

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**July 11, 2018**  
**Regular Meeting 4:00pm & 7:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair (*Arrived at 4:03pm*)  
 Mozell Booker, Fork Union District, Vice Chair  
 Patricia Eager, Palmyra District  
 Tony O'Brien, Rivanna District (*Arrived at 4:05pm*)  
 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, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 4:00pm Vice Chair Booker, called to order the Regular Meeting of July 11, 2018.  
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA****MOTION**

Mr. Weaver moved to accept the Agenda, for the July 11, 2018 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 3-0. AYES: Booker, Eager, & Weaver. NAYS: None. ABSENT: Sheridan & O'Brien.

**SPECIAL PRESENTATION**

*Certificate of Appreciation for James D. Newman*—Steven M. Nichols, County Administrator invited James Newman, Planner forward to receive a Certificate of Appreciation. Mr. Newman will leave the County of Fluvanna on July 13, 2018 to assume the Zoning Director position in the City of Fredericksburg.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions  
Library's Special Summer Reading Programs – Great attendance - Workshops and tours with the Master Naturalist's, Story Times, LEGO Builder Parties, Robotics Workshops and more.
- Spotlight on Business - Carbon-Core Corporation
- Emancipation Proclamation Monument – Pad and Stone have been placed in Civil War Park
- Carysbrook Baseball Lights - A big thanks to Central Virginia Electric Cooperative for allowing two of their employees, Brian Sandridge, and Devin Hudson, to replace bulbs on July 9th as a community service to Fluvanna County
- Convenience Center – New Building In place
- Columbia
  - Demolition Project – Proceeding, several structures have been demolished
  - Columbia Community Work Day – August 4, 2018, 9am – noon.
- Farm Heritage Museum
  - Painting is complete
  - Grand Opening – August 4, 2018, 5:00pm – 8:00pm, Dedication and Ceremony at 5:30pm
- River Obstruction at the Crofton Bridge – VDOT working to have cleared
- FCSS Food Bank – All buildings in place
- Announcements and Updates
  - New Staff: Leontyne Peck, Administration; Thomas Baber, Parks and Recreation; Jane Berkley, Pleasant Grove Museum
  - New Employees Starting Soon - Eric Pollitt, Management Analyst, Starts July 30<sup>th</sup>; Holly Steele, Planner, Starts August 6th
- County Administrator on vacation, July 14-21 - Eric Dahl, Deputy County Administrator will serve as Acting
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Aug 1	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Aug 15	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 5	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 19	7:00 PM	BOS Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 4:22pm Chair Sheridan opened the first round of Public Comments.

- Tyler Gavrilovic 105 Jefferson Drive, expressed concerns with the process by which a new EMS provider was chosen.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:24pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*FY19 Social Services Part-Time Benefit Programs Specialist Position Upgrade to Full-Time and Addition of a New Full-Time Benefit Programs Specialist Position*—Kim Mabe, DSS Director requested a position upgrade. Ms. Mabe reported that Social Services received an additional State allocation of \$78,399 to assist with the increased volume of Medicaid applications due to Medicaid expansion. The allocation of \$78,399 is a permanent allocation and does not require a local match for FY19; however, there will be a local match of 15.5%, or \$12,152, in FY20. It is proposed that these funds be used to upgrade an existing part-time Benefit Programs Specialist position to full-time, with benefits, and to establish a new full-time Benefit Programs Specialist III position.

	Salary	Benefits	TOTAL
CURRENT (PT)	\$ 14,595	\$ -	\$ 14,595
PROPOSED (FT)	\$ 29,190	\$ 12,233	\$ 41,423
SHORTFALL			(\$ 26,828)
PROPOSED NEW (FT)	\$ 31,285	\$ 15,484	\$ 46,769
SHORTFALL			(\$ 46,769)
<b>TOTAL SHORTFALL</b>			<b>(\$ 73,597)</b>
<b>Add'l State Funding</b>			<b>\$ 78,399</b>

**MOTION**

Mr. O'Brien moved the Board of Supervisors approve to change a part-time Benefit Programs Specialist position to a full-time position and add a new full-time Benefit Programs Specialist III position with the State contribution being \$78,399 and the County contribution being \$0 in FY19, and approve to accept the supplemental appropriation of \$78,399 from State funds. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FY19 Deputy Sheriff Career Development Plan and Pay Adjustments*—Eric Hess, Sheriff, and Jessica Rice, Human Resources Manager provided a comprehensive overview of the Sheriff's Office plan career development. For FY19, the Sheriff's Office has established specific criteria for promotion from Deputy (Probational) up to Deputy Sheriff III, and for payment of certain primary, secondary, and temporary assignment pays.

**FY19 Deputy Position Requirements**



Pay Band 12	<b>Probationary Deputy:</b> • Entry level
Pay Band 13	<b>Deputy Sheriff 1:</b> • 12 months active law enforcement service • 1 Primary training (LEO or CSCP) completed
Pay Band 14	<b>Deputy Sheriff 2:</b> • 24 months active law enforcement service as a Deputy 1 • 1 Primary and 1 Secondary training completed
Pay Band 15	<b>Deputy Sheriff 3:</b> • 5 years of cumulative law enforcement service • 1 Primary and 2 Secondary trainings completed

### Primary/Secondary Certifications



- **Primary**
  - Law Enforcement Officer (LEO)
  - Jail/Court Security-Civil Process (CSCP)
- **Secondary**
  - Law Enforcement Officer (LEO)
  - Court Security/Civil Process (CSCP)
  - School Resource Officer (SRO)
  - Animal Control Officer (ACO)

Included in base pay\*

\* Unless criteria not met for higher pay band

- **Master Deputy (5)** — \$3,300 per year
- **Field Training Officer (4)**
- **Range Master (1)**
- **Motor Officer (1)** — \$1,000 per year
- **CSCP\***
- **DARE**
- **Detective 1**
- **General Instructor** — \$500 per year

\* Unless used for promotion to higher pay band

In addition, during an audit of Sheriff’s Deputy pay records, we identified an underpayment to Deputy Keith Ayers, primarily due to an administrative error in calculating his Master Deputy Certification pay for FY15-18. The back pay of \$15,092.22, less tax and retirement deduction costs, was paid on June 29, 2018, and was paid out of the FY18 Sheriff’s Officer Personnel Budget.

**MOTION**

Mrs. Eager moved to approve the Sheriff’s Office FY19 Deputy Sheriff Career Development and Pay Plan, as presented. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O’Brien moved to ratify a payment to Deputy Keith Ayers in the amount of \$15,092.22, less tax and retirement deduction costs, for underpayment of Master Deputy Certification for Fiscal Years 2015 through 2018 and special pay from April 2018 through June 2018, with such funds to come from the FY18 Sheriff’s Office Personnel Budget vacancy savings. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Registrar Work Hours, Pay, and Leave Adjustment*—Steven M. Nichols, County Administrator, requested ratification of a change to the regular work hours of full-time staff in the Registrar’s Office. This change allows the Registrar’s Office to comply with the changes made in 2000 by the Board of Supervisors that modified the regular week hours of full-time staff. At that time, the Registrar and staff followed the work hours of Constitutional Offices. In addition, this change provides Joyce Pace, General Registrar, with accrued sick and annual leave that until now had not been established.

With little discussion,

**MOTION**

Mr. O’Brien moved to ratify the change of regular work hours for full-time Registrar’s Office staff from 37.5 hours per week to 40 hours per week, effective June 25, 2018, with the required \$1,657.50 in funding to come from the FY19 Personnel Contingency Budget. 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 to ratify a 6.25% pay increase for Joyce Pace, Director of Elections/General Registrar, for a change of regular work hours from 37.5 hours per week to 40 hours per week, effective June 25,

2018, with the required \$3,616.10 in funding to come from the FY19 Personnel Contingency Budget.

Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved to ratify the accrual of annual leave for Joyce Pace, Director of Elections/General Registrar, at the established rate, retroactive to March 18, 2018, and further move to authorize a starting annual leave balance of 187.5 hours. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mr. O'Brien moved to ratify the accrual of sick leave for Joyce Pace, Director of Elections/General Registrar, at the established rate, retroactive to March 18, 2018, and further move to authorize a starting sick leave balance of 324 hours. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*EMS Services Agreement*—Cyndi Toler, Purchasing Officer presented the agreement for Emergency Medical Services between the County of Fluvanna and Delta Response Team, LLC.

Mrs. Toler provided the timeline of the proposal, response, and deliberation:

- In March 2018 an RFP was issued for County Contracted EMS Services
- Committee chosen to review RFP Responses:
  - Steve Nichols, County Administrator
  - Debbie Smith, Emergency Management Coordinator
  - Lewis Worley, Deputy Sherriff, Fluvanna Rescue Volunteer, Lake Monticello Fire Volunteer
  - Jon Apperson, Louisa County Deputy Chief of Fire Operations, Palmyra Fire Volunteer
- Responses received April 26, 2018
  - 6 Responses Received
  - 4 Chosen to return for in person interviews
    - American Medical Response (AMR)
    - Delta Response Team (DRT)
    - Emergency Services Solutions (ESS)
    - UVA
- DRT received the highest initial scoring by the committee
  - The committee chose to bring them back for a second interview
  - The committee thoroughly vetted all references given as well as some additional sources
  - DRT has been working EMS in Buckingham and Appomattox Counties
  - Relatively new company with 8 years in business
  - Both owners are active volunteers in their local rescue squad and have offered services to assist Fluvanna in boosting its volunteer membership
  - DRT has a very structured organization, they have developed an app which tracks the check sheets and processes employees must follow when on duty
  - Our current contract crew runs its employees on 12 hour shifts
  - DRT will run 24 hour shifts
    - This will assist in reducing fatigue in providers
    - 24 hour shifts also reduces potential need for overtime
  - DRT is able to provide a second crew when the need arises with a minimum 12 hour notice
  - DRT is also able to offer use of their ambulances, either on a short term or long term basis (cost of \$5,000 per month)
- Agreement Costs
  - One ALS Crew – \$438,000 annually for Years 1-2 (\$36,500 monthly)
  - One ALS Crew – \$451,140 annually for Years 3-5 (\$37,595 monthly)
  - Second ALS Crew - \$700 per 12 hour shift for Years 1-2 (as needed)
  - Second ALS Crew - \$721 per 12 hour shift for Years 3-5 (as needed)
- Optional Costs
  - Second ALS crew - \$175,000/year - 12 hour shift, Mon – Fri days (\$14,583.33 Monthly)
  - Billing and Claim Review Services - \$2,500 Monthly
  - Providing equipped ambulance (contractor use) - \$5,000 Monthly
  - EMS Consulting Services - \$500 Monthly
- \$600,000 is budgeted in FY19 for this service; expected FY19 budget savings of \$162K, with savings in out years, as well.

Following wide ranging and in-depth discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the agreement between Fluvanna County, Delta Response Team LLC, and the Fluvanna Rescue Squad, Inc., for Emergency Medical Services and associated support, and further authorize the County Administrator to execute the agreement subject to

the County Attorney review, update, and approval as to form. Mrs. Booker gave second and the motion passes 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Following the motion, Mr. Nichols noted that the negotiations are continuing regarding the specifics of the contract, with no substantive changes anticipated. Should there be a substantial change, the agreement will return to the Board.

## **7A – APPOINTMENTS**

*Board, Commission, and Committee Appointments* – Steven M. Nichols, County Administrator  
Chair Sheridan invited members of the current EDA to comment on the composition of the Board and the candidates presented. Dr. Jerry Swiggett, EDA Member, spoke about the need for committed members with integrity and good standing in the community. The Board chose to defer appointing the open EDA position, and requested Staff to contact candidates Mr. Rudy Garcia and Mr. Keith Smith and invite them to appear at the August 1, 2018 meeting.

### **MOTION**

Mrs. Eager moved the Board of Supervisors reappoint Curtis Putnam and Scott Marshall to the Economic Development Authority, with terms to begin July 1, 2018 and end June 30, 2022. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Mrs. Eager moved to reappoint Frank Gallo to the Piedmont Virginia Community College Board, with a term to begin July 1, 2018 and end June 30, 2022. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Board/Commission/Committee	Appointees	Begins Term	Ends Term
Economic Development Authority	Curtis Putnam	Jul 1, 2018	Jun 30, 2022
Economic Development Authority	Scott Marshall	Jul 1, 2018	Jun 30, 2022
Economic Development Authority	<b>deferred</b>	Jul 1, 2018	Jun 30, 2022
Piedmont Virginia Community College Board	Frank Gallo	Jul 1, 2018	Jun 30, 2022

## **8 – PRESENTATIONS**

None.

## **9 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for July 11, 2018:

*Budget Transfer for Unclaimed Body Charges*—Eric Dahl, Deputy County Administrator/Finance Director  
*Project Agreement No. 2 – Property Appraisals for Zion Crossroads Water/Sewer System*—Cyndi Toler, Purchasing Officer

*Project Agreement No. 4 – Amendment to Surveying for Zion Crossroads Water/Sewer System*—Cyndi Toler, Purchasing Officer

### **MOTION**

Mr. Weaver moved to approved the consent agenda, for the July 11, 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**

*VDOT SmartScale Applications* – Alan Saunders, VDOT Residency Engineer, Charles Proctor, VDOT, Transportation Planning Manager, presented a status update on the SmartScale process.

The following items are currently under consideration:

Potential SMART SCALE Projects - Fluvanna	BOS Ranking
3. <a href="#">Turkeysag Trl (1015) and Route 53 intersection</a>	<b>1</b>
8. <a href="#">Bybees Church Road (613) and Route 15 intersection</a> (safety improvements)	<b>2</b>
7. <a href="#">Troy Rd (631) and Route 15 intersection</a> (safety improvements)	<b>3</b>
1. <a href="#">Troy Rd (631) and Route 250 intersection</a> (widening for economic development)	<b>4</b>

Mr. Saunders provided concept plans for the four projects.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 5:54pm 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 5:54pm.

**13 - CLOSED MEETING**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 5:56pm, 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.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Litigation. 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 9:13pm, 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." Mrs. Booker 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 TO EXTEND**

Mr. O'Brien moved to extend the meeting until 12:00am. On a second from Mrs. Booker second, the motion passed unanimously. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**14 - ADJOURN**

**MOTION:**

At 9:14pm, Mr. Weaver moved to adjourn the regular meeting of Wednesday, July 11, 2018. Mr. O'Brien 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