

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
January 22, 2020
Work Session 4:00pm
Regular Meeting 7:00pm**

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District
Patricia Eager, Palmyra District
Donald W. Weaver, Cunningham District

ABSENT: Tony O’Brien, Rivanna District, Vice Chair

ALSO PRESENT: Eric M. Dahl, County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

WORK SESSION – CALL TO ORDER

At 4:03pm Supervisor Booker called to order the Budget Work Session of January 22, 2020. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

NON-PROFIT ORGANIZATION PRESENTATIONS

- Monticello Area Community Action Agency
- OAR – Jefferson Area Community Corrections
- Piedmont Housing Alliance
- Region Ten
- Rivanna Conservation Alliance
- SARA – Sexual Assault Resource Agency
- Senior Center, Inc.
- Shelter for Help in Emergency
- Thomas Jefferson Soil & Water Conservation District
- TJPDC – Thomas Jefferson Planning District Commission

RECESS FOR DINNER AND CLOSED SESSION

13 - CLOSED MEETING

MOTION:	At 6:06pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel and Investment of Funds.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

MOTION:	At 7:02pm, move 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.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

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

At 7:03 pm Chair Sheridan called to order the Regular Meeting of January 22, 2020. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl suggested switching agenda items D - Strategic Initiatives Update and E - Columbia Sewage Update
- Mr. Weaver asked if it was necessary to have Agenda Item L – North 640 Agricultural/Forestral District Review and Renewal. Since the AFD was a renewal and not being reviewed, it did not require a public hearing and remained on the agenda as presented.

MOTION:	Accept the Agenda, for the January 22, 2020 Regular Meeting of the Board of Supervisors as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

- **VDOT Route 53/618 Roundabout**
 - Based on the initial bid analysis, the project has a shortfall of approximately \$225,000.
 - VDOT, through coordination with the Infrastructure Investment Division in their Central Office, have been able to cover \$100,000 internal to VDOT, leaving a \$125,000 maximum deficit.
 - To award this project, VDOT proposed transferring telefee funds.
 - Telefee funds total nearly \$243,000 in previous year allocations.
 - Transfer \$125,000 in telefee funds and VDOT will award this project, along with the bid additive which includes lighting and sidewalks.
- **CSA Audit**
 - The Office of Children's Service (OCS) is initiating its 2020-2022 Audit Plan and we will be conducting an onsite financial/compliance audit of Fluvanna County CSA Program.
 - Entrance Conference will be held Jan. 28th
 - Onsite Fieldwork begin Feb. 3rd and last for about 3 days
 - Full-scope audit of the administrative, program and fiscal activities of the local CPMT
- **State Scenic River Bill**
 - James River

Spotlight on Business: Sweet Art Emporium

- Sweet Art Emporium is a gift shop that specializes in locally crafted fine art, gifts and sweets and offers a variety of art classes and experiences. In February 2020 the shop will celebrate its one-year anniversary with over 45 local artists and 5 Virginia candy makers!
- Located at 13652 James Madison Hwy on the top level of Village Station, Sweet Art Emporium offers the county of Fluvanna a unique local shopping experience in the Historic Village of Palmyra. Find us on Facebook at www.facebook.com/sweetartemporium or email shop owner at erika_mitchell@msn.com for more information.

BOS Direction:

- **2020 Second Annual Regional Housing Summit Sponsorship Request**
 - April of 2019, the Central Virginia Regional Housing Partnership (CVRHP) held its first annual Regional Housing Summit
 - Comprehensive Regional Housing Study and Needs Assessment identified that the region's affordable housing needs impact 17,239 households, to include: the number of cost-burdened renters and homeowners spending more than 30 percent of their income on housing, replacement of existing assisted housing units in poor condition, and housing needs to accommodate homeless individuals with families.
 - The BOS contributed \$1,000 as a sponsor in 2019.
- The Board of Supervisors decided not to contribute to the 2020 Second Annual Housing Summit Sponsorship.

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Feb 5	4:00 PM	Regular Meeting	Courtroom
Wed	Feb 5	7:00 PM	Work Session - County Administrator's FY21 Budget Proposal & Revenue/Expenditure Brief	Courtroom
Wed	Feb 12	7:00 PM	Work Session - Constitutional Officer Briefs	Morris Room
Wed	Feb 19	4:00 PM	Work Session - FCPS FY21 Adopted Budget Presentation	Courtroom
Wed	Feb 19	7:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:20pm Chair Sheridan opened the first round of Public Comments.

- Patti Reynard, Broken Island, Spoke against taxes and land use programs.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:26pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Tuition Reimbursement Policy 2.28 Update – Jessica Rice, Human Resources Manager, presented changes made to County Personnel Policy **2.28 Tuition Reimbursement** which was updated for content, clarity, and formatting. The changes summarized below constitute a content review, clarification of processes, and implementation of employee responsibilities related to receipt of this benefit. Changes have been reviewed by the County Administrator, Constitutional Officers, and Department Directors.

Policy Update Summary:

- Tuition Reimbursement program is subject to funding and approval annually during the budget adoption process. Approved funds will be held in a Human Resources budget line.
- Employees may only participate once they have 12 months of continuous employment and have successfully passed the probationary period.
- Employees may not have more than one active (disciplinary) Group 1 Offense to participate.
- Courses required for tradesman certifications and professional credentialing are now included in the program.
- A new reimbursement cap of \$500 per person, per fiscal year until funds are exhausted.
- Employees are required to maintain 12 months of full-time employment after receipt of reimbursement. Otherwise, he/she is required to repay the County a prorated amount.

MOTION:	Approve the updated County Personnel Policy 2.28 Tuition Reimbursement, as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

FY20 Convenience Center Budget Transfer – Liz McIver, Management Analyst recommended the approval of a \$50,000 budget transfer to cover the increased fees for trash and recycling.

Convenience Center Vendor Charges:

Current Conv Center	Waste and Refuse Collection			Haul Charge Waste/Recycling			Recycling			Grand Total/Mth	Grand Total/Yr
	Tonnage/Day	Price	Total Cost/Mth	Haul Charge	Hauls/Mth	Total Cost/Mth	Tonnage/Day	Price	Total Cost/Mth		
Trash Hauling Republic - Previous (Apr 2019)	9	\$0.31	\$433.48	\$ -	42	\$ -	0.66	\$ 50.31	\$ 398	\$ 5,831.94	\$ 69,983.22
Republic - Current	9	\$1.83	\$813.64	\$ 150	42	\$ 6,300	0.66	\$150.00	\$ 1,388	\$ 13,301.64	\$ 159,619.68
Republic - RFP Proposed	9	\$1.83	\$813.64	\$ 150	42	\$ 6,300	0.66	\$150.00	\$ 1,388	\$ 13,301.64	\$ 159,619.68

- Due to an increase in monthly fees for trash and recycling services that occurred after the FY20 Budget was adopted the Convenience Center will have a shortfall of approximately \$50,000 in the contact services line.
- A budget transfer of \$50,000 is recommended in order to bring the Convenience Center budget under budget for FY20.
- If approved, this budget transfer will increase:
 - The FY20 Convenience Center budget from \$245,950 to \$295,950.
- If approved, this budget transfer will decrease:
 - FY20 BOS Contingency budget from \$122,259 to \$72,259.
- Approval of the motion as stated above will decrease the FY20 BOS Contingency budget by \$50,000 and increase the FY20 Convenience Center budget by \$50,000.

MOTION:	Approve a budget transfer of \$50,000 from the FY20 BOS Contingency budget to the FY20 Convenience Center budget for increased fees for trash and recycling.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

7A – BOARDS AND COMMISSIONS

None.

8 – PRESENTATIONS

Health Department Presentation – Dr. Denise Bonds, Virginia Department of Health, presented the Thomas Jefferson Health District Annual Report for fiscal year 2019.

- Health Department services include, Immunization clinic, family planning, tuberculosis screening, sexual health screening, pre admission screening for Medicare/Medicaid services, WIC provider, environmental health, process septic and well applications.
- Landlord and tenant problems including insects, black mold and other health issues but are unable to enforce compliance in those cases so they help individuals contact legal aid
- Dr. Bonds mentioned the recent rabies exposure in the County and the post exposure prophylaxis the Health Department provided to people involved.

Columbia Sewage Update – Eric Dahl, County Administrator, provided an update to the Board of Supervisors on the positive test results of sewage on the former Town of Columbia. Also, discuss the responsibilities of the property owners and the County moving forward.

- Thomas Jefferson Health Department Environmental Health performed dye testing at the Columbia properties between May 6 and September 4, 2019.
- All property owners that were contacted cooperated.
- After each round of dye testing (performed on up to three properties per round with a different color dye each), TJHD EH staffs monitored the discharge for three to five days to confirm or deny the presence of dyed effluent.



- Two homes tested positive and showed dye immediately in the discharge from the pipe on the south side of St. James Street, which indicates there is no holding tank.
- There was also not a lot of decomposition of the sewage.
- All other homes that tested negative does not mean they are necessarily up to code.
- The next step for Virginia Department of Health is to work with the property owners to install a holding tank immediately while a more permanent solution is determined.
- The holding tank is good for one year and after that a pump-and-haul arrangement would be the responsibility of the county.
- One of the property owners will relocate his tenants out of one subject property.
 - The temporary and long-term fix is too costly
 - Temporary pump and haul could cost as much as \$1,000/month
 - Site issues (restricted available space).
- The other property owner is working toward a new long-term sewage disposal system on site per VDH standards.
- Continue to investigate potential similar issues on other properties.
 - VDH has been made aware of one other property to investigate

- Finalize the Preliminary Engineering Report for a Columbia Wastewater System
 - BOS approved \$40K on April 17, 2019
 - Present the results to the BOS

Strategic Initiatives Update – Kelly Belanger Harris, Assistant County Administrator gave the Board of Supervisors a status report on the 2018-2019 Strategic Initiatives and proposed linking the Strategic Goals to the Comprehensive Plan in 2020-2021 which will create one hybrid document that combines the County’s Vision and the roadmap to accomplish those goals.

- Why link Strategic Goals to Comprehensive Plan?
 - One Document – Comprehensive Plan is the vision
 - One Implementation Plan – Strategic Goals provide the roadmap
- Proposed 2020-2021 Strategic Goals
 - Hybrid of existing Strategic Initiatives in proposed Subject Areas
- 2022-Future
 - Strategic Goals arise directly from the Comprehensive Plan

Mrs. Eager asked for a review of A4 of the Strategic Initiatives, perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)

Fluvanna Fire Debt Service Reimbursement – Eric Dahl, County Administrator presented the current and proposed changes to the Fluvanna Fire debt service reimbursement program.

Current:

- It has been the practice of Fluvanna County to have each Fluvanna County Volunteer Fire Company provide some reimbursement back to the County, when debt service is taken out for a fire truck. Example:

Fire Truck	Budget Amount	Amortization (yrs)	Annual Payment
2012 Pumper	475,000	10	47,500

Fire Truck	Loan Amount	Amortization (yrs)	Annual Loan Payment
2012 Pumper	541,321	10	61,257

Fire Company Annual Debt Service Reimbursement	13,757
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- In addition, the funding provided to Fluvanna County Fire Companies for operations includes the annual debt service reimbursement that is paid back to the County.
- There is a Board of Supervisors Policy dated March 3, 1999, regarding Disposal of Surplus Vehicles for the Fire and Rescue Association that states: The Proceeds from the Sale of Fire and Rescue vehicles maintained by a company longer than 15 years shall be retained by the Fire and Rescue Association. The proceeds from the sale of Fire and Rescue vehicles not maintained and operated for 15 years shall be returned to the general fund. This has been the practice and is NOT in the County’s current disposal of Surplus Property policy.

Proposed Change:

- Whenever a fire truck is purchased for Fluvanna County Fire Companies, the County will pay for the entire fire truck and no longer require a debt service reimbursement from each company.
- Fluvanna County Fire Companies operations budgets would be reduced by the annual debt service reimbursement payment amount currently outstanding.
- The County will eliminate the practice of the surplus fire truck sale proceeds going back to the Fire and Rescue Association. Again, this is NOT in the County’s current Surplus Property policy.
- By the County recognizing the total asset value of the Fire Truck in its financials, it will more accurately reflect assets owned and titled by the County.
- The County will NOT require payback for any outstanding debt service reimbursements effective July 1, 2019 (FY20).
- Debt Service Reimbursement Forgiveness:
 - Fork Union Fire - \$13,757 X 3 years = \$41,271
 - Palmyra Fire – Various Amounts X 6 years = \$14,769

9 - CONSENT AGENDA

The following items were discussed before approval:

None.

The following items were approved under the Consent Agenda for January 22, 2020:

- Minutes of January 8, 2020 – Caitlin Solis, Clerk to the Board
- Zion Crossroads Water & Sewer System Project Agreement #16A - Cyndi Toler, Purchasing Officer
- Zion Crossroads Water & Sewer System Project Agreement Addendums – Cyndi Toler, Purchasing Officer

- CRMF - DSS Carpet & Paint – Dale Critzer, Assistant Director of Public Works
- CRMF - Geo-Thermal Pump Replacement – Dale Critzer, Assistant Director of Public Works
- North 640 Agricultural/Forestal District Review and Renewal – Brad Robinson, Senior Planner
- Pleasant Grove Rental Fee Waiver Request – Free Rabies Clinic – Eric Dahl, County Administrator

MOTION:	Approve the consent agenda, for the January 22, 2020 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

10 - UNFINISHED BUSINESS

- Mr. Weaver asked how the single HVAC employee was working. Mr. Hickman, Director of Public works expressed the arrangement was working out very well for the County.
- Mr. Sheridan asked about the progress of getting Automatic External Defibrillators in County buildings, specifically the gymnasiums and Parks and Recreation facilities.
- Mrs. Booker asked Mr. Hickman about how the new utilities schedule was going, Mr. Hickman replied “great”

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 8:55pm Chair Sheridan opened the second round of Public Comments.

- Patti Reynard, Broken Island addressed the Board of Supervisors regarding County taxes, information distribution to the public and Board of Supervisor meeting procedure.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:00pm.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, January 22, 2020 at 9:01pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 05-2020

A RESOLUTION TO AUTHORIZE RENEWAL OF THE NORTH 640 AGRICULTURAL/FORESTAL DISTRICT FOR AN ADDITIONAL TEN-YEAR PERIOD TO EXPIRE NOVEMBER 17, 2029

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Courts Building at 7:00 p.m. on the 22nd of January 2020, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

WHEREAS, the Fluvanna County Board of Supervisors approved the creation of the North 640 Agricultural/Forestal District on November 17, 1999 for a ten-year period; and

WHEREAS, the Fluvanna County Board of Supervisors approved the renewal of the North 640 Agricultural/Forestal District on October 7, 2009; and

WHEREAS, the district expired on November 17, 2019; and

WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, the Fluvanna County Planning & Community Development Department contacted the current property owners of parcels identified in the North 640 Agricultural/Forestal District and advised them that the approved district would expire on November 17, 2019 and inquired whether the owners desired that the property remain in or be removed from the district.

NOW, THEREFORE BE IT RESOLVED on this 22nd day of January 2020 that the Fluvanna County Board of Supervisors hereby renews the North 640 Agricultural/Forestal District for an additional ten-year period to expire on November 17, 2029.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 22nd day of January, 2020;

	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

John M. Sheridan, Chair

Fluvanna County Board of Supervisors