# FLUVANNA COUNTY BOARD OF SUPERVISORS

**REGULAR MEETING MINUTES** 

Circuit Court Room December 18, 2019 Work Session 4:00pm Regular Meeting 7:00pm

**MEMBERS PRESENT**: Tony O'Brien, Rivanna District, Vice Chair (entered meeting at 4:04pm)

Mozell Booker, Fork Union District Patricia Eager, Palmyra District

Donald W. Weaver, Cunningham District

ABSENT: John M. (Mike) Sheridan, Columbia District, Chair

<u>ALSO PRESENT</u>: Eric M. Dahl, County Administrator

Fred Payne, County Attorney

Caitlin Solis, Clerk for the Board of Supervisors

## **WORK SESSSION – CALL TO ORDER**

At 4:04pm Vice-Chair O'Brien called to order the Budget Work Session of December 18, 2019. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

#### **NON-PROFIT ORGANIZATION PRESENTATIONS**

- Hospice of the Piedmont
- Central Virginia Partnership for Economic Development
- Virginia Career Works Piedmont Region
- Central Virginia Small Business Development Center
- Fluvanna County Arts Council
- Fluvanna Chamber of Commerce
- Fluvanna Leadership Development Program
- Fluvanna/Louisa Housing Foundation
- Foothills Child Advocacy Center
- Jefferson Area Board of Aging
- JAUNT
- Child Health Partnership
- Legal Aid Justice Center

# RECESS FOR DINNER AND CLOSED SESSION

# 13 - CLOSED MEETING

MOTION:	At 5:47pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.5, & A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Prospective Industry and Investment of Funds.						
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver		
ACTION:	Second				Motion		
VOTE:	Yes	Yes	Yes	Absent	Yes		
RESULT:			4-0				

MOTION:	of Supervisors of Supervisors doe public business under Section 2 such public busi	onvene again in s hereby certify matters lawfully .2-3711-A of the ness matters as	open session and to the best of ea exempted from Code of Virginia were identified i	and the Fluvanna d "BE IT RESOLVE ch member's kno open meeting red , 1950, as amend n the motion by w ssed, or consider	D, the Board of wledge (i) only quirements ed, and (ii) only which the
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Absent	Yes
RESULT:			4-0		

## 1 - RECONVENE, CALL TO ORDER, & PLEDGE OF ALLEGIANCE

At 7:04 pm Vice-Chair O'Brien called to order the Regular Meeting of December 18, 2019.

After the recitation of the Pledge of Allegiance, a moment of silence was observed.

#### 3 - ADOPTION OF AGENDA

The agenda for the December 18, 2019 Regular Meeting of the Board of Supervisors was adopted by consent.

#### 4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

## **Staff and Community Recognitions**

- Employee Recognition and Holiday Luncheon
  - Thursday, December 19, 2019
  - 11:30 am 2:00 pm
  - Departments heads and constitutional officers will close their offices, as permissible, during that time period
  - Service Award Milestones will be presented
  - Nominations for Employee of the Year will be presented
    - Employee of the Year will be announced \$500
    - Runner-ups get \$250
- Fluvanna County High School & Fluvanna Library
  - The FCHS Crochet and Knitting Club made bookmarks to be sold at the Library-all proceeds benefit the Fluvanna Library.
  - The BETA Club held a book drive and donated 13 boxes of books to the Fluvanna library

## **Spotlight on Business**

- Video by the Lake, located in Gate Plaza off of Turkey Sag Trail
- Contact: Jon Wills
- www.facebook.com/videobythelake
- Video rental store where residents can pick out a DVD, Blu-Ray or 4K movie rental.
- Owned and operated by the Wills family for over the past 12 years.
- Video by the Lake started in the early '90s!
- With continued support from their customers, Video by the Lake has been able to donate and support to local county events and non-profits following one of their principles of giving back to the community whenever they can.
- Hours: Monday through Thursday from 3 p.m. till 8 p.m., Friday from Noon till 9 p.m. and Saturday from 10 a.m. till 9 p.m.
- Also like and follow them on Facebook for weekly New Release Titles, specials and special events.

#### **BOS Direction**

- Resolution in Support of Legislation Improving Local Fiscal Impact Review Process
  - VACo is working with legislators to introduce legislation that would require more time for review
    of legislation with a potential fiscal impact on localities and direct further consideration of other
    ways that the local fiscal impact review process might be improved.
  - Prior to 2010, legislation with a local fiscal impact was required to be introduced by the first day of the legislative session, so as to allow the Commission on Local Government and the local volunteers reviewing legislation some additional time to complete their analyses. This requirement was repealed in 2010.
  - Revisiting this issue and requiring additional time for review of legislation with a local fiscal impact was discussed at VACo's annual conference in November, and language in support of such legislation was incorporated into VACo's 2020 Legislative Program
- FLDP Infrastructure Session BOS Member Participation?
  - Thursday, January 9<sup>th</sup> from 6:45 pm to 8:00pm at the Virginia, Maryland & Delaware Electric Cooperative Training Center (next to CVEC)
  - Water Panel discussion on the importance of bringing water to the Zion Crossroads area and the progress in doing that.
  - Other speakers during the evening will include representatives of VDOT, CVEC, Comcast, Aqua Va., Dominion and others.
- Building Permit Fee Waiver ~\$500
  - A resident's home caught fire. The home was a major loss, but foundation is still good
  - Materials for the home are being donated
- FUSD Water Connection Fee Adjustment Request
  - Old Fork Union Rescue Building Privately owned now
  - Their water is connected to the FUSD building water supply
  - The FUSD Wastewater is connected to their drain field

# **Announcements and Updates**

- New Planner/GIS Technician onboard
  - Jason Overstreet began work on Nov 12th

- County Administrator out of office (Dec 21-23)
  - Director of Finance, Mary Anna Twisdale will be Acting

#### **Next BOS Meetings:**

Day	Date	Time	Purpose	Location
Wed	Jan 8	4:00 PM	Regular Meeting – Organizational Meeting	Courtroom
Wed	Jan 22	4:00 PM	BOS Budget Work Session - Non-Profit Presentations	Courtroom
Wed	Jan 22	7:00 PM	Regular Meeting	Courtroom

#### **5 - PUBLIC COMMENTS #1**

At 7:25pm Vice-Chair O'Brien opened the first round of Public Comments.

- Lois Mastro, 63 Forest Drive, Rivanna District, introduced herself to the Board of Supervisors and expressed her desire to serve on the Economic Development Authority.

With no one else wishing to speak, Vice-Chair O'Brien closed the first round of Public Comments at 7:30pm.

## **6 - PUBLIC HEARING**

None.

## **7 - ACTION MATTERS**

Appointment of Project Consultant for the James River Water Project — Eric Dahl, County Administrator requested the Board of Supervisors reappoint Mr. Nichols as a Project Consultant for the James River Water Project, based on extensive knowledge of the JRWP and years of membership on the JRWA, it will be helpful to have his services available on an as needed and as available basis.

	Approve the reappointment of Steven M. Nichols as Fluvanna County Project							
MOTION:	Consultant for t	Consultant for the James River Water Project, with such appointment effective						
	on January 1, 20	the James River Water Project, with such appointment of 2020, and ending on June 30, 2020.  Mrs. Eager Mr. O'Brien Mr. Sheridan Mr.						
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver			
ACTION:		Second	IVII. O Briefi IVII. Sileridan		Motion			
VOTE:	Yes	Yes	Yes Yes Absent		Yes			
RESULT:			4-0					

Fluvanna County Sherriff's Office Sign-on Bonus – Jessica Rice, Human Resources Manager

- On 3/2/2016, the Board of Supervisors approved a Sheriff's Office sign-on bonus of \$3,000 for new County deputies who already held Law Enforcement Officer certification.
- Since March 2016, Fluvanna County has paid bonuses to 7 Deputies, 5 of whom still work for the Sheriff's Office.
- Due to dwindling numbers of candidates choosing careers in law enforcement, and surrounding localities offering competitive wages, the Fluvanna County Sheriff's office has not been fully staffed since 2017.
- The increased sign-on bonus is part of a larger law enforcement recruiting campaign.
- This increase is not retroactive.
- The cost to send a new Deputy through the Law Enforcement academy is between \$8,000 and \$10,000 in wages, in addition to meals and mileage reimbursement.
- Increase of \$2,000 payout for qualified County Deputies. Funding will continue to come from vacancy salary savings. No additional funding is required.

	Approve a sign-on bonus increase from \$3,000 to \$5,000, for new hire								
MOTION	Sheriff's Deput	ties who have s	uccessfully obta	ained the DCJS L	.aw				
MOTION:	MOTION: Enforcement Officer Certification prior to employment with Fluvanna								
	County.								
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver				
ACTION:	Second	Motion							
VOTE:	Yes	Yes	Yes	Absent	Yes				
RESULT:			4-0						

#### **7A – BOARDS AND COMMISSIONS**

	Move the Board of Supervisors approve the following Board, Commission, or						
MOTION:	Committee app	ointment(s):					
- Economic Develop. & Tourism Advisory Council (At Large), Ang							
	igh June 30, 2022	•					
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver		
<b>ACTION:</b>	Second	Motion					
VOTE:	Yes	Yes	Yes	Absent	Yes		
RESULT:			4-0				

	Move the Board of Supervisors approve the following Board, Commission, or								
MOTION:	Committee app	ointment(s):							
WOTION.	- Econom	nic Development	Authority (At La	ge) #2, Joseph Ci	reasy , Term				
	January 1, 2020, through June 30, 2022.								
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver				
<b>ACTION:</b>	Motion								
VOTE:				Absent					
RESULT:		Motion f	ailed for lack of	a second.					

	Move the Board of Supervisors approve the following Board, Commission, or							
MOTION:	Committee app	ointment(s):						
MOTION.	- Economic Development Authority (At Large) #1 – unexpired term, Lois							
	Mastro, Term Dec 18, 2019, through June 30, 2020.							
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver			
ACTION:		Motion			Second			
VOTE:	No	Yes	Yes	Absent	Yes			
RESULT:			3-1					

	Move the Board of Supervisors approve the following Board, Commission, or							
MOTION:	Committee app	ointment(s):						
WOTION.	- Economic Development Authority (At Large) #2, Robert Flood , Term January							
	1, 2020, through June 30, 2023.							
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver			
ACTION:		Second			Motion			
VOTE:	No	Yes	Yes	Absent	Yes			
RESULT:			3-1					

# **8 – PRESENTATIONS**

Fluvanna County Branding – Bryan Rothamel, Economic Development Coordinator, presented the branding goals of the County with a focus on its economic development applications such as advertising, publications, and social media.

Space Study Update – Cyndi Toler, Purchasing Officer

Joshua C Bower of Crabtree, Rohrbaugh & Associates presented the final draft of the Space Utilization Study done by Crabtree, Rohrbaugh & Associates. This draft included updates and the results of interviewing Fluvanna County department heads whose concerns include:

- 1. Security
  - a. Commonwealth Attorney is separated from Courthouse without a secure entrance or path of travel to Courthouse.
  - b. Buildings/Departments are isolated on Palmyra Campus
- 2. Staff connectivity
  - a. Public Works operates out of two buildings
  - b. Less than ideal program adjacency (e.g. Treasurer and Finance) makes it difficult for staff to connect.
- 3. Public connectivity / accessibility
  - a. Programs (e.g. Social Services & Health Department) should be closer for public accessibility

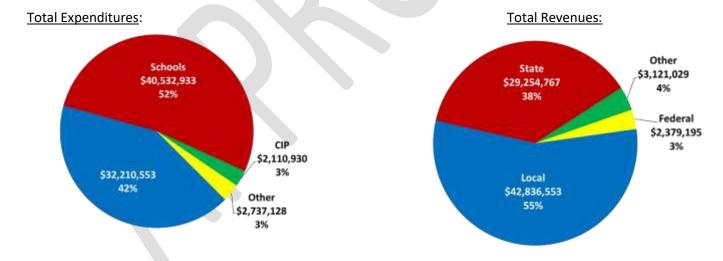
- 4. Maintenance of aging buildings
  - a. As buildings mature in age they are often more expensive to maintain and repair.

    Multiple aging buildings can increase the premium losing the economy of scale.

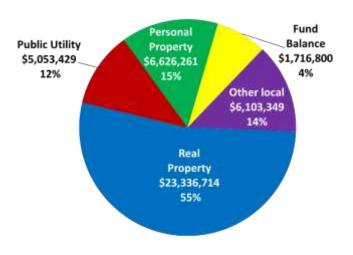
\$2.2ml - \$1.8ml \$8.3ml-\$7.6ml \$10.8mil - \$12.5mil \$13.0mir-\$15.0mi \$14.4ml(-\$16.5ml) \$18,0ml - \$19,0ml 522-4ml - 525-8ml \$10.2mm | \$12.22mm 56.0ml - \$8.2ml 55.5mil : 54.2mil \$2,3ml | \$2,5ml 12.8ml -13.3ml \$1.4mil - \$1.4mil 56.0ml - 18.3ml \$12.2mil-\$14.72mil \$14.3mil - \$17.1mil \$15.3mil - \$18.4mil 517.2mil - 520.2mil 518mii - 521.5mil \$13.2mil-\$15.8mil \$29.3mil - \$35mil

FY19 Comprehensive Annual Financial Report (CAFR) – Mary Anna Twisdale, Finance Director presented the FY19 Comprehensive Annual Financial Report summary brief to the Board of Supervisors.

## **Budget Summary**

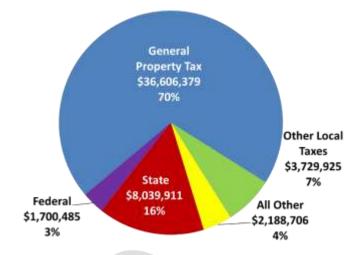


# **Revenue from Local Sources Only:**



## FY19 General Fund Revenues:

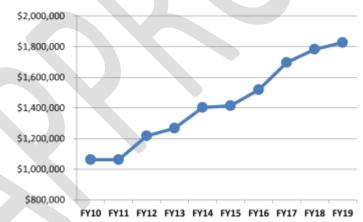
A	8	c	D	£	F
Revenue Source	FY18 Actual	FY19 Amended Budget	FY19 Actual	Over/(Under) Budget	FY18 to FY19 Inc/Dec
General Property Taxes	\$34,771,214	\$35,429,304	\$36,606,379	\$1,177,075	5.28%
Other local taxes	3,639,617	3,439,500	3,729,925	\$290,425	2.48%
Permits and fees	325,260	271,100	266,135	(\$4,965)	-18.18%
Fines and forfeitures	55,563	46,000	66,715	\$20,715	20.07%
Use of money	103,468	84,986	590,296	\$505,310	470.51%
Charges for services	906,672	810,347	949,687	\$139,340	4.74%
Miscellaneous	568,690	134,712	120,081	(\$14,631)	-78.88%
Recovered Cost	142,951	201,777	195,792	(\$5,985)	36.96%
Commonwealth	8,435,417	8,612,844	8,039,911	(\$572,933)	-4.69%
Federal	1,530,782	1,511,213	1,700,485	\$189,272	11.09%
Total	\$50,479,634	\$50,541,783	\$52,265,406	\$1,723,623	3.54%



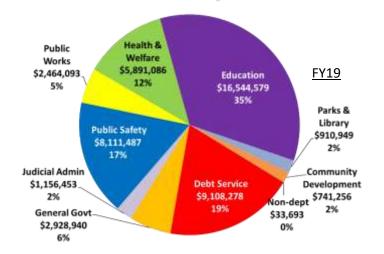
## FY19 Top Four Local Revenues:

A	В	С	D	E	F	G
Revenue Source	FY15	FY16	FY17	FY18	FY19	FY18 to FY19 Inc/Dec
Real Estate Taxes	\$20,289,353	\$21,511,249	\$22,171,385	\$22,614,196	\$23,789,823	5.2%
Personal Property Taxes	4,949,139	5,404,855	5,897,231	6,204,439	6,963,184	12.2%
Public Service Corporation	4,653,744	4,981,936	4,451,833	5,363,122	5,143,581	-4.1%
Local Sales Taxes	1,413,860	1,518,328	1,696,819	1,783,287	1,826,331	2.4%

# Sales Tax Revenues – FY10 to FY19:



# FY19 General Fund Expenditures:



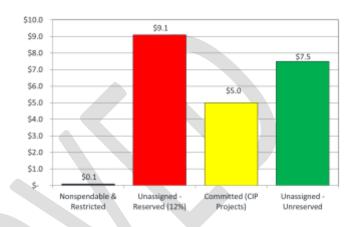
A	В	C	D	E	F
Expenditure	FY18 Actual	FY19 Amended Budget	FY19 Actual	Over/(Under) Budget	FY18 to FY19 Inc/Dec
General Govt	\$2,568,564	\$3,104,637	\$2,928,940	(\$175,697)	14.03%
Judicial Admin	1,160,743	1,193,044	1,156,453	(\$36,591)	-0.37%
Public Safety	7,921,285	8,425,076	8,111,487	(\$313,589)	2.40%
Public Works	2,173,731	2,476,481	2,464,093	(\$12,388)	13.36%
Health & Welfare	6,094,617	6,501,788	5,891,086	(\$610,702)	-3.34%
Education	16,905,395	17,478,005	16,544,579	(\$933,426)	-2.13%
Parks, Rec. & Library	836,080	980,931	910,949	(\$69,982)	8.95%
Comm. Development	768,397	799,891	741,256	(\$58,635)	-3.53%
Non-departmental	109,625	214,223	33,693	(\$180,530)	-69.27%
Debt Service	8,861,883	9,118,593	9,108,278	(\$10,315)	2.78%
Total	\$47,400,320	\$50,292,669	\$47,890,814	(\$2,401,855)	1.03%

## **General Fund Results:**

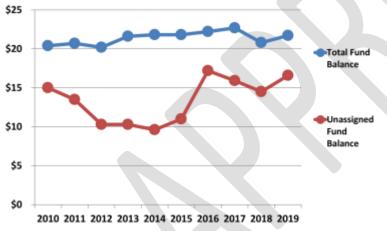
Year Ended June 30, 2019					
Revenue	\$	52,265,406			
Expenditures		(47,890,814)			
Excess of revenues over expenditures		4,374,592			
Transfers out (CIP & Sewer)		(3,455,150)			
Change in fund balance		919,442			
Fund balance beginning of year		20,773,827			
Fund balance at end of year	\$	21,693,269			

## General Fund Balance June 30, 2019:

As of June 30, 2019	
Non-spendable (Prepaid expenses, N.R.)	\$11,506
Restricted (e.g., FUSD Debt Reserve)	\$59,520
Committed (e.g., CIP Projects)	\$4,989,493
Assigned (Prior obligations)	\$0
Unassigned	\$16,632,750
Total	\$21,693,269
Unassigned Fund Balance Target per Policy	\$9,125,690
Excess Above Target	\$7,507,060



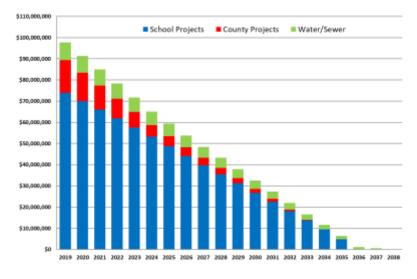
## General Fund Balance - FY10 to FY19:



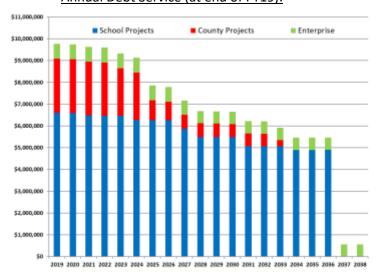
# Debt & Capital Leases - June 30, 2019:

A	В	С	D	
Outstanding Debt	2018	2019	FY18 to FY19 Inc/Dec	
General Obligation Bonds	\$ 78,238,142	\$74,391,999	-5%	
Literary Fund Loans	0	0	0%	
State Moral Obligation Bonds	2,480,000	2,095,000	-16%	
Qualified Energy Conservation Bond	7,417,740	6,944,928	0%	
Capital Leases	7,126,966	5,978,573	-16%	
Water/Sewer Bonds	8,607,626	8,318,959	-3%	
Total	\$103,870,474	\$97,729,459	-6%	

## Total Debt (at end of FY19):



# Annual Debt Service (at end of FY19):



#### 9 - CONSENT AGENDA

The following items were discussed before approval:

M - Accounts Payable Report for November 2019 – Mary Anna Twisdale, Director of Finance The following items were approved under the Consent Agenda for December 18, 2019:

- Minutes of December 4, 2019 Caitlin Solis, Clerk to the Board
- FY20 REPP (Radiological Emergency Preparedness Program) Grant Application Debbie Smith, Emergency Management Coordinator
- Approval of Open Space Contract for Debra Lynn Kleinhans and Anthony Faul Andrew M. Sheridan, Jr., Commissioner of the Revenue
- Parks & Recreation Services Specialist Position Description Update Jessica Rice, Human Resources Manager
- FY20 Sheriff's Department Insurance Claim 2016 Dodge Charger VIN#3729 Mary Anna Twisdale, Director of Finance
- FY20 Sheriff's Department Insurance Claim 2019 Dodge Charger VIN#2556 Mary Anna Twisdale,
   Director of Finance
- Accounts Payable Report for November 2019 Mary Anna Twisdale, Director of Finance
- Resolution for the Scenic River Designation of a Segment of the James River Eric Dahl, County Administrator
- BZA Variance Application Refund Request Douglas Miles, Community Development Director

	Approve the consent agenda, for the December 18, 2019 Board of Supervisors					
MOTION:	meeting, and to ratify Accounts Payable and Payroll for November 2019, in the					
	amount of \$2,503,847.15.					
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver	
ACTION:	Second				Motion	
VOTE:	Yes	Yes	Yes	Absent	Yes	
RESULT:			4-0			

#### **10 - UNFINISHED BUSINESS**

- Mrs. Booker asked to have the Boards and Commissions Application include descriptions to the positions and have applicants come to introduce themselves to the Board at the same time.
- Mr. Weaver brought up the November Building report and had a suggestion to not put zeros in the December results and to leave them blank or use a dash instead to avoid confusion.
- Mrs. Eager read a letter from Linda Staiger regarding the Sycamore Square development proposal requesting two members from each district to compose a project committee.

## 11 - NEW BUSINESS

None.

## 12 - PUBLIC COMMENTS #2

At 9:28pm Vice-Chair O'Brien opened the second round of Public Comments.

- Kim Mabe, 90 Honeysuckle Ct., Palmyra District, wanted to follow up in favor of the space study results and recommendation.

With no one else wishing to speak, Vice-Chair O'Brien closed the second round of Public Comments at 9:35pm.

## **14 - ADJOURN**

MOTION:	Adjourn the regular meeting of Wednesday, December 18, 2019 at 9:35pm.					
MEMBER:	Mrs. Booker	Mrs. Eager Mr. O'Brien Mr. Sheridan Mr. Weave				
ACTION:	Second				Motion	
VOTE:	Yes	Yes	Yes	Absent	Yes	
RESULT:	4-0					

ATTEST:	FLUVANNA COUNTY BOARD OF SUPERVISORS
Caitlin Solis	John M. Sheridan
Clerk to the Board	Chair

## **BOARD OF SUPERVISORS**

County of Fluvanna Palmyra, Virginia

## **RESOLUTION No. 20-2019**

# A RESOLUTION TO THE VIRGINIA GENERAL ASSEMBLY PETITTIONING FOR THE SCENIC RIVER DESIGNATION OF A SEGMENT OF THE JAMES RIVER

At a Regular Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, December 18, 2019, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

**WHEREAS**, the Fluvanna County Board of Supervisors wish to thank their representatives in the General Assembly for their interest and support of this resolution petitioning the scenic river designation of a segment of the James River; and;

**WHEREAS**, the Virginia Scenic Rivers Act of 1970 establishes Virginia Scenic Rivers Program's to identify, designate and help protect rivers and streams that possess outstanding scenic, recreational, historic and natural characteristics of statewide significance for future generations; and

**WHEREAS,** a 2019 survey effort by the Virginia Department of Conservation and Recreation, in partnership with the James River Association and initiated at the Town of Scottsville's request, found a 20-mile segment of the river, from one mile upstream of the Warren boat ramp down to New Canton, to qualify for Virginia Scenic River designation; and

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors respectfully requests the General Assembly to pass legislation amending the Code of Virginia § 10.1, Chapter 4, the Scenic Rivers Act, to include as a component of the Virginia Scenic Rivers System that portion of the James River in Buckingham, Albemarle, and Fluvanna Counties, including the Town of Scottsville, from one mile above the Warren boat ramp and running approximately 20 miles southeastward to the New Canton bridge.; and

**BE IT FURTHER RESOLVED** This resolution shall become effective immediately. The Fluvanna County Administrator shall mail or deliver a copy of this resolution to the County's representatives in the General Assembly, other selected members of the General Assembly, area local governments, and to other interested persons, as appropriate.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 18<sup>th</sup> day of December, 2019;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X				X	
Patricia B. Eager, Palmyra District	X					
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District				X		
Donald W. Weaver, Cunningham District	X				X	

Attest:	
Anthony P. O'Brien, Vice Chair	
Fluvanna County Board of Supervisors	