Building, Public Safety Building and the Treasurer's Building. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

Capital Reserve Maintenance Request - FSPCA—Wayne Stephens, Public Works Director / County Engineer, came before the Board with a request to fund necessary repairs and replacements to the Fluvanna SPCA.

MOTION

Mr. Ullenbruch moved that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to provide \$73,700 from the Capital Reserve Maintenance Fund to pay the costs repairs at the Fluvanna SPCA facility: replacing the septic system; repairing/replacing rusted doors on 48 dog kennels; providing epoxy-sealing of three outdoor concrete kennel slabs; providing shelter from rain/sun within each outdoor kennel at the facility. Mr. Sheridan seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

FY16 County Capital Reserve Maintenance Fund Supplemental Appropriation Request—Mary Anna Twisdale, Management Analyst, requested a supplemental appropriation from the Unassigned Fund Balance to be move to the FY16 Capital Reserve Maintenance Fund.

MOTION

Mr. Weaver moved the Board of Supervisors approve a supplemental appropriation of \$50,000 to the FY16 County Capital Reserve Maintenance Fund Budget from Unassigned Fund Balance. Mr. Ullenbruch seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Naming of Palmyra Park Survey Results—Steven M. Nichols, County Administrator, brought before the Board the results of the survey put to the public with regards to naming the park located in the Village of Palmyra. At the beginning of this discussion, Mr. Nichols noted that this survey was part of a larger effort to solicit names for structures in the County, including the new Rte. 6 Bridge, among others. Mr. Ullenbruch put forth the suggestion of naming the building currently occupied by the CSA program in honor of the contributions of Mr. Donald Weaver.

MOTION

Mr. Ullenbruch moved to name the CSA building after Don Weaver and that prior to year-end there be a ceremony to formally recognize the naming. Mr. Sheridan seconded and the motion passed 4-0-1. AYE: Booker, Ullenbruch, O'Brien, Sheridan. NAY: None. ABSTAIN: Weaver. ABSENT: None.

After discussion,

MOTION

Mr. Weaver moved that the park continues to be called Confederate Park by a consensus of 61% of the inquiries and calculations that were made by Fluvanna County. Mr. Ullenbruch seconded and the motion failed on a vote of 2-3. AYE: Ullenbruch, Weaver. NAY: Booker, O'Brien, Sheridan. ABSENT: None.

MOTION

Mr. O'Brien moved to formally name the Fluvanna County park area in Palmyra Court Square as Civil War Park. Mr. Ullenbruch seconded and the motion passed on a vote of 4-1. AYE: Booker, Ullenbruch, O'Brien, Sheridan. NAY: Weaver. ABSENT: None.

DEFERRED BOS Compensation Proposal—Steven M. Nichols, County Administrator.

Recess for dinner break.

RECONVENE AND MOTION TO EXTEND

Mr. Weaver moved to reconvene and extend the meeting until 11:00pm. Mr. O'Brien offered a second and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

County Fair Wrap-Up—Jason Smith, Director of Parks and Recreation, came before the Board to give a reporting of the Annual County Fair. The collaborative effort between the County, Fluvanna County Extension, Fluvanna County Farm Bureau, the Fair Committee, and many community partners produced a great experience for many County residents. Mr. Smith thanked the 155 volunteers who provided nearly 1200 hours of service to make the Fair happen. In response to a question from Mr. Weaver, Mr. Smith noted that the County cleared \$760 from the event.

Subdivision Roads—Jason Stewart, Planning and Zoning Administrator, briefed the Board on subdivision roads in the county who currently have roads that have not been accepted into the Virginia Department of Transportation (VDOT) system. Mr. Stewart noted that there are several subdivisions actively working with VDOT, others have not maintained contact with VDOT and are not actively working to improve subdivision roads. Mr. Smith provided an update on Cunningham Meadows, noting that Liberty Homes is actively pursuing improvements to bring subdivision roads into VDOT compliance.

Comprehensive Plan Update Review—Jason Stewart, Planning and Zoning Administrator, offered an update and provided the Board prior to the September 16, 2015 Public Hearing to request adoption of the 2015 Fluvanna County Comprehensive Plan.

Strategic Initiatives Review Update—Dr. Jackie Meyers, CSA Coordinator, updated the Board on the current status of the Strategic Initiatives. Among those items in process or completed are: Business Forum, Business Climate Survey, VDOT HB2 requirements, and the Comprehensive Plan.

CONSENT AGENDA

Mr. Weaver requested the following items be pulled from the Consent Agenda.

Rivanna River Renaissance Conference Funding Support, Steven M. Nichols, County Administrator, brought forward a request to provide financial support for a planned Rivanna River Renaissance Conference, funded in part by the 5-county region that comprises the Rivanna River Basin Commission.

MOTION

Mr. O'Brien moved to provide Rivanna River Basin Commission with \$500 to support the planned October 2015 Rivanna River Renaissance Conference, with such funds to come from FY16 BOS Contingency. Mr. Sheridan seconded and the motion passed 3-2. AYE: Booker, O'Brien, & Sheridan. NAY: Ullenbruch & Weaver. ABSENT: None.

Waiver of Special Use Permit (SUP) Fees for James River Water Project—Steven M. Nichols, County Administrator, presented a request to waive the fees associated with the Special Use Permits being sought in association with the James River Water Project. Mr. Nichols briefed the Board on the process by which the fees are normally collected and the rationale for waiving them for this request.

MOTION

Mr. O'Brien moved waived \$9,680 in fees associated with the Special Use Permit application and process for the James River Water Project, including:

Special Use Permit Fee	\$800
Public Hearing Sign Deposit	\$1,440
Adjoining Property Owner Notifications	\$7,440

Mr. Sheridan seconded and the motion passed 3-2. AYE: Booker, O'Brien, & Sheridan. NAY: Ullenbruch & Weaver. ABSENT: None.

The following items on the Consent Agenda were discussed before approval:

Public Safety Building UPS Maintenance Contract Addendum and Renewal—*Public Safety Building*—Eric Dahl, Finance Director

Virginia Information Technologies Agency FY17 Wireless E-911 PSAP Grant—Andrea Gaines, Director of Communications

Walmart Community Grant Program—Andrea Gaines, Director of Communications

Virginia Information Technologies Agency FY17 Wireless E-911 PSAP Education Program Grant Award—Andrea Gaines, Director of Communications

Bourne Tract Agricultural/Forestral District Renewal—Steve Tugwell, Senior Planner

The following were approved under the Consent Agenda:

Minutes of August 5, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
Market-Based Pay Increase (P&R Director)—Gail Parrish, Human Resources Manager
FY16 Sheriff's Department Vehicle Reimbursement—Mary Anna Twisdale, Management Analyst, Finance Department
FY16 Supplemental Appropriation Career & Technical Education (CTE) Funds—Mary Anna Twisdale, Management Analyst, Finance Department
FY16 Schools Supplemental Appropriation of State Funding for Local Alternative Assessments —Mary Anna Twisdale, Management Analyst, Finance Department
FY15 Cell Tower Budget Supplement—Mary Anna Twisdale, Management Analyst, Finance Department
FY15 Budget Transfer for Reassessment Services—Mary Anna Twisdale, Management Analyst, Finance Department
Public Safety Building UPS Maintenance Contract Addendum and Renewal—Public Safety Building—Eric Dahl, Finance Director
Virginia Information Technologies Agency FY17 Wireless E-911 PSAP Grant—Andrea Gaines, Director of Communications
Walmart Community Grant Program—Andrea Gaines, Director of Communications
Virginia Information Technologies Agency FY17 Wireless E-911 PSAP Education Program Grant Award—Andrea Gaines, Director of Communications
Contract Revision Approval for Task 2, Emergency Communications Radio System Consultant—Cheryl Elliott, Emergency Services Coordinator
Bourne Tract Agricultural/Forestral District Renewal—Steve Tugwell, Senior Planner

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for September 2, 2015. Mr. Sheridan seconded and the motion passed 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

Chair Booker opened the second section of Public Comments.
 With no one wishing to speak, Chair Booker closed the second round of public comments.

CLOSED SESSION**MOTION TO ENTER INTO A CLOSED MEETING**

At 8:45pm, 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. Mr. Ullenbruch seconded and the motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 10:10pm, 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." Mr. Sheridan seconded. The motion carried, with a roll call vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ADJOURN**MOTION:**

At 10:11pm Mr. Sheridan moved to adjourn the meeting of Wednesday, September 2, 2015. Mr. O'Brien seconded and the motion carried with a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

 Kelly Belanger Harris
 Clerk to the Board

 Mozell H. Booker
 Chairperson

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, September 16, 2015 Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for September 16, 2015				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
September 16, 2015
Work Session 4:00 pm
Regular Meeting 7:00 pm

MEMBERS PRESENT: Mozell Booker, Fork Union District, Chairperson
 Bob Ullenbruch, Palmyra District, Vice-Chairperson
 Tony O'Brien, Rivanna District (*Arrived at 4:07pm*)
 Mike Sheridan, Columbia District (*Arrived at 4:09pm*)
 Donald W. Weaver, Cunningham District

ALSO PRESENT: Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Cheryl Elliott, Emergency Services Coordinator
 Jay Lindsey, Planner
 Robert Popowicz, Community Development Director (Work Session)
 Wayne Stephens, Public Works Director and County Engineer
 Jason Stewart, Planning and Zoning Administrator
 Kelly Belanger Harris, Clerk to the Board of Supervisors

WORK SESSION

CALL TO ORDER

At 4:00 pm, Chairperson Booker called the Work Session of September 16, 2015 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Mr. Nichols began the meeting with an overview of the topics to be discussed in the Work Session.

- *Community Business Forum*, Mr. Nichols gave a brief overview of the planned Community Business Forum and a Business Climate Survey, both of which are designed to gain a better understanding of business needs in the County and offer support.
- *VDOT Update*, Mr. Bobby Popowicz briefed the Board on the HB2 ramifications on County projects, current and planned VDOT projects in the County.
- *Broadband*, Mr. Popowicz updated the Board on the status of rural broadband planning, including demand, providers, and potential grant opportunities; regional localities' solutions and providers; inventory of assets; and next steps.
- *E911 Project Update*, Cheryl Elliott, Emergency Services Coordinator, updated the Supervisors on the status of the E911 Radio Project, noting timelines, cost projections, and contract specifications.
- *JRWA Update and Timeline*, Wayne Stephens, Public Works Director and County Engineer, reported on the process and timeline for the James River Water Authority project. Mr. Stephens noted that in best-case scenario, the project is slated for completion in late 2017-early 2018.

To allow time for the Supervisors' dinner break and to conduct a Closed Session, it was suggested that two items from the Work Session Agenda were moved to Presentations on the Regular Meeting Agenda.

MOTION TO ENTER INTO A CLOSED MEETING

At 5:59 pm, 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.6, & A.7. of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment of Funds, & Legal Matters. Mr. Sheridan seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

RECESS FOR DINNER AND CLOSED SESSION

RECONVENE

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:00pm, 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." Mr. Sheridan seconded. The motion carried, with a roll call vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

REGULAR MEETING**CALL TO ORDER**

At 7:04 pm, Chairperson Booker called the Regular Meeting of September 16, 2015 to order.

After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA**MOTION**

Mr. Ullenbruch moved to accept the Agenda for the September 16, 2015, noting that two items from the Work Session will be presented during Presentations. Regular Meeting of the Board of Supervisors, as presented. Mr. Sheridan seconded and the Agenda was adopted by a vote of 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Fork Union Streetscape is complete.
- Public Works staff member, Steve Hester
 - Received his Virginia Fertilizer Applicator Certificate
- 5th Annual Fluvanna County Wine Festival
 - Saturday, Sep 26th at 11:00 AM - 6:00 PM, Pleasant Grove Park
- 20th Annual Old Farm Day
 - Saturday, October 3rd at Pleasant Grove Park
- Annual Employee Appreciation Picnic
 - Tue, Sep 22nd, 4 – 6 pm, PG Park Pole Barn
- Recommend mailing EMS Cost Recovery Brochure to all Fluvanna households
 - Cost ~\$6,000 (in Emergency Management budget)
- New Staff Hired
 - New Purchasing Officer Hired--Cyndi Toler, Started work on Sep 8th
 - New IT Systems Engineer Hired--Eddie Mikell, Starts work on Oct 5th
- County Administrator Vacation, Sep 26 – Oct 3
 - Acting COAD will be Eric Dahl
- Next Meetings
 - Wednesday, October 7, 4:00 pm – Regular Meeting
 - Wednesday, October 21, 7:00 pm – Regular Meeting

BOARD OF SUPERVISORS' UPDATES

Sheridan—None.

Weaver—None.

Ullenbruch—Jail Board Authority.

O'Brien—Thomas Jefferson Planning District Council.

Booker—JABA Executive Board, Rivanna River Commission.

PUBLIC COMMENTS #1

At 7:12 pm Chairperson Booker opened the first round of Public Comments.

With no one else wishing to speak, Chairperson Booker closed the first round of Public Comments.

PUBLIC HEARINGS

Comprehensive Plan – Jay Lindsey, Planner, addressed the Board with the five year update to the County Comprehensive Plan update. Mr. Lindsey noted changes to the structure of the Comprehensive Plan which included streamlining the document by combining chapters. Among the updates and recommended changes were: encouraging in-fill development in place of new construction, preserving open space and the rural character of the County intact and restricting PUD development to the Zion Crossroads Community Planning Area (CPA.)

At 7:28pm, Chair Booker opened the Public Hearing.

There being no one wishing to speak, Chair Booker closed the Public Hearing and opened discussion among Supervisors.

After brief discussion,

MOTION

Mr. Ullenbruch moved to adopt the resolution titled, "A Resolution to Adopt the Fluvanna County 2015 Comprehensive Plan." Mr. O'Brien seconded and the motion passed 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

SUP 15-05: Jeff Jennings Landscaping Materials Supply Business—Steve Tugwell, Senior Planner, brought forward a request to for a special use permit to allow for a landscaping materials supply business with respect to 1.666 acres of Tax Map 4, Section A, Parcel 53C. The affected property is located on the eastern side of State Route 600 (Paynes Mill Road) approximately 1,200 feet south of its intersection with Carter Lane.

At 7:35pm, Chair Booker opened the Public Hearing.

With no one wishing to speak, Chair Booker closed the Public Hearing and opened discussion among Supervisors.

MOTION

Mr. Ullenbruch moved that the Board of Supervisors approve SUP 15:05, a request to allow for the operation of a landscaping materials supply business with respect to 1.666 acres of Tax Map 4, Section A, Parcel 53C, subject to the nine (9) conditions listed in the staff report. Mr. Weaver seconded and the motion passed 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

Conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, must be submitted for review and approval.
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. Hours of operation shall be Monday through Saturday 7:30 a.m. to 4:00 p.m.
6. The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time.
7. Any noise generated by the activity on this site shall be limited to the maximum decibel level allowed by Sec. 15.1-9 A. d. of the County Code.
8. All outdoor landscaping supply materials storage areas shall be screened from the view of public roads, rights-of-way, and adjacent properties as required by Sec. 22-24-7 3. iii of the Zoning Ordinance.
9. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

ACTION MATTERS

Pay Differential for Surveying Services—Gail Parrish, Director of Human Resources, addressed the Board with a request to amend the compensation for employees who provide surveying services outside of their normal job duties, when they are performing surveying services.

MOTION

Mr. Ullenbruch moved the Board of Supervisors approve a pay differential for employees who provide surveying services which are not within their normal job functions, with such payments to be an additional \$10 per hour for a surveyor that provides their own equipment and an additional \$5 per hour for a surveyor assistant. Mr. O'Brien seconded and the motion passed 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

FY17 Budget Calendar—Mary Anna Twisdale, Management Analyst, brought forward for adoption, the FY16 Budget Calendar.

MOTION

Mr. O'Brien moved the Board of Supervisors approve the FY17 Budget Calendar. Mr. Sheridan seconded and the motion passed 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

Approval of the Agreement for Emergency Communication Radio System Project Management and System Implementation Support Services—Cheryl Elliott, Emergency Services Coordinator, returned to the Board to seek approval of the contract between the County of Fluvanna and Black & Veatch Corporation. As the contract had previously been with RCC Consultants, this request acknowledges the purchase of RCC Consultants by Black & Veatch.

MOTION

Mr. Sheridan moved the Board of Supervisors approve the contract between the County of Fluvanna, Virginia and Black & Veatch Corporation entitled "Agreement for Emergency Communication Radio System Project Management and System Implementation Support Services" on an emergency basis as authorized by Section 6.1.6 and on a sole source basis as authorized by Section 6.1.5 of the County's Procurement Policies and Procedures and also under the Virginia Public Procurement Act, Virginia Code Section 2.2-4303, and further that the notice of emergency and sole source procurement required by the Virginia Procurement Act be posted on the Department of General Services' central electronic procurement website. Furthermore, the Board of Supervisors authorizes the County Administrator to execute the Contract contingent upon the Contract being approved as to form by the County Attorney. Mr. O'Brien seconded and the motion passed 5-0. AYES: Booker, O'Brien, Ullenbruch, Sheridan & Weaver. NAYS: None. ABSENT: None.

PRESENTATIONS

Fluvanna Partnership for Aging (FPA) Update – Deborah Foreman, FPA Chairperson, briefed the Board on the mission and vision of the Fluvanna Partnership for Aging. Ms. Foreman reported on community and regional collaborations, and noted that the Senior Resources Guide has been updated and will be updated on the website and throughout the community.

Planning Updates, Jason Stewart, Planning and Zoning Administrator, Jay Lindsey, Planner, briefed the Board on current Planning projects, as well as the impact of the changes in the Comprehensive Plan on the these projects as well as future projects.

Water and Sewer Infrastructure Updates, Wayne Stephens, offered an update on existing County water and sewer facilities and proposed infrastructure improvements. In preparation for improvements to infrastructure, Mr. Stephens highlighted the need for new or revised rules and regulations to guide developers, govern use of public water and sewer systems, a Utility Standards Manual, and procedures for setting rates, fees, charges, customer service, and billing procedures.

CONSENT AGENDA

The following were approved under the Consent Agenda:

- VDOT Secondary Street Acceptance Request—Sycamore Square—Bobby Popowicz, Community Development Director
- FY15-FY16 Carryover Request—Mary Anna Twisdale, Management Analyst
- Accounts Payable Report, June 2015—Eric Dahl, Finance Director
- Accounts Payable Report, July 2015—Eric Dahl, Finance Director
- Accounts Payable Report, August 2015—Eric Dahl, Finance Director
- US Department of Justice, Bureau of Justice Assistance Bullet Proof Vest Program Grant Award—Lt. Aaron Hurd, Sheriff's Office
- FY16 DMV US DOT Highway Safety Funds Grant Award—Lt. Aaron Hurd, Sheriff's Office
- FY16 Schools Cafeteria Fund Supplemental Appropriation—Mary Anna Twisdale, Management Analyst

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for September 16, 2015, and ratified the Accounts Payable Reports for June, July, and August 2015 in the amounts of June: \$1,464,475.25, July 2015 in the amount of \$1,751,401.51, and August 2015 \$2,287,125.15. Mr. Ullenbruch seconded and the motion passed 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Ullenbruch brought forward a request to provide a new, larger vehicle for the Crime Scene Investigator. The Board directed staff to coordinate with Sheriff's Office to determine new vehicle needs for Crime Scene Investigator and return to Board with proposal at the October 7, 2015 meeting.

Firetruck, Cheryl Elliott, Emergency Services Coordinator, brought forward a request from the Lake Monticello Volunteer Fire Department and Rescue Squad to help fund the replacement of the County's only ladder truck, currently requiring tens of thousands of dollars in repair and maintenance. LMVFDR has located and entered negotiations to purchase a used ladder truck for \$75,000. LMVFDR anticipates a short fall of approximately \$50,000.

MOTION

Mr. Sheridan moved to approve the purchase by Lake Monticello Volunteer Fire Department and Rescue Squad, Inc. of the Elmsford Tower Ladder Truck #21 for \$75,000, with the County's contribution not to exceed \$50,000 to be provided from the FY16 BOS Contingency. Mr. Ullenbruch seconded and the motion passed with a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

PUBLIC COMMENTS #2

9:31pm Chairperson Booker opened the floor for the second round of public comments.

With no one wishing to speak, Chairperson Booker closed the second round of public comments.

ADJOURN

MOTION:

Mr. Weaver moved to adjourn the meeting of Wednesday, April 15, 2015. Mr. Sheridan seconded and the motion carried with a vote of 5-0. AYES: Booker, Ullenbruch, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

Mozell H. Booker
Chairperson

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: October 7, 2015

AGENDA TITLE:	Proclaim October as Domestic Violence Awareness Month				
MOTION(s):	I move the Fluvanna County Board of Supervisors approve the "Proclamation of October as Domestic Violence Awareness Month."				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Sarah Ellis, Fundraising and Development Coordinator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Proclamation				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
PROCLAMATION

**PROCLAMATION OF OCTOBER AS
DOMESTIC VIOLENCE AWARENESS MONTH**

WHEREAS, violence against women, children, and men continues to become more prevalent as a social problem in our society; and

WHEREAS, the problems of domestic violence are not confined to any group or groups of people but cross all economic, racial and societal barriers, and are supported by societal indifference; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse, with the impact of this crime being wide-ranging; and

WHEREAS, in our quest to impose sanctions on those who break the law by perpetrating violence, we must also meet the needs of victims of domestic violence who often suffer grave physical, psychological and financial losses; and

WHEREAS, it is victims of domestic violence themselves who have been in the forefront of efforts to bring peace and equality to the home; and

WHEREAS, no one person, organization, agency or community can eliminate domestic violence on their own—we must work together to educate our entire population about what can be done to prevent such violence, support victims/survivors and their families, and increase support for agencies providing services to those community members; and

WHEREAS, the Shelter for Help in Emergency has led the way in the County of Fluvanna in addressing domestic violence by providing 24-hour hotline services to victims/survivors and their families, offering support and information, and empowering survivors to chart their own course for healing; and

WHEREAS, the Shelter for Help in Emergency commemorates its 36^h year of providing unparalleled services to women, children and men who have been victimized by domestic violence;

NOW THEREFORE, BE IT RESOLVED, in recognition of the important work being done by the Shelter for Help in Emergency, that I, Mozell H. Booker, Chair of the Fluvanna Board of Supervisors, do hereby proclaim the month of October 2015 as **DOMESTIC VIOLENCE AWARENESS MONTH**, and urge all citizens to actively participate in the scheduled activities and programs sponsored by the Shelter for Help in Emergency, and to work toward the elimination of personal and institutional violence against women, children, and men.

Passed and adopted this 7th day of October, 2015

Attest:

Mozell H. Booker
Chair, Board of Supervisors



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: October 7, 2015
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 Capital Reserve Balances

The FY16 Capital Reserve account balances are as follows:

County Capital Reserve:

FY15 Carryover	\$15,970.00
FY16 Beginning Budget:	\$100,000.00
Less: HVAC Repairs at Various County Buildings 9.2.15	-\$42,900.00
Less: FSPCA Repairs 9.2.15	-73,700.00
Plus: Transfer from Unassigned Fund Balance 9.2.15	\$50,000.00
Available:	\$49,370.00

Schools Capital Reserve:

FY15 Carryover	\$203,733.00
FY16 Beginning Budget:	\$125,000.00
Available:	\$328,733.00



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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MEMORANDUM

Date: October 7, 2015
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 BOS Contingency Balance

The FY16 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Rivanna River Renaissance Conference Funding Support 9.2.15	-\$500.00
Less: State Vet Fee for FSPCA 9.16.15	-\$250.00
*Less: Fire Ladder Truck Replacement 9.16.15	-\$50,000
Available:	\$99,250.00

*Actual amount to be determined, not to exceed \$50,000.



**Culpeper District
Fluvanna County Monthly Report
October 2015**

Preliminary Engineering

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety Improvements at Rte. Intersection	Right of Way	Advertisement	TBD
Roundabout at US 15 and Route 53	Right of Way NTP	Application for funding thru HB-2	TBD*
Route 600 North Boston Road	Authorize PE	Survey	TBD
Route 633 North Boston Road – Reconstruction	--	Project Scoping – 2015	2023
Route 629 Deep Creek Road– Bridge Replacement	--	Project Scoping	January 2018

* Pending funding from HB-2

Construction Activities

Bridge Projects

- **Route 6 Rivanna River Bridge**—Bridge is currently closed. Place concrete deck Phase one. Proposed completion is November 20, 2015

Resurfacing Projects

- **Plant Mix**—Project has been delayed, NTP March 14, 2016.
- **Surface Treatment**—Currently working on routes 610, 611, 613, 628, 631, 632, 670, 676, 684, 685, 686, 692 and 773.

Road Projects

- **Route 1007 Stoneleigh Road Rural Rustic**—Ready for surface treatment
- **Route 714 Union Church Road Rural Rustic**—Ready for surface treatment

Traffic Engineering Studies

Completed

None at this time

Under Review

None at this time.

Maintenance Activities

VDOT Area Headquarter crews completed the following activities during the past month. For specific route activities, please contact the Charlottesville Residency Office.

- Debris removal on 2 secondary routes
- Drainage repairs made on 1 primary route and 1 secondary route
- Mowing on 1 primary route and 42 secondary routes
- Patching was performed on 1 primary route and 2 secondary routes
- Shoulders repaired on 1 secondary route
- Tree removal on 1 primary route and 2 secondary routes
- Trimming on 5 secondary routes