

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
December 19, 2018
Budget Work Session 4:00pm
Regular Meeting 7:00pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
 Mozell Booker, Fork Union District, Vice Chair (*arrived at 4:13pm*)
 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

WORK SESSION – CALL TO ORDER

At 4:06pm Chair Sheridan called to order the Budget Work Session of December 19, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

NON-PROFIT ORGANIZATION PRESENTATIONS

- Central Virginia Partnership for Economic Development – Helen Cauthen
- Virginia Career Works - Piedmont Region (*formerly Piedmont Workforce Network*) – Helen Cauthen
- Fluvanna County Arts Council - Adele Schaefer
- Fluvanna Leadership Development Program – Mike Feazel
- Fluvanna/Louisa Housing Foundation – Dan Burke
- Foothills Child Advocacy Center – Cathee Johnson Phillips
- Hospice of the Piedmont – Adam Wagner - **Rescheduled**
- JAUNT Regional Transportation – Karen Davis
- Legal Aid Justice Center (LAJC) – Elaine Poon
- Sexual Assault Resource Agency (SARA) – Becky Weybright - **Rescheduled**
- Thomas Jefferson Planning District Commission (TJPDC) – Chip Boyles

RECESS FOR DINNER AND CLOSED SESSION**MOTION TO ENTER INTO A CLOSED MEETING**

At 5:38pm, 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.5, A.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, 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 7:05pm, 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.

1 – RECONVENE, CALL TO ORDER, & PLEDGE OF ALLEGIANCE

At 7:04pm Chair Sheridan called to order the Regular Meeting of December 19, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols requested the inclusion of Unfinished Business: *Additional Handheld Radios for Fluvanna County Sheriff's Office Communications Department*.

Mr. O'Brien requested the inclusion of considering support for the One Virginia 2021 Resolution, but this item was deferred until the January 9, 2019 Board of Supervisors meeting.

MOTION

Mr. Weaver moved to accept the Agenda, as amended, for the December 19, 2018 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
 - Southeast Rural Community Assistance Project (SERCAP) - Dedicated another "Rebuilt" Home for a Fluvanna Resident on November 29th
 - Fluvanna County's 4-H Livestock Club won the Virginia Farm Bureau's annual Hay Bale Decorating Contest this year - Both "Best Agri-Business, FFA or 4-H Display" category and overall "Convention Favorite"; Beat over 35 entries from across the state, including Virginia Tech's! Trophies presented to the club Dec 7 by Fluvanna Farm Bureau representatives Joan Talley and Sandy Hopkins. Winning display is at the Fluvanna Community Center in Fork Union.
- County Administrator Retirement
 - Mr. Nichols announced his retirement, effective July 5, 2019. The timing will allow 6 months to recruit a replacement, and by setting the July 5th date, the new County Administrator will have a full month before their first BOS Meeting.
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 9	4:00 PM	Regular Meeting	Courtroom
Wed	Jan 23	4:00 PM 7:00 PM	Budget Work Session – Non-Profit Presentations Regular Meeting	Courtroom
Wed	Feb 6	4:00 PM 7:00 PM	Regular Meeting County Administrator's FY 20 Budget Proposal	Courtroom
Wed	Feb 13	7:00 PM	Budget Work Session – Constitutional Officers	Morris Room

5 - PUBLIC COMMENTS #1

At 7:13pm 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 7:13pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

VATI Grant for Broadband in Underserved Areas – Eric Dahl, Deputy County Administrator/Finance Director, requested the Board ratify the submission of an application for the Virginia Telecommunications Initiative (VATI) Grant Program. The primary objective of VATI is to provide financial assistance to supplement construction costs by private sector broadband service providers, in partnership with local governments to extend service to areas that presently are unserved by any broadband provider.

Virginia Department of Housing and Community Development (DHCD) requirements:

- Application by a unit of government with a private sector provider(s) as a co-applicant - Fluvanna will be partnering with CVEC on this grant application to further the broadband expansion in southeastern Fluvanna County;
- Advertisement of solicitation of Public Comment for at least a fifteen (15) day period before application submission - The County advertised notice of the period of Public Comment in the Fluvanna Review in the November 29, 2018 and December 6, 2018 editions;
- Eligible projects will be owned and operated by the private sector co-applicant.

The general project area will begin at 911 Stage Junction Road north of Columbia and extend to Shepherds Store; from Shepherds Store the area will extend north to 4011 Cedar Lane Road; from Shepherds Store northwest along Wilmington Road to Wilmington and then west along Courthouse Road to the intersection with Stoneleigh Road and Georges Mill Road. The project area will also cover the southern portions of Georges Mill Road, Oak Creek Road and Venable Road.

Mr. Weaver inquired about the requested ratification rather than approval to submit the application; Mr. Nichols noted that the County was unable to get the application approved by the BOS prior to the submission deadline of December 14, 2018 and is therefore requesting ratification of the application that has been submitted by Staff. Mr. Nichols reminded the Board that they will have the opportunity to turn down the funds if granted, in the event that the Board chooses not to move forward with the project.

With little additional discussion,

MOTION

Mrs. Eager moved the Board of Supervisors ratify the advertisement seeking public comment and the application submission for the Virginia Telecommunications Initiative (VATI) Grant Program administered by the Virginia Department of Housing and Community Development (DHCD) in the

amount of \$641,967 for expanding broadband in a portion the underserved areas of southeastern Fluvanna County. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

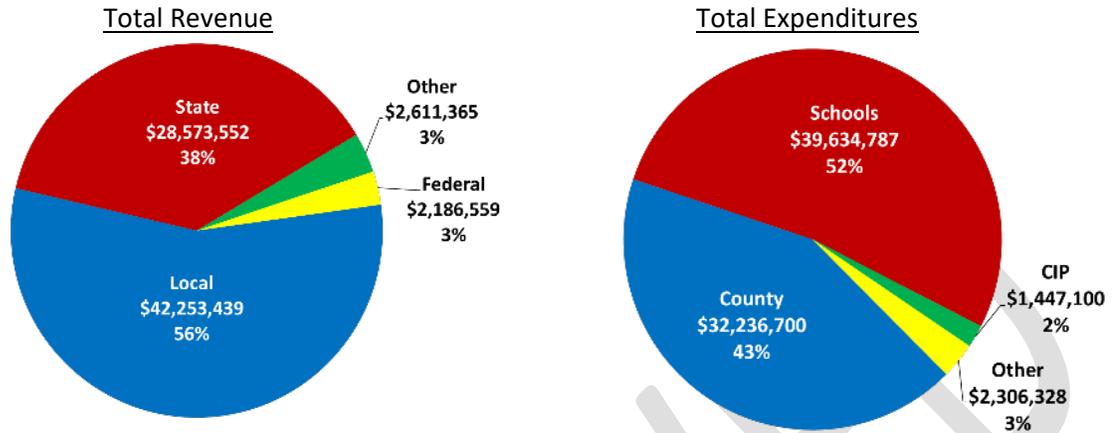
7A – BOARDS AND COMMISSIONS

None.

8 – PRESENTATIONS

2018 Comprehensive Annual Financial Report (CAFR)—Eric Dahl, Deputy County Administrator/Finance Director and Dave Foley, Robinson, Farmer, and Cox presented the 2018 Comprehensive Annual Financial Report (CAFR).

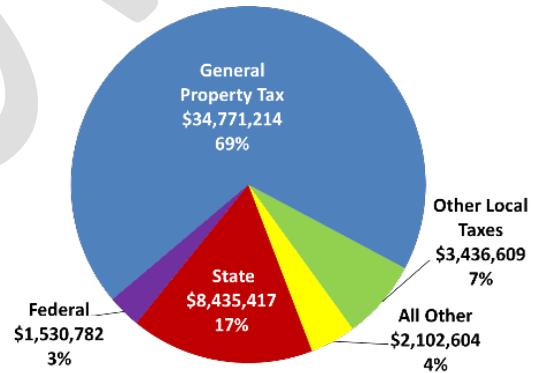
Budget Summary - FY18 Adopted Budget - \$75,624,915



Comprehensive Annual Financial Report

FY18 General Fund Revenues

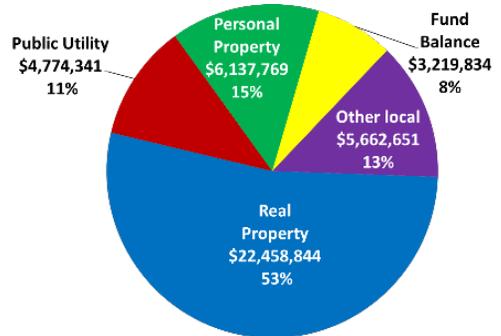
A	B	C	D	E	F
Revenue Source	FY17 Actual	FY18 Amended Budget	FY18 Actual	Over/(Under) Budget	FY17 to FY18 Inc/Dec
General Property Taxes	\$33,035,019	\$33,726,954	\$34,771,214	\$1,044,260	5.26%
Other local taxes	3,436,609	3,127,300	3,639,617	\$512,317	5.91%
Permits and fees	325,604	295,200	325,260	\$30,060	-0.11%
Fines and forfeitures	52,335	20,000	55,563	\$35,563	6.17%
Use of money	51,892	76,500	103,468	\$26,968	99.39%
Charges for services	760,809	780,700	906,672	\$125,972	19.17%
Miscellaneous	113,059	148,863	568,690	\$419,827	403.00%
Recovered Cost	116,344	151,858	142,951	(\$8,907)	22.87%
Commonwealth	8,491,421	8,611,602	8,435,417	(\$176,185)	-0.66%
Federal	1,150,400	1,455,088	1,530,782	\$75,694	33.07%
Total	\$47,533,492	\$48,394,065	\$50,479,634	\$2,085,569	6.20%



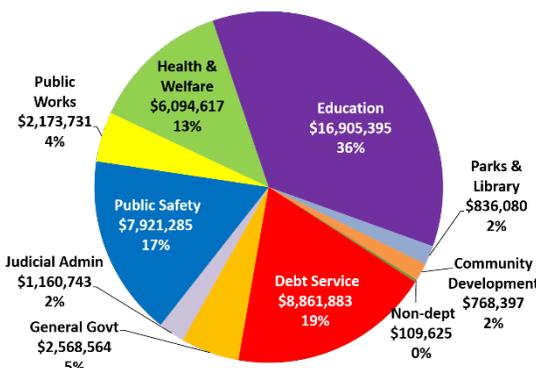
FY18 Top 4 Local Revenues

A	B	C	D	E	F	G
Revenue Source	FY14	FY15	FY16	FY17	FY18	FY17 to FY18 Inc/Dec
Real Estate Taxes	\$19,002,826	\$20,289,353	\$21,511,249	\$22,171,385	\$22,614,196	2.0%
Personal Property Taxes	4,825,586	4,949,139	5,404,855	5,897,231	6,204,439	5.2%
Public Service Corporation	4,259,048	4,653,744	4,981,936	4,451,833	5,363,122	20.5%
Local Sales Taxes	1,403,062	1,413,860	1,518,328	1,696,819	1,783,287	5.1%

Revenue, local sources only



FY18 General Fund Expenditures



A	B	C	D	E	F
Expenditure	FY17 Actual	FY18 Amended Budget	FY18 Actual	Over/(Under) Budget	FY17 to FY18 Inc/Dec
General Govt	\$2,571,167	\$2,726,990	\$2,568,564	(\$158,426)	-0.10%
Judicial Admin	1,140,751	1,230,159	1,160,743	(\$69,416)	1.75%
Public Safety	6,870,756	8,456,683	7,921,285	(\$535,398)	15.29%
Public Works	1,842,047	2,183,482	2,173,731	(\$9,751)	18.01%
Health & Welfare	6,047,790	6,334,690	6,094,617	(\$240,073)	0.77%
Education	15,623,059	17,332,927	16,905,395	(\$427,532)	8.21%
Parks, Rec. & Library	824,491	900,152	836,080	(\$64,072)	1.41%
Comm. Development	779,505	800,975	768,397	(\$32,578)	-1.43%
Non-departmental	25,699	195,765	109,625	(\$86,140)	326.57%
Debt Service	7,658,707	8,869,009	8,861,883	(\$7,126)	15.71%
Total	\$43,383,972	\$49,030,832	\$47,400,320	(\$1,630,512)	9.26%

FY18 General Fund

Year Ended June 30, 2018		As of June 30, 2018	
Revenue	\$ 50,479,634	Non-spendable (Prepaid expenses, N.R.)	\$78,606
Expenditures	(47,400,320)	Restricted (e.g., FUSD Debt Reserve)	\$59,520
Excess of revenues over expenditures	3,079,314	Committed (e.g., CIP Projects)	\$6,103,010
Transfers out (CIP & Sewer)	(4,988,835)	Assigned (Prior obligations)	\$0
Change in fund balance	(1,909,521)	Unassigned	\$14,532,691
		Total	\$20,773,827
Fund balance beginning of year	22,683,348		
Fund balance at end of year	\$ 20,773,827	Unassigned Fund Balance Target per Policy	\$8,687,777
		Excess Above Target	\$5,844,914

Debt & Capital Leases

A	B	C	D
Outstanding Debt	2017	2018	FY17 to FY18 Inc/Dec
General Obligation Bonds	\$ 81,948,878	\$78,238,142	-5%
Literary Fund Loans	1,549,256	0	-100%
State Moral Obligation Bonds	2,835,000	2,480,000	-13%
Qualified Energy Conservation Bond	7,653,740	7,417,740	0%
Capital Leases	8,223,125	7,126,966	-13%
Water/Sewer Bonds	1,055,463	8,607,626	716%
Total	\$103,265,462	\$103,870,474	1%

FUSD Update—Eric Dahl, Deputy County Administrator/Finance Director provided an update on the status of the loan to the Fork Union Sanitary District. Mr. Dahl discussed the year-end FY18 financial position for FUSD and go over the following options:

- Continue to allow annual payments for the FUSD note from the County
 - Board of Supervisors as the governing body of the Fork Union Sanitary District authorizes the issuance of a refunding bond for 2019 to the County - Appear on the January 9, 2018 BOS Meeting Agenda for consideration/action
 - Board of Supervisors approves the refunding of the \$67,100.00 remaining balance of the note of the District for the 2019 calendar year - Appear on the January 9, 2018 BOS Meeting Agenda for consideration/action
 - The Board of Supervisors as the governing body of the Fork Union Sanitary District can determine future repayment amounts - \$15,000 is budgeted for FY19; FY20 has not been determined yet
- Pay the note in full in the current fiscal year
 - Pay the note in full now (\$67,100) - The County would mark the Refunding Bond, R-4 (2018) as Paid in Full and Released.
- FUSD Loans & Balances FY10-FY18

Fiscal Year	Loan	Principal Paid	Cash Balance
2010	40,000	-	28,149
2011	-	-	19,991
2012	-	-	3,018
2013	30,000	-	589
2014	39,000	-	5,838
2015	9,000	-	498
2016	-	18,000	14,629
2017	-	17,867	55,791
2018	-	15,033	118,178
2019 (11/30)	-	-	140,140
Total	118,000	50,900	
Loan Balance June 30, 2018		67,100	

Following brief discussion, the Board directed Staff to pay the loan in full. Mr. Dahl indicated that the Board does not need to take action, staff will make the necessary adjustments.

9 - CONSENT AGENDA

The following items were discussed before approval:

Accounts Payable Report—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for December 19, 2018:

Minutes of December 5, 2018—Kelly Belanger Harris, Clerk to the Board

Accounts Payable Report—Eric Dahl, Deputy County Administrator/Finance Director

Colonial Circle Application Fees Refund Request—Brad Robinson, Senior Planner

CRMF Request –Domestic Water Tank at FCHS Repair and Cleaning—Don Stribling, FCPS Executive Director

CRMF Request- FCPS/FMS Fire Alarms—Don Stribling, FCPS Executive Director

FY19 Emergency Management Budget Transfer—Eric Pollitt, Management Analyst

Open Space Contract for Steven D. & Victoria P. Melton—Andrew M. Sheridan, Commissioner of the Revenue

FY19 Sheriff's Department Insurance Claim – 2012 Dodge Charger VIN 2942—Eric Pollitt, Management Analyst

Fluvanna Partnership for Aging By-Laws Revision—Aaron Spitzer, Director of Parks and Recreation

MOTION

Mr. Weaver moved to approved the consent agenda, for the December 19, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for November 2018, in the amount of \$4,119,345.46. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Additional Handheld Radios for Fluvanna County Sheriff's Office Communications Department—Steven M. Nichols, County Administrator, requested approval of a budget transfer to purchase additional handheld radios for the Sheriff's Office. Fluvanna County has five assigned State Troopers and one conservation police officer; routinely 2-3 of these officers are on duty daily between 6:00am and 10:00pm. When the Fluvanna communications system was upgraded, the budget only allowed for three radios to be purchased for Trooper/CPO use; these radios are routinely kept in the communications center and issued on a daily basis if the troopers/CPO are able to pick them up during their shift. The purchase of additional radios would allow for each of these individuals to have an assigned radio for in-car communications with the Sheriff's Office any time they are on duty. This initiative will significantly improve office safety by effectively doubling the number of officers able to respond to in-County calls reducing the time required for additional units on scene.

With no discussion,

MOTION

Mrs. Booker moved to approve a transfer of \$12,000 from FY19 Board Contingency to the FY19 E911 Professional Services budget for the purchase of three additional handheld radios to allow locally assigned state troopers and conservation police officers to have an assigned radio for in-car communications with the Sheriff's Office while on duty and for off duty emergency response. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 8:15pm 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 8:15pm.

MOTION TO ENTER INTO A CLOSED MEETING

At 8:15pm, 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.5, A.6, A.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, Litigation, & Legal Matters. Mr. Weaver 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 10:28pm, 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 10:28pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, December 19, 2018. Mr. Weaver 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