

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
October 3, 2018  
Regular Meeting 4:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair (*arrived at 4:11pm*)  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Tony O’Brien, Rivanna District  
Donald W. Weaver, Cunningham District

**ABSENT:** None.

**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 4:02pm Vice Chair Booker called to order the Regular Meeting of October 3, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

MOTION

Mr. Weaver to accept the Agenda, for the October 3, 2018 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 4-0. AYES: Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: Sheridan.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
  - 2018 P.R.I.D.E. Recognition Recipients - \$250 Cash Awards
    - Paul Lowe -- Public Works - Category - People First - Selfless service in the community.
    - Victoria Melton – Finance - Category - People First - Special efforts supporting employees who serve in the military.
    - Sandra Parrish -- Clerk of Circuit Court’s Office - Category - People First - Special efforts to support colleagues in many departments.
  - 2018 P.R.I.D.E. in Public Service Award - \$500 Cash Award
    - Investigator Sergeant Aaron Hurd -- Sheriff’s Office Categories: People and Deliver - Recognition Investigator Sergeant Aaron Hurd for his commitment to helping victims of child abuse in Fluvanna County
- Announcements and Updates
  - October is Domestic Violence Awareness Month
  - Convenience Center safety improvement
  - Palmyra Rescue Building updates completed
  - Paint, flooring, and general maintenance
  - New EMS contractor started work on Monday, Oct 1<sup>st</sup> - Delta Response Team will work in 24 hour shifts and operate from the Palmyra Rescue Station
  - School Resource Officer (SRO) Grant Approved - ~\$42K
  - 2018 Assessments of local utility companies - Based on the adopted tax rates for RE and PP - Commissioner expects \$82,676 in additional revenue for FY19 above budgeted amount
- Upcoming Meeting

Day	Date	Time	Purpose	Location
Wed	Oct 17	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Nov 7	4:00 PM	BOS Regular Meeting	Courtroom
Wed	<b>TUESDAY Nov 20</b>	7:00 PM	BOS Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 4:09pm Vice Chair Booker opened the first round of Public Comments. With no one wishing to speak, Vice Chair Booker closed the first round of Public Comments at 4:10pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*E911 Center Position Reclassifications*—Jessica Rice, Human Resources Manager brought forward a request to reclassify the E911 Center Position Descriptions. Mrs. Rice included background on the E911 Center, including positions and organizational structure:

- The *Communications Team Lead* is a new position that was approved by the BOS on December 6, 2017. There are 4 current employees being promoted to this new position. No new full-time employees will be added.
- The *Communications Supervisor* position has been reclassified from pay band 13 to 14, owing to additional training and supervisory responsibilities. There were 2 employees in the Communications Supervisor position - One is being promoted to the new Operations Coordinator position, leaving 1 Communications Supervisor. No new full-time employees will be added.
- The *Communications Operations Coordinator* is a new position that was approved by the BOS on December 6, 2017. Based upon the level of technical and supervisory responsibility, the position has been reclassified from pay band 14 to 16. This position fulfills the role of an assistant director for the Emergency Communications Center. A current Communications Supervisor is being promoted to fill this position. No new full-time employees will be added.
- The *Director of Communications* served as the project lead for the implementation of CAD and now has permanent responsibility for maintaining that system. In addition, the Director of Communications now serves as the County's infectious disease officer for the County and is responsible for maintaining the exposure program and collaborating with area hospitals. The Director of Communications leads and manages a department of 15 staff and is heavily integrated with Law Enforcement, Fire/Rescue, and Emergency Management. This level of responsibility is greater than the other positions in the current pay band.

The E911 Center has realized approximately \$10,665 in salary savings, from the vacancy of a full time Communications Officer position since the start of the fiscal year, and has been operating under budget for part-time staff. The vacant position is expected to be filled after October 13, 2018. The E911 Center will be utilizing these salary savings to fund the position upgrades and associated promotions.

With little discussion,

MOTION

Mrs. Eager moved to approve the updated position descriptions as presented for:

- Job Class 6212, Communications Team Lead
- Job Class 6251, Communications Supervisor
- Job Class 6281, Communications Operations Coordinator

On a second from O'Brien, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

And,

Mrs. Eager moved to approve the reclassification of the Director of Communications position from Pay Band 19E to Pay Band 20E. On a second from Mrs. Booker, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

*County Funding Increase for FSPCA Public Animal Shelter Services* – Steve M. Nichols, County Administrator requested an increase in funding for FSPCA Public Animal Shelter Services. Mr. Nichols noted that a review of the FSPCA workload over the last several year shows that a significant majority of the organization's workload is attributable to Public Animal Shelter Services on behalf of Fluvanna County. However, county funding only covers about 50% of the overall organizational funding requirements. Noting that the FSPCA Board has been working hard to improve efficiency, accountability, and transparency, funding shortfalls still exist. Increasing supply costs and staff wage pressures combine to continue significant budget pressure on the organization. Providing additional FY19 funding (\$35,346) will help ease pressure on difficult local fundraising efforts for this non-profit organization and help provide funding to support improved staff wages in the current tight job market.

Staff also recommends strong consideration for changing from a multiyear, fixed-funding agreement to an annual budget request process as undertaken by other agencies and departments. This would more accurately reflect the current cost of operations, and provide recognition of the essential nature of the Public Animal Shelter functions that FSPCA provides.

Mr. Nichols indicated that:

- \$35,346 will come from Medical Insurance benefits funding that was overestimated in the FY19 budget by \$207K, since final medical insurance cost increase figures were not available yet in April 2018 when the Board adopted the FY19 Budget.
- The county's current agreement with FSPCA (signed in 2017) calls for an annual payment of \$154,146 for Public Animal Shelter Services. The term of the agreement is for up to 5 years.
- If this funding increase is approved, the action will become an addendum to the current FSPCA/Fluvanna County Agreement for FY19 funding.

- Any change to future years funding will be reviewed and adopted during the FY20 budget process.

Mr. Nichols introduced FSPCA Members in attendance: Gerri Russell, President, Dave Zabransky, Treasurer, Tony Borash, Board Member.

With no discussion,

MOTION

Mrs. Booker moved to approve an FY19 funding increase of \$35,346.00 for Fluvanna Society for the Prevention of Cruelty to Animals (FSPCA) to support Public Animal Shelter operations. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

ABSENT: None.

And,

Mrs. Booker moved to approve a budget transfer of \$35,346.00 from the FY19 Miscellaneous Non-Departmental Medical Insurance funds to the FY19 Sheriff's Office Contract Services Budget. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None.

ABSENT: None.

*Change Orders 8 & 9 to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System*—Cyndi Toler, Purchasing Officer requested approval of Change Orders Public Safety Emergency Communications Radio System.

Mrs. Toler broke down the Change Order components and costs:

- Change Order 8 - The County originally ordered too many mobile units and not enough portable radios. While Motorola was not responsible for returning items we ordered in error, it was negotiated that Motorola would accept their return, selling them to Louisa County; otherwise these would have stayed in county inventory as extra stock. The additional cost for the correct number of portable radios is \$32,530.64.
- Change Order 9 - Consists of several items - Flash codes to upgrade current radios to new technology. They were used for radio upgrades for legacy equipment and mutual aid radios. A total cost of \$32,758.50
- While building the communication tower at the former Columbia Elementary school, it was necessary to move the site to a slightly different location because of the quality of the ground. This resulted in additional work on footers totaling \$21,554.00
- Additional items from Clear Communication for custom installs, like on boats, motorcycles, etc. Also, no extra batteries or vehicle chargers were ordered with the original contract; they were given out at the time the system went live and there were spares - Totaling \$15,740.84
- To date the project has remaining unassigned funds of about \$76,529
- The Emergency Management Professional Services budget had funds built in to for Life Cycle replacements of radios. Because of an earlier delay in the project this will not be necessary for this year as all radios are still covered under the warranty.

We are requesting \$26,584 of those funds be moved to the project budget in order to cover the additional items being requested in Change Orders 8 & 9. All funding was already budgeted in the project budget and in Emergency Management Professional Services budget.

Following limited discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve a supplemental appropriation of \$26,584 from the FY19 Emergency Management Professional Services budget to the CIP project budget for the Fluvanna Public Safety Emergency Communications Radio System, with the funds necessary for Change Orders #8 & 9. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved the Board of Supervisors approve the "Eighth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., with \$32,530.64 price increase for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved the Board of Supervisors approve the "Ninth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., with \$70,053.34 price increase for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**8 - PRESENTATIONS**

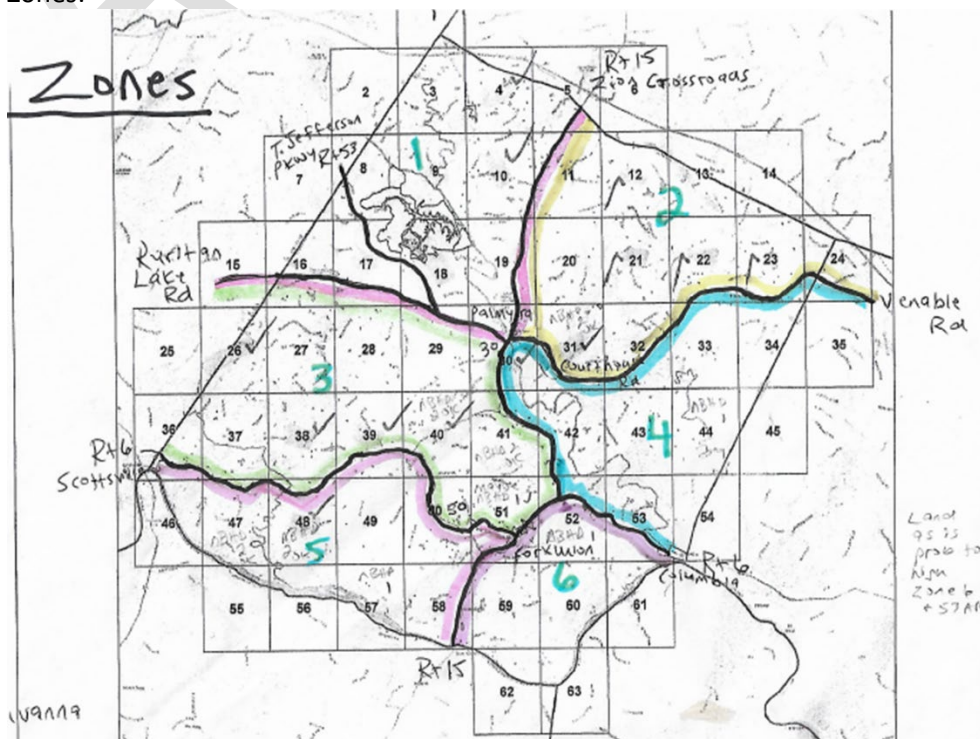
TJPC Legislative Priorities—David Blount, TJPC Legislative Liaison presented the 2018 Legislative Priorities Summary.

Among these priorities:

- State Budget and Funding Obligations
- Public Education Funding
- Local Revenue Authority
- Broadband
- Mis-Aligned Voters
- Children’s Services Act
- Land Use and Growth Management

*Pearson Property Appraisal Update* – Randy Willis, Assessor for Pearson’s Appraisal Service, Inc. provided a comprehensive update of Reassessment Activities for 2018. Mr. Andrew M. Sheridan, Commissioner of the Revenue noted that Reassessment Hearings will be held in the Morris Room of the County Administrative Building beginning October 15, 2018 through November 2, 2018.

- Reassessment Summary and Observations
  - General change in value
    - Overall change in market value for all taxable property classifications in county is 4.7% increase, including Lake Monticello.
    - Overall change in market value for all taxable property classifications excluding Lake Monticello is 5.4 % increase.
  - Lake Monticello
    - Overall change in market value is 3.4% increase.
    - Developed interior lots will increase generally increase 3 to 4%
    - Vacant interior lots will generally decrease in some cases 15 to 20%. These lots are typically not as desirable due to topography issues etc. and have not been developed for that reason.
    - Developed golf course lots will decrease generally 3 to 4%
    - Developed waterfront lots will increase generally 2 to 4%
    - Vacant waterfront lots will generally see no increase/decrease.
- Developed and Undeveloped Commercial
  - These properties will generally not increase/decrease more or less than 1% unless market data or characteristics exist to support such.
  - There has only been scattered commercial sale activity and generally not enough to indicate a trend or support changing of current values in place.
- Observations and Items of Note
  - Lake Monticello accounts for approximately 34% of the market value tax base for the count.
    - Approximately 260 sales occurred there in 2017 and approximately 145 through June of 2018.
  - Excluding Lake Monticello, there were approximately 295 sales in the county in 2017 and approximately 120 through June of 2018.
  - Approximately 80% of sales activity occurred in zones 1, 2, and 3 as illustrated with 45% of that figure occurring in zone 1. Again this excludes Lake Monticello.
  - Approximately 80% of sale activity is developed and undeveloped properties 15 acres and less.
  - Zones:



- Reassessment Notification
  - Notices are targeted to be mailed on October 3.
  - Informal appeals will begin on October 15, 2018. Will be scheduled to include meeting with the assessors or by phone conversation if more convenient for property owner. Will also accept mailed documentation. If any property owner has questions we will address.

Following the presentation, Mr. O'Brien indicated that homeowner, Mr. William Minstead, 7 Bogie Lane, was in attendance and had concerns related to the reassessment process. Mr. O'Brien petitioned the Chair for Mr. Minstead to voice his concerns while Mr. Willis is in attendance. With approval by Chair Sheridan, Mr. Minstead approached the Board with his concerns; Mr. Payne noted any further questions were more appropriately addressed during the appeal process directly with Pearson Property Appraisals during the latter half of October.

#### *2018 County Fair Update – Aaron Spitzer, Parks and Recreation Director,*

- Attendance - This year's County Fair was a success with 5,500 to 7,000 visitors over the four days
- Parks and Recreation Expenses - Total Expenses = \$14,141.31
- Parks and Recreation Revenue - Total Revenue = \$23,113.75
- Special Needs Event
  - Valley Amusements Carnival opened up rides for area youth and adults with special needs on Friday from 10am-Noon. - Approx. 40 participants that came to this event.
  - EW Thomas provided meals for the children and carnival staff.
  - Wade Parrish, the Fluvanna County Public Schools, and Parks and Recreation partnered together to provide this unique experience.
- Recognitions - 2018 Fair Board
 

<ul style="list-style-type: none"> <li>• President – Wade Parrish</li> <li>• Vice President/Secretary – Maria Graff</li> <li>• Treasurer – Channing Snoddy</li> <li>• Marketing – Heather Hastings</li> </ul>	<ul style="list-style-type: none"> <li>• Home Arts Director – Tee White</li> <li>• 4-H Director – Kim Mayo</li> <li>• County Representative – Aaron Spitzer</li> </ul>
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- Thank you to the many, many sponsors.

### **9 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for October 3, 2018:

*Minutes of September 19, 2018*—Kelly Belanger Harris, Clerk to the Board

*FCPS Grants Supplemental Appropriations*—Brenda Gilliam, Executive Director for Instruction and Finance

#### MOTION

Mr. Weaver moved to approved the consent agenda, for the October 3, 2018 Board of Supervisors meeting. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

### **10 - UNFINISHED BUSINESS**

Meals Tax information flyer distribution discussion.

### **11 - NEW BUSINESS**

None.

### **12 - PUBLIC COMMENTS #2**

At 5:21pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:21pm.

### **13 - CLOSED MEETING**

#### MOTION TO ENTER INTO A CLOSED MEETING

At 5:21pm, 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.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment of Funds, Litigation, and 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 6:41pm, 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.

**14 - ADJOURN**

MOTION:

At 6:42pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, October 3, 2018. Mrs. Eager 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