

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
March 7, 2018
Regular Meeting 4:00pm
Work Session 7:00pm**

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Donald W. Weaver, Cunningham District

MEMBERS ABSENT: Tony O'Brien, Rivanna 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, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:00pm Chair Sheridan, called to order the Regular Meeting of March 7, 2018.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mrs. Booker moved to accept the Agenda, for the March 7, 2018 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:

- Eagle Scout Project at Pleasant Grove - Ben Chisholm of Troop 154 constructed a 12' x 20' Shade Structure between the playground and soccer fields at Pleasant Grove Park on February 20 & 24. All of the materials used in the pictures below were raised by Ben Chisholm through funding and donations from local residents and businesses. Parks and Recreation will be adding crush & run gravel as well as two trash cans for the structure. There is currently underway from a separate scout as a different Eagle Scout project to build picnic tables for under the shelter.
- Business Spotlight – Fluvanna Review, weekly newspaper
- Announcements and Updates
 - CVEC Broadband Project Town Hall Meetings: March 6th at Antioch Baptist Church; Thursday, March 8th at Kents Store ARC
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Mar 14	7:00 PM	BOS Budget Work Session Set Proposed FY19 Budget and CY18 Tax Rate for Advertising	Courtroom
Wed	Mar 21	4:00 PM 7:00 PM	BOS Budget Work Session - TBD BOS Regular Meeting	Courtroom
Wed	Mar 28	7:00 PM	Nothing Scheduled	
Wed	Apr 4	4:00 PM 7:00 PM 7:00 PM	BOS Regular Meeting BOS Public Hearing - Fiscal Year 2019 Budget BOS Public Hearing - Calendar Year 2018 Tax Rate	Courtroom

5 - PUBLIC COMMENTS #1

At 4:10pm Chair Sheridan opened the second round of Public Comments.

- Len Bozza, 26 Fleetwood Dr., advocated on behalf of the Lake Monticello Fire and Rescue for full funding in the FY19 Budget.
- Curtis Putnam, Columbia District, advocated for funding for JAUNT in the FY19 Budget.
- Jimmy Koczan, 860 Oak Creek Rd, FCPS teacher, advocated for FCPS funding in the FY19 Budget.
- Linda Fletcher, 1328 Georges Mill Rd, FCPS teacher, advocated for FCPS funding in the FY19 Budget.
- Carolynn Hagan, 1604 Broken Island Rd, FCPS teacher, advocated for FCPS funding in the FY19 Budget.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 4:30pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Sheriff's Office Salary Increases—Eric Hess, Sheriff presented a request to fund Deputy Pay upgrades. Sheriff Hess reminded the Board that a new pay plan was presented and approved on December 6, 2017 that included changing the Deputy Sheriff - #6511 positions to three tiers and Deputy Sheriff/ Investigator - # 6551 positions to two tiers.

- Deputy Sheriff I - #6511, band 13
- Deputy Sheriff II - #6512, band 14
- Deputy Sheriff III - #6513, band 15
- Deputy Sheriff/Investigator I - #6551, band 14
- Deputy Sheriff/Investigator II - #6552, band 15

The tiers recognize the different levels of training, accreditation, and skill sets each Deputy has acquired, and will encourage retention and continuing education in order to perform different functions as needed.

In addition to the tier system for the deputies, the approved pay plan moved the two (2) Deputy Sheriff- Captain positions #5541 – Captain/Administration and #6671- Captain/Field Operations to pay band 22.

Human Resources also reviewed these salaries and made recommendations for salary increases to better align with the job responsibilities and skills required for these positions.

- The total annual amount to make the salary adjustments of \$43,163 (this amount includes fringe benefits costs) is included in the proposed budget for FY19.
- Due to an open position and an employee that was out this fiscal year on extended unpaid Military Leave, the Sheriff's personnel budget in this fiscal year has the funds that would be needed (\$10,790 – includes fringe benefits) to make the adjustments as of the first payroll in April 2018 rather than wait for the first payroll in FY19.

MOTION

Mrs. Booker moved to approve the upgrade of the Deputy Sheriff positions, as presented, effective the first payroll in April 2018, with the required FY18 \$10,790 for the salary and benefit costs to come from existing FY18 Sheriff's Office's Personnel Budget savings. Mrs. Eager offered second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Reallocation of Fire and Rescue Toughbook CIP Funds—Debbie Smith, Emergency Services Coordinator requested a change in the approved use of FY17 CIP funds previously allocated to the Fire and Rescue Association for the purchase of Toughbook computers. The requested change creates flexibility by allowing the purchase of computer systems that best fit the needs of the fire or rescue company.

With little discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve the use of FY17 Toughbook CIP funds in the amount of \$28,000 to purchase Electronic Patient Care Report compatible computers for State reporting. Mrs. Booker gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Memorandum of Understanding (MOU) between the Board of Supervisors of Fluvanna County and Kents Store Agricultural Recreational Center Club, Inc. – Steve Nichols, County Administrator requested the Board approve an MOU which sets out the terms and conditions associated with the County of Fluvanna providing \$30,000 towards improvements at the Kent Store ARC Building in exchange for continued periodic use of the building by the County for elections and for County-sponsored activities. Immediate needs are certain improvements needed prior to the June Primary Elections as the Kent Store ARC building is currently the designated voting location for the Columbia District/Precinct. Additionally, the County Department of Parks & Recreation uses the building several times a month for senior citizen programs. Although structurally sound, the building is in relatively poor shape and in need of immediate repairs in order for it to remain viable for either of the aforementioned activities. At its meeting of February 21, 2018, the Board of Supervisors, by a 4-1 vote, agreed to provide \$30,000 to put towards certain needed maintenance and repair items in the ARC building, subject to executing a Memorandum of Understanding regarding the purpose of the funds and the County's continued usage of the building. Past interactions between the County and the Kent Store ARC include, but may not be limited to: 1) The ARC donated a parcel of land to the County to allow construction of the new Kent Store Fire Station. 2) The ARC and County entered in to an agreement to locate a shared sewage disposal system on ARC property. This system serves both the Kent Store Fire Station and the ARC building.

Following general discussion regarding terms and timing of the request,

MOTION

Mrs. Eager moved to approve the Memorandum of Understanding (MOU) between Fluvanna County and the Kent Store Agricultural Recreation Center (ARC) which sets out the terms and conditions associated with the County of Fluvanna providing \$30,000 towards improvements at the Kent Store ARC Building in exchange for continued periodic use of the building by the County for elections and for County-sponsored activities. On a second by Mrs. Booker, the motion passed 3-1. AYE: Sheridan, Booker, Eager. NAY: Weaver. ABSENT: O'Brien.

FUSD Loan Renewal/Extension—Eric Dahl, Deputy County Administrator/Director of Finance requested renewal and extension of the Fork Union Sanitary District Loan. As required by the Code of Virginia, the existing note matured and repayment is required as of December 15, 2018. Issuance of the refunding bond as of January 1, 2018 will permit the refunding bond to have a maturity date of December 15, 2018, rather than June 15, 2018. The Fork Union Sanitary District (FUSD) was issued a \$40,000.00 loan from the County to continue paying for operations as of April 7, 2010 (“Note R-1”). The loan was repaid by the issuance of a refunding bond (“Note R-2”) as of January 1, 2011, and again repaid by the issuance of a refunding bond (“Note R-3”) as of January 1, 2012. Thereafter, annual repayment has been made by the issuance of new refunding bonds, and additional funding has occurred, but inadvertently no formal Notes were issued.

In addition to the initial \$40,000.00 loan made to FUSD in 2010, the following additional short-term financing to meet deficits in revenue of FUSD have been made:

- \$30,000.00 in calendar year 2013
- \$39,000.00 in calendar year 2014
- \$9,000.00 in calendar year 2015.

The Fork Union Sanitary District has improved its financial position over the past three years, from when the Board of Supervisors approved the rate increase for the district on July 2, 2014. The highest balance owed to the County was \$118,000.00 in calendar year 2015. Since that point, the following amounts have been repaid to the County:

- \$18,000.00 in calendar year 2016
- \$17,900.00 in calendar year 2017
- Budgeted to make a payment of \$25,300 in calendar year 2018
- Current proposed FY19 budget of \$15,000 in calendar year 2019

The Finance Director and Public Works Director will review the financial position of FUSD at the end of each fiscal year and determine if any additional amounts above the budgeted amounts could be applied towards additional prepayment.

Following general discussion about the history of the creation and purpose of the taxing district,

MOTION

Mrs. Booker moved to adopt the attached resolution ratifying prior loans and refunding, and authorizing the issuance, sale, award, and purchase of \$82,100 refunding bond of the Fork Union Sanitary District and providing for the form, detail, and payment thereof. The interest rate will continue at no interest.

Mrs. Eager gave second and the motion passed 3-1. AYE: Sheridan, Booker, & Eager. NAY: Weaver.

ABSENT: O’Brien.

8 – PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

Minutes of January 31, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of February 21, 2018—Kelly Belanger Harris, Clerk to the Board

The following items were approved under the Consent Agenda for March 7, 2018:

Minutes of January 31, 2018—Kelly Belanger Harris, Clerk to the Board

Minutes of February 21, 2018—Kelly Belanger Harris, Clerk to the Board

Policy 7.3. – Motor Vehicle Use Policy – Wayne Stephens, Public Works Director and County Engineer

Policy 9.1. - Program Registration, Scholarships, and Fees – Aaron Spitzer, Parks & Recreation Director

Policy 9.2. - Park and Trail Regulations – Aaron Spitzer, Parks & Recreation Director

Policy 9.3. – Funds Management – Aaron Spitzer, Parks & Recreation Director

Policy 9.4. - Carysbrook Performing Arts Center Use – Aaron Spitzer, Parks & Recreation Director

MOTION

Mr. Weaver moved to approved the consent agenda, for the March 7, 2018 Board of Supervisors meeting. Mrs. Booker seconded and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver.

NAY: None. ABSENT: O’Brien.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:21pm 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 5:21pm.

MOTION TO ENTER INTO A CLOSED MEETING

At 5:21pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Litigation, Legal Matters, & Public Safety. Mrs. Booker seconded. The motion carried, with a vote of 4-0. AYE: Sheridan, Booker, Eager, and Weaver. NAY: None. ABSENT: O'Brien.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:02pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O'Brien.

RECONVENE FROM CLOSED MEETING AND DINNER RECESS

CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

BUDGET WORK SESSION

Departmental Budget Overview:

Parks and Recreation—Aaron Spitzer, Director of Parks and Recreation provided an overview of the Parks and Recreation budget and highlighted the education and responsibility of Parks and Recreation possibilities. Mr. Spitzer requested a restructuring of the positions and compensation in the department to allow for greater recognition of the education, skills, and abilities of current employees and creation of growth opportunities within the department. Additionally, there was brief discussion regarding the commercial kitchen completion, soccer field irrigation, electronic scoreboards, and an electronic message board.

Public Works—Wayne Stephens, Director of Public Works and County Engineer gave an overview of utilities budgeting, General Services, and the Convenience Center, focusing on:

Utilities:

- Fluvanna County has Four Different Utility Systems
 - Fork Union Sanitary District (FUSD) Water System
 - Palmyra Sewer System
 - Zion Crossroads Water & Sewer
 - Public Utilities – Anything Not Part of Another System
- Costs & Revenues for FUSD, Palmyra & ZXR Systems Must Be Accounted for as Individual "Funds"
- Past Attempts at Allocating General Costs Associated with W&S Systems Have Been Inaccurate/Inadequate
- As Utilities System Continue to Develop Budgeting Issues Will Be Exacerbated

General Services:

- Overview
- Background of cost allocation and consolidation

Revenue Enhancement Options—Steven M. Nichols, County Administrator opened a discussion of potential new/enhanced revenue options, including:

- Meals Tax
- Personal Property – including trailers

14 - ADJOURN

MOTION:

At 9:12pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, March 7, 2018. Mrs. Booker seconded and the motion carried with a vote of 4-0. AYES: Sheridan, Booker, Eager, & Weaver. NAYS: None. ABSENT: O'Brien.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

APPROVED