

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**August 16, 2017**  
**Regular Meeting 7:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
 Mozell Booker, Fork Union District, Vice Chair  
 Patricia Eager, Palmyra District  
 Tony O'Brien, Rivanna District (*Arrived at 7:17pm*)  
 Donald W. Weaver, Cunningham District

**ALSO PRESENT:**

Steven M. Nichols, County Administrator  
 Fred Payne, County Attorney  
 Kelly Belanger Harris, Clerk for the Board of Supervisors

**1 - CALL TO ORDER**

At 7:00pm Chair Sheridan, called the Regular Meeting of August 16, 2017.  
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Nichols noted two items: *ZMP 17:04 Village Oaks* was deferred after advertisement, during the Planning Commission meeting on August 8, 2017; and *Burn Building Grant* that was approved on Friday, August 10, 2017 was added as a New Business item for discussion. No action is necessary tonight.

**MOTION**

Mrs. Booker moved to accept the Agenda, for the August 16, 2017 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O'Brien.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Staff Stars and Community Efforts
  - Burn Building Grant Approved by Virginia Fire Service Board! Award of up to \$480,000 for new construction. County has until August 14, 2018 to submit a valid building permit and begin construction Project expiration date is August 14, 2019 Orientation meeting within 30 days at the Farmville Division office. Kudos to Cheryl Elliott and local Fire Company Leaders.
  - *Virginia Home Grown - television program*, July 2017 - Local Fluvanna coverage with John Thompson and Walter Hussey. Video segment starts at ~27 minute point.
- Fluvanna County Fair – starts today!
- Announcements and Updates:
  - CHIP Ribbon Cutting and Open House at new location – August 23, 2017, 4:00pm-7:00pm.
- Spotlight on Business
  - Ribbon Cutting for NEW Business - Thursday, August 24th, at 9:00 am - Local Eats, 74 Joshua Lane, Palmyra (next to Dominos), Farm to Table Cafe' and Local Grocery Store
- 2nd Annual Quad County Business Summit - Wed, October 4th at Spring Creek Event Center, Co-hosted by the Central Virginia Small Business Development Center and Greene, Orange, Louisa and Fluvanna Counties. Chaired by Jason Smith this year. Keynote Speaker: Stephen Moret, President & CEO of the Virginia Economic Development Partnership (VEDP).
- I-64 Tourism Signs for PG Park & Museum – Board direction: Do not move forward at this time.
- Pleasant Grove Farm Museum - Farm Museum Invitation for Bid to be released soon - 30 days to receive proposals
- Announcements and Updates
  - Board of Equalization Pay - Currently \$20/hour, Recently added to payroll system to deduct appropriate taxes; Recommend increase pay to \$23/hour to account for new tax deduction
  - Update on Internet/Phone Service support for Supervisors
  - Traffic calming measures on Rte 600, South Boston, near Riverside Gate to Lake Monticello - Met with VDOT (edge trimming, rumble strips in centerline, other options?) Meeting with LM General Manager on Aug 23rd
- Work Session Topics for Sep 6, 2017
  - Regulations, Policies, and Procedures for Managing and Operating Public Water and Sewer Systems
  - Design and Construction Standards for Public Water and Sewer Systems (Utilities Standards Manual)
  - Master Water and Sewer Plan
  - Shovel Ready Site Program
  - Strategic Zoning Initiative
  - E911 Radio System Maintenance Costs

- Senior Centers Programming and Services
- County Debt Summary
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Sep 6	4:00 PM 7:00 PM	Regular Meeting Work Session	Courtroom
Wed	Sep 20	7:00 PM	Regular Meeting	Courtroom
Wed	Oct 4	4:00 PM	Regular Meeting	Courtroom
Wed	Oct 18	7:00 PM	Regular Meeting	Courtroom

## **5 - PUBLIC COMMENTS #1**

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

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

## **6 - PUBLIC HEARING**

*ZMP 17:04 Village Oaks – Brad Robinson, Senior Planner - DEFERRED*

*Lease of Property for Food Bank Operations* - Steve Nichols, County Administrator, brought forward a request to approve a lease that allows Fluvanna Christian Service Society to place shed-style structures on County property at the Carysbrook complex and use the Premises exclusively for the operation of a non-profit food pantry serving residents of Fluvanna County. There is a potential annual increase of \$180.00 in revenue for lease of the county property.

Chair Sheridan asked for questions from the Board. There being none, Chair Sheridan opened the Public Hearing at 7:23pm.

Warren Tillman, Pastor of Lyles Baptist Church and Director of FCSS, spoke in favor of the proposed lease, and thanked County staff for the guidance and help with keeping the food bank at the Carysbrook complex.

There being no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:29pm.

### MOTION

Mrs. Eager moved to approve the proposed lease of County property to Fluvanna Christian Services Society (FCSS) for the purposes of supporting Food Bank operations in Fluvanna County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC* - Eric Dahl, Deputy County Administrator/Finance Director presented a request to approve a First Amendment to the Lease, ending the 75% rent abatement present during the Initial Term of the Lease. Immediate termination of the 75% rent abatement during the Initial Term under existing Structure Lease Agreement amounts to approximately \$2,000.00 additional rent payable to the County each month from the Tenant for the remainder of the Initial Term which shall terminate in February, 2021.

Mr. Weaver asked how much the new lease amount would be – Mr. Dahl noted that the new lease would increase to monthly amount to \$2600 per month.

Chair Sheridan opened the Public Hearing at 7:33pm.

With no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:33pm.

### MOTION

Mr. O'Brien moved the Board of Supervisors approve the "First Amendment to Structure Lease Agreement" of County property, with New Cingular Wireless PCS, LLC, for the purposes of modifying the Monopole at Palmyra, ending the 75% rent abatement for the remainder of the initial term, modifying the provisions of the renewal terms so as to be at the option of the Tenant and other changes laid out in said First Amendment, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

## **7 - ACTION MATTERS**

*Deed of Conveyance for CVEC Communications Tower Property* – Cheryl J. Elliott, Emergency Services Coordinator, presented a request to amend the contract between the Central Virginia Electric Cooperative (CVEC) and the County. The original Contract of Sale dated November 17, 2016, was amended by Amendment #1 to Contract of Sale dated May 5, 2017, to purchase an approximately 100' x 100' portion of tax map parcel 10-A-32 owned by CVEC for a public safety communications tower on the CVEC property. Under the agreement and deed, among other things: the County will construct a not less than 300' tower; CVEC may place certain equipment on the tower; CVEC will pay for certain additional engineering to accommodate their equipment load; CVEC will provide electricity at no charge for the county equipment; both the County's and CVEC's equipment will be backed up through the County's generator; additional facilities, including but not limited to

facilities of third parties, may be allowed on the tower as the County deems appropriate; and if the County ever stops using this tower as a communications site, the property will revert to CVEC.

MOTION

Mr. O'Brien moved the Board of Supervisors approve the resolution entitled, "A RESOLUTION TO APPROVE AND ACCEPT THE DEED CONVEYING AN APPROXIMATELY 100' X 100' PORTION OF FLUVANNA COUNTY TAX MAP PARCEL 10-A-32 FOR A COMMUNICATION TOWER, with such property to be deeded from Central Electric Cooperative." Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Computer Aided Dispatch/Public Safety Software Solution*—Cyndi Toler, Purchasing Officer, presented a contract for approval between Spillman Technologies Inc., and the County of Fluvanna – Fluvanna County Sheriff's Office. The FY17 CIP allocated \$500,000 for the purchase, installation, and implementation of a new COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION. In November 2016 an RFP was issued and then closed in December 2016. Three firms were chosen for further interview: Spillman Tech, Alert Public Safety, and Zuercher. Following many months of demonstrations, interviews, and reference checks, a decision was made to move forward with Spillman Technologies. During negotiations, Spillman Technologies, Inc., was purchased by Motorola Solutions.

Spillman Technologies:

- Began operations in 1982.
- Is a wholly owned subsidiary of Motorola Solutions.
- Has 1,700+ customers in 44 states
- Has 35 years of experience serving the public safety software industry
- 100% dedication to public safety software

About the System

- Improves data accuracy, streamlines information gathering, and helps optimize daily operations.
- Product upgrades and enhancements included with ongoing support agreement
- Fully integrated system to minimize redundant entry; Unified, single-source database
- Site licensing structure for all system modules and users; No price increases for extra licenses

One Time Costs

- |                           |                  |
|---------------------------|------------------|
| • Software:               | \$144,290        |
| • Interfaces/3rd Party:   | \$98,722         |
| • Data Conversion:        | \$49,940         |
| • Professional Services:  | \$126,333        |
| • First Year Maintenance: | \$40,696         |
| <b>Total:</b>             | <b>\$459,981</b> |

Annual Maintenance after 1st year= \$44,932

Following general discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the contract between the County of Fluvanna, Virginia, and Spillman Technologies Inc., a Motorola Solutions Company, for the Computer Aided Dispatch/Public Safety Software Solution for a one-time contract cost of \$459,981, plus \$44,932 in annual system maintenance costs beginning in Year 2 of the contract, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Quitclaim and Release Agreement with Fluvanna Christian Services Society, Inc. (FCSS)* – Steve Nichols, County Administrator brought forward a request to procure a structure owned by FCSS that sits on County property. The County had previously leased to FCSS certain real property located at the Carysbrook complex for FCSS's use in the operation of a non-profit food pantry. FCSS made certain improvements and attached certain fixtures to the property, including a rectangular building having dimensions of approximately sixteen feet by twenty feet (16' x 20'). The County and FCSS intend to terminate the Lease due to FCSS's relocation of the non-profit food pantry to a different site and the County desires to acquire the existing building for County use. In consideration, the County would agree to pay FCSS \$11,520.00. This agreement will not be executed until FCSS has moved into their new space.

MOTION

Mrs. Eager moved the Board of Supervisors approve the QUITCLAIM AND RELEASE Agreement with Fluvanna Christian Services Society, Inc. (FCSS), for transfer of the listed structure and payment to FCSS in the amount of \$11,520.00, with such funds to come from the FY18 BOS Contingency, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Payment Processing Contract*—Cyndi Toler, Purchasing Office, presented a contract for payment processing. In March 2017, a solicitation was issued and we received three responses. The Committee chose to move forward

with PayGOV.US, LLC. Mrs. Toler noted that there will be no charge to the county for services. Associated fees will cost citizens a flat fee of \$1.00 for payments under \$40.00; payments over \$40.00 will be assessed a 2.5% fee. Initially 15 card readers will be installed at county locations where money is regularly collected, with options to add more if needed at no cost to the county. In addition to the on-site card readers, citizens will have the option to pay online utilizing a secure website.

Following minimal discussion,

**MOTION**

Mr. Weaver moved the Board of Supervisors approve a term agreement between the County of Fluvanna, Virginia, and PayGOV.US, LLC., for Payment processing Services and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.

Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

NAY: None. ABSENT: None.

**8 – PRESENTATIONS**

*Accessory Homestays-Zoning Regulations for Short Term Rentals* —Brad Robinson, Senior Planner, presented information about accessory homestays, such as “AirBnB.” Mr. Robinson touched on definitions regarding short-term stays, and discussed Virginia legislation and nearby localities’ regulations.

*ZXR Water/Sewer System Financing Update* – Eric Dahl, DCA/Finance Director, provided a recap and update on the Zion Crossroads Water and Sewer System Financing.

Mr. Dahl provided the following timeline:

- May 1 - VRA Summer Pool Application Submitted - Total request: \$8.5 Million
- June 1 - County’s Loan Request Approved by VRA
- June 21 - BOS Adopted Resolution for \$8.5M Max. Amount/20 Yr. Term/Max. Rate 4.25%
- June 23 - VRA Received all local approvals (Resolution) thirty days prior to the Bond Sale Date
- June 22 and 29 - Advertisements for VRA Bond Public Hearing
- July 5 - Public Hearing was held for the VRA financing and the BOS approved the Final Resolution and ratified the Resolution from June 21, 2017.
- August 2 – Final pricing received from VRA
- August 16 (Today) – Loan officially closed

**Virginia Resource Authority Final Numbers**

All-in True Interest Cost:	3.012%
Par Amount:	\$7,715,000
Total Proceeds w/Premium:	\$8,612,579
Avg. Annual Debt Service:	~\$561,000 (20 Yrs)
*FY17 Interest Payments:	\$ 66,133 - due 10/1/17
	\$158,719 - due 4/1/18.

*\*Will require a supplemental appropriation from Fund Balance*

**Sources**

Par Amount:	\$7,715,000
Net Premium:	<u>\$897,579</u>
Total:	\$8,612,579

**Uses**

Project Fund:	\$8,467,112
Local Cost of Issuance:	\$35,000
Cost of Issuance:	\$51,023
Underwriter’s Discount:	\$34,374
Cap. Res. Fund Equity Contribution:	\$22,129
Additional Proceeds:	<u>\$2,941</u>
Total:	\$8,612,579

**9 - CONSENT AGENDA**

The following items were discussed before approval:

*Accounts Payable Report, June 2017*—Eric Dahl, Deputy County Administrator/Finance Director  
*Accounts Payable Report, July 2017*—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for August 16, 2017:

*Accounts Payable Report, June 2017*—Eric Dahl, Deputy County Administrator/Finance Director  
*Accounts Payable Report, July 2017*—Eric Dahl, Deputy County Administrator/Finance Director  
*FY18 Commonwealth Attorney Supplemental Appropriation - Temporary Intern* – Marty Brookhart, Management Analyst  
*FY18 County Administrator Pay Increase* – Gail Parrish, HR Manager  
*FY18 Social Service Family Services Allocation Supplemental Appropriation* – Kim Mabe, DSS Director

**MOTION**

Mr. Weaver moved to approved the consent agenda, for the August 16, 2017 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for June 2017, in the amount of \$3,418,851.68, and Accounts Payable and Payroll for July 2017 in the amount of \$9,513,326.03. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

Mrs. Booker noted that she is in receipt of a letter from Mr. Marvin Moss, President of the Historical Society. Mr. Moss indicated that absent any direction or authorization of the Board to do otherwise, the Historical Society will place a monument to the Emancipation Proclamation in front of Maggie's House, home of the Historical Society. The Board agreed to add the issue to the September 20, 2017, agenda for discussion.

**11 - NEW BUSINESS**

*Burn Building Grant*—Steven M. Nichols, County Administrator & Cheryl Elliott, Emergency Services Coordinator, reported that the Burn Building Grant was approved. The award of up to \$480,000 for new construction, gives the County until August 14, 2018 to submit a valid building permit and begin construction, and has a project expiration date is August 14, 2019. An orientation meeting will be held within 30 days at the Farmville Division office. If the County determines the cost is significantly greater than the amount of the aware, the County can walk away from grant at any time, reimbursing only those funds expended. Once build, the burn building must be kept in operation for 20 years or grant funding must be reimbursed. The proposal anticipates building a Prototype II Class B Fuel building, a pre-engineered metal building structure with a gas-fueled prop system that would be constructed on county property behind Fork Union Fire Station.

What's included in the grant?

- Engineering & architect costs
- Building and foundation
- Stone apron

What's NOT included; match/cost share needed?

- Site Prep (grubbing, E&S)
- Driveway and parking lot
- Dumpster
- Water lines (6" desired)
- Two cement pads (for extrication/vehicle fires)
- Storage shed
- Potential funding required above grant: \$150K-\$300K

Expected Annual Costs:

- Annual costs will be included in Fire-Rescue training budget:
  - Annual inspections of facilities (county-retained licensed professional engineer) (~\$1,500)
  - Burn materials and/or propane (\$ TBD)
  - Facility maintenance and repairs (& MOU with fire companies)
- Future facility upgrades to be budgeted in CIP or sought through additional grant applications

The Board agreed to add this item to the September 6, 2017, agenda.

**12 - PUBLIC COMMENTS #2**

At 8:48pm Chair Sheridan opened the second round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:49pm.

**13 - CLOSED MEETING****MOTION TO ENTER INTO A CLOSED MEETING**

At 8:49pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.7, & A.8. of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Litigation, & Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

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

At 10:24pm, Mr. O'Brien 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. Weaver seconded.

The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

MOTION

Mr. Weaver moved the Fluvanna County Board of Supervisors adopt the resolution entitled, "Community Service Award Resolution Honoring Jo A. McDowell." Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**14 - ADJOURN**

MOTION:

At 10:33pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, August 16, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_

John M. Sheridan  
Chair

APPROVED