

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

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

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 4:01pm Chair Sheridan, called to order the Regular Meeting of November 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 November 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:

- Halloween with Parks and Recreation
 - Sat, Oct 20 -- Second Teen Night at the Lake Monticello Clubhouse.
 - Fri, Oct 26 -- Annual Magic Show and Movie at the Fluvanna Library.
 - Sat, Oct 27 -- Annual Halloween Festival at Pleasant Grove Park.
 - Special thanks to LMOA, Fluvanna Library staff and FUMA Interact Club for assisting us during our various events!
- Community and County Staff Recognitions
 - Trunk or Treat in Palmyra - Organized by Clerk of the Circuit Court and her staff
- Announcements and Updates
 - Updated grant application submitted to request funding (\$887K) - 96 Self-Contained Breathing Apparatus (SCBA); Fit testing equipment; 4 associated cascade systems
 - Plan to issue an new Invitation for Bids for construction of a Class A Burn Building (with potential for Class B retrofit) - Request for change from Class B to Class A sent to Virginia Department of Fire Programs
 - "A Report of Findings and Recommendations: County of Fluvanna Fire & EMS Study". First two recommendations in 2012 were:
 - Unified Coordination – The County should employ a Chief of Fire-Rescue for the supervision and coordination of fire and rescue. The Fire-Rescue Association's purpose should be expanded to include administrative and operational oversight in conjunction with the Chief of Fire-Rescue.
 - Fire Prevention Activities – The County should enact the Statewide Fire Prevention Code through a local ordinance. Additionally, the County should enforce the Statewide Fire Prevention Code; potential methods of enforcement are included herein.
 - Plan to begin the process of hiring a Fire and Rescue Chief for county-wide operational oversight - The Board directed staff to begin the process of hiring a Fire and Rescue Chief for county-wide operational oversight.
 - Plan to begin the review process for potential adoption of the Statewide Fire Prevention Code - The Board directed staff to begin the review process for potential adoption of the Statewide Fire Prevention Code.
- Columbia and CARE Task Force Update
 - Staff met with:
 - Piedmont Housing Alliance (Nov 1) - Housing issues discussion
 - Health Department (Nov 5) - Sewage and Housing issues discussion
 - Scheduling additional meetings with:
 - Thomas Jefferson Soil and Water Conservation District, Fluvanna/Louisa Housing Foundation, VDOT

- Planning, Zoning, and Code Enforcement - Working on a number of potential violation notices to go to property owners
- Update from the Central Virginia Regional Jail Authority (of which we have a 20% ownership stake)
 - Supervisor Don Weaver is one of Fluvanna's representatives on the Authority. To best utilize taxpayer dollars, Mr. Weaver recently presented a motion to begin earning interest off Authority funds. As a result, the Jail Board will be depositing \$3,000,000 into a CD for 6 months, and the resulting 2.07% interest rate will earn the Authority more than \$30,000 toward next year's budget.
- Upcoming Meetings

Day	Date	Time	Purpose	Location
TUE	Nov 20	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Dec 5	4:00 PM 7:00 PM	BOS Regular Meeting Work Session – FY20 FCPS and County Preliminary Budget Discussion	Courtroom
Wed	Dec 19	4:00 PM 7:00 PM	Budget Work Session – Non-Profit Briefs BOS Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 4:15pm Chair Sheridan opened the first round of Public Comments.

Holly Foster, 246 The Cross Rd, addressed the Board with concerns regarding her property. With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:26pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

TJPDC Regional Legislative Program – David Blount, TJPDC Legislative Liaison presented the Draft 2019 Legislative Program to the Board.

Priorities included:

- State Budget and Funding Obligations
- Public Education Funding
- Broadband
- Local Revenue Authority
- Children Service's Act
- Land Use and Growth Management

MOTION

Mrs. Eager moved to adopt the Draft Thomas Jefferson Planning District Legislative Program for 2019. Mr. Weaver gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Heritage Trail Land Donation – Aaron Spitzer, Parks & Recreation Director requested acceptance of the Fluvanna Heritage Trail. The Heritage Trail Foundation, Inc., approached the County to inform it that the Foundation was disbanding. Upon discussion, the Foundation proposed donating the Fluvanna Heritage Trail to the County at no cost to the County. Mr. Spitzer reports that that there will be minimal cost for upkeep and maintenance. With no discussion,

MOTION

Mrs. Booker moved to accept the deed and donation of 0.543 acres, more or less, identified on the tax maps of the County of Fluvanna, as parcel 30-A-119B, and commonly known as the Fluvanna Heritage Trail from Fluvanna Heritage Trail, Inc., subject to satisfactory update of title and approval of the form of all documents by the County Attorney. I further move to authorize the County Administrator to execute the deed to evidence such acceptance, and to execute any other documents he deems necessary or appropriate in connection with the donation, containing such terms as may be approved by the County Administrator, on behalf of the County of Fluvanna. Mrs. Eager gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Professional AE Services Term Contract- Dewberry—Cyndi Toler, Purchasing Officer brought forward the third of four requests to approve term contracts for as-needed professional services. The first two requests were approved at the October 17, 2018 Board of Supervisors meeting.

As a recap, Mrs. Toler noted:

- An RFP was issued July 2018 for Professional Engineering & Architectural Services as needed. Services may include civil engineering and design, management and review; architectural design, management and review; evaluation and design of water and sewer facilities (including rehabilitation options); design of improvements to wastewater pumping and water booster pump stations and well facilities (including water storage tanks); water and sewer system modeling; professional services associated with design and operation of solid waste facilities; regulatory issues and coordination with regulatory agencies; site plan engineering and surveying related to site grading, environmental engineering, storm water drainage, traffic impact analysis, road design, erosion and sediment control measures and storm water

management facilities; geotechnical services; construction administration; grants administration, and inspection services associated with capital improvement projects; and other related similar services.

- Ten proposals were received. The committee chose 6 firms to meet with
- Four of those firms have been chosen to have term contracts with the county.
- Dewberry Engineers Inc. has worked well for staff on the Zion Crossroads design project.
- Term contracts will be used by County Staff on an as-needed basis to provide County with professional engineering & architectural services. The firms selected provide a wide range of disciplines to sufficiently meet the County's needs.
- All project agreements will be approved by the board prior to any work being done.
- Costs will be based on rates sheets included by each firm as well as # of hours expected to complete task order.

With no discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the General Professional Engineering & Architectural Services Term Contract with Dewberry Engineers Inc., and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. Weaver gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Professional AE Services Term Contract- RKK—Cyndi Toler, Purchasing Officer brought forward the fourth of four requests to approve term contracts for as-needed professional services.

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve the General Professional Engineering & Architectural Services Term Contract with Rummel, Klepper & Kahl, LLP, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Booker gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

Radiological Emergency Preparedness Program (REPP) Grant—Debbie Smith, Emergency Management Coordinator, requested ratification of the Radiological Emergency Preparedness Program (REPP) Grant. Ms. Smith reported that Fluvanna County is within the 50 mile inundation area of Dominion/North Anna Nuclear Power Plant. These grant funds will help in establishing, maintaining, and operating such emergency plans, programs and capabilities to deal with nuclear accidents as are required by the Nuclear Regulatory Commission and the Federal Emergency Management Agency with respect to nuclear power stations. Grant award for Fluvanna County could be \$700 with no county match required. Once funds are awarded, they roll over up to 5 years at a maximum of \$3,500; if these funds are not used, they must be returned to the Virginia Department of Emergency Management. Ms. Smith noted that the County has already received \$3500 of grant funds from prior year carry amounts.

MOTION

Mrs. Booker moved the Board of Supervisors ratify the application for the FY19 REPP in the amount of \$700 for supporting local emergency management preparedness. Mrs. Eager gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

And,

Mrs. Booker further moved the Board of Supervisors approve a supplemental appropriation of \$4,200 to the VDEM REPP Budget in FY19, with funding to come from this state grant award and prior year carry over amounts. Mrs. Eager gave second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

7A – BOARDS AND COMMISSIONS

MOTION

Mrs. Booker moved and Mr. Weaver seconded, that the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):

Board, Commission, Committee	Appointee	Term Begin	Term End
Board of Equalization	Everett Hannah	01/01/2019	12/31/2019
Board of Equalization	Tom Payne	01/01/2019	12/31/2019
Board of Equalization	Gloria Vest	01/01/2019	12/31/2019
Board of Equalization	Dan Nunziato	01/01/2019	12/31/2019
Board of Equalization	April Ward	01/01/2019	12/31/2019
TJPDC Regional Housing Partnership	Gequetta Murray-Key	Immediately	11/06/2019

AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

8 – PRESENTATIONS

VDOT Quarterly Report—Alan Saunders, PE, VDOT Louisa Residency provided an update of activities in Fluvanna County.

Highlights included:

- County Safety and Operational Improvements:
 - Route 250 at Route 631 (Troy Rd): VDOT crews plan to remove trees and perform minor grading to improve sight distance - Scheduled for late November
 - Route 629/631 Intersection Review - Developing Right of Entry Agreement to be able to enter the property to cut trees and slope the bank.
 - Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
 - Route 53 at Route 619 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Traffic Engineering Studies under Review:
 - Route 250 speed study, from Route 631 to Route 15.
 - Route 53 shoulder safety improvements (proximity 4800 block +/-) Corridor study ongoing
 - Route 629/631 intersection review

Chair Sheridan inquired about the feasibility of VDOT receiving help from local fire departments to clear roads that are subject to frequent flooding. Mr. Saunders indicated that this is a help and will follow up with additional information.

Mrs. Eager relayed a concern from a constituent regarding the speed limit on Union Mills Road. Mr. Saunders indicated that an engineering speed study could be conducted; Mrs. Eager indicated that she would forward the address after the meeting.

Mrs. Booker reported on stop signs that are regularly knocked down and inquired about the feasibility of placing these signs differently. Mr. Saunders indicated that a study of the location would be undertaken.

CSA Update—Bryan Moeller, CSA Coordinator provided a semi-annual update about CSA services and activities in the County.

Mr. Moeller reviewed:

- Review of Purchases of Services from the Children’s Services Act during FY18
 - FY18 Spending (Final) - FY18 CSA Purchase of Services (POS)
 - Adopted Budget: \$3,100,000
 - Actual: \$2,912,453
 - Difference: \$187,547
 - FY18 POS vs FY17 POS
 - FY17 Actual: \$3,186,408
 - FY18 Actual: \$2,912,453
 - Difference: \$273,955
- Summary of demographics during FY18
- Summary of long-term strategy

9 - CONSENT AGENDA

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

Minutes of October 10, 2018, Local Elected Officials Breakfast—Kelly Belanger Harris, Clerk to the Board
Municode Services Contract – Cyndi Toler, Purchasing Officer
Position Description Revision – PW Director (3690) – Jessica Rice, HR Manager
FEMA FY18 Assistance to Firefighters Grant—Eric Pollitt, Management Analyst
CRMF – Bus Motor—Eric Pollitt, Management Analyst

MOTION

Mr. Weaver moved to approved the consent agenda, for the November 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

Mr. Sheridan asked for a status update of the Fluvanna Christian Service Society’s move at the Carysbrook complex. Mr. Nichols indicated he is attending the FCSS Board Meeting on Thursday, November 8, 2018, and hopes to resolve any final concerns at that time so the agreements can be executed.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:45pm 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 5:45pm.

MOTION TO RECESS

At 5:46pm, Mrs. Booker moved to recess. On a second by Mr. Weaver, the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

13 - WORK SESSION

At 6:13pm the meeting was reconvened.

The Work Session items for discussion were:

1. Utility Standards Manual
 - For developers and others to connect to or expand our system
 - Includes physical connection requirements
 - Includes computing required capacity (meter size)
2. System Rules and Regulations
 - Who can connect
 - Who must connect
 - When/conditions required for connection
3. Rate, Fees, and Charges
 - Connection Fees for Water and Sewer
 - Water and sewer usage rates
4. Policies and Procedures
 - Billing schedules
 - Leak adjustments, late charges, returned checks, etc.
 - Rental versus owner policies
5. Projected ZXR Growth Rates
 - Needed for modelling capital cost recoupment and supporting rate cases

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

At 7:50pm, 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, & 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 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 8:49pm, 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, & Weaver. NAYS: None. ABSENT: O'Brien.

MOTION TO EXTEND

At 8:49 pm, Mr. Weaver moved to extend the meeting until midnight. On a second from Mrs. Eager, the motion passed 4-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O'Brien.

15 - ADJOURN**MOTION:**

At 8:50pm Mrs. Eager moved to adjourn the regular meeting of Wednesday, November 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