

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
March 4, 2020
Regular Meeting 4:00pm – Circuit Courtroom
Work Session, 7:00pm – Morris Room

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair (Entered at 4:03pm)
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

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE
At 4:01 pm Supervisor Booker called to order the Regular Meeting of March 4, 2020.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the March 4, 2020 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Absent	Yes
RESULT:	3-0				

4 - COUNTY ADMINISTRATOR’S REPORT

- Mr. Dahl reported on the following topics:
- VDSS Local Review Team (LRT) audit
 - In 2019, Social Services underwent a year-long State financial review which included a review of budget line expenditures, State and Federal reimbursements to the County, and overall accuracy of the reimbursement process.
 - VDSS concluded their review this month and released the final report.
 - Social Services was congratulated by VDSS, as VDSS did not issue any formal findings related to their review.
 - A big thanks goes to Ann May who serves as the agency's financial manager.
 - Public Works Coordinated with CVRJ for Route 15 Trash Pick-up
 - Inmates picked up 30 bags of trash between Zion Crossroads and Hunter Lodge Rd.
 - Community Connections Fair
 - Community Connections Fair provides a bridge between organizations who need volunteers and volunteers who want to connect with an organization to give back to their community.
 - Saturday, March 28th 10 a.m. - 3 p.m.
 - Over 50 vendors registered.
 - Informative and fun activities for all ages.
 - Door prizes – including a \$100 Visa Gift Card Grand Prize.
 - Food! The FCHS Culinary Arts program will have Gourmet Lunch Boxes available for \$10 (cash only).
 - <https://www.fluvannacounty.org/administration/page/community-connections-fair>
 - Department of Forestry Pole Shed Construction at Carysbrook
 - Building a 1,249 sqft Pole Shed to cover their equipment
 - Construction anticipated to take 90-120 days
 - Scheduled to work Mon-Fri, 7am – 6pm
 - They have coordinated with Fluvanna Youth Baseball to not interfere with practices and games at the adjoining field.
 - VDOT Town Hall Meeting for the Roundabout at 53/618
 - March 18th, 6pm – 7pm
 - Fairway Clubhouse in Lake Monticello at 51 Bunker Blvd., Palmyra, VA.
 - VDOT would be willing to answer questions about the 53/618 Roundabout, Monish Gate, Riverside/South Boston intersection or other transportation related questions for the community.

- Coronavirus COVID-19
 - NO positive cases in Virginia
 - The Commonwealth and Virginia Department of Health at the state, regional and local levels are continuing to monitor and develop plans if needed.
 - The County is also planning to be prepared should the need occur and will coordinate with all departments/offices. In the meantime, we all can help:
 - Extra cleaning efforts will take place in County facilities with the flu/virus season upon us.
 - Promote the daily practice of everyday preventive actions at all times, including hand washing, respiratory etiquette (cover your cough or sneeze), and staying home when sick.
 - Provide respiratory illness (like flu) prevention supplies in your workplace, such as soap, hand sanitizer with at least 60% alcohol, tissues, and trash baskets.
 - For more info: <https://www.fluvannacounty.org/community/page/covid-19-2019-novel-coronavirus>

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Mar 11	7:00 PM	Budget Work Session	Morris Room
Wed	Mar 18	4:00 PM 7:00 PM	Budget Work Session Regular Meeting- Set Proposed FY21 Budget & CY20 Tax Rates for Advertising	Morris Room Courtroom
Wed	Mar 25	7:00 PM	Budget Work Session	Morris Room
Wed	Apr 1	4:00 PM 7:00 PM	Regular Meeting Budget Work Session	Courtroom Morris Room

5 - PUBLIC COMMENTS #1

At 4:12pm Chair Sheridan opened the first round of Public Comments.

- Patty Reynard, Broken Island, mentioned an incident of trash flying out of a truck on North Boston Road and commented on taxes.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:17pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Advertise Revised Rates for the Fork Union Sanitary District Water System – Eric Dahl, County Administrator. The Fork Union Sanitary District water system is aging and there are \$200,000 in deferred maintenance items which need to be completed. The system is in dire need of additional source capacity, as well as replacement and renewal of water lines, valves and appurtenances. It is estimated that a minimum of \$500,000 in work is needed within the next five to ten years.

A rate model shows that a proposed rate increase is needed in order to fund a portion of needed system improvements. It is anticipated that additional rate increases will be necessary in the future. When the rate increase was approved in July 2, 2014, other subsequent rate increases should have occurred after that point. There have been no rate increases since then.

MOTION:	I move the Board of Supervisors approve County Staff and the County Attorney to prepare and advertise a Notice of a Public Hearing to be held on April 15, 2020, at 7:00 pm, for a proposed increase to the monthly water rates at the Fork Union Sanitary District Water System, as follows: Base Monthly Charge (includes first 2,000 gallons of water usage) - \$ 21.42, and, For each 1,000 gallons used from 2,001 to 300,000 gallons - \$ 11.22, and, For each 1,000 gallons used in excess of 300,000 gallons - \$ 11.22				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Public Hearing Advertisement for FY20 ZXR Budget Amendment – Liz McIver, Management Analyst

- The Adopted FY2020 budget totals \$82,838,129 in revenues and expenditures. The proposed amendment for the Zion Crossroads Construction Budget calls for an increase of \$2,750,000 in revenues and expenditures.
- Current remaining funds in the Zion Crossroads SNAP account are \$1,059,333
- Current obligated contracts are \$2,944,180
- Current anticipated additional cost of \$115,343.
- Shortfall of funds available \$2,000,190

Per the Code of Virginia 15.2-2507, any additional appropriation(s) which increases the total budget by more than 1% of the total expenditure budget for that fiscal year is required to be advertised for a public hearing at least seven days prior to the Board of Supervisors’ approval of such appropriation; with such advertisements authorized by the County Administrator, unless the County Administrator deems such request for advertisement should require Board of Supervisors approval. Due to the nature of the advertisement, it was deemed appropriate to make the Board of Supervisors aware prior to advertisement.

MOTION:	I move the Board of Supervisors authorize staff to advertise for a Public Hearing on an FY20 budget amendment of \$2,750,000.00 from Unassigned Fund Balance to the Zion Crossroads FY20 Budget to be held on April 15, 2020.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

PSAP VESTA CALL SYSTEM for E911 – Cyndi Toler, Purchasing Officer

- CHE (call handling equipment) is the interface that the PSAP uses to connect Communications Officers with 911 callers.
- The current CHE is almost 7 years old and needs to be replaced due to age of equipment and operating equipment.
- VITA has included most of the cost of this replacement in the NG-911 Migration Proposal that has been approved by the Board in September 2018.
- The overage can be absorbed in the current FY20 E911 budget.
- Yearly maintenance would need to be added to the E911 budget going forward.

MP Item	Contract Price	VITA Grant Award	Overage
CHE Replacement	\$159,639.06	\$ 150,000.00	\$9,639.06
Text-to-911	\$ 24,331.78	\$ 30,000.00	\$ -
I3 (NG9911 Implementation)	\$ 12,792.64	\$ 30,000.00	\$ -

Maintenance (Per Year)	\$ 6,105.34
Maintenance 5 Year Total	\$ 30,526.71

State grant award will reimburse \$210,000; \$9,639.06 overage and \$6,105.34 year 1 maintenance will be covered within the E911 FY20 budget

MOTION:	I move the Board of Supervisors approve an agreement between the County of Fluvanna, Virginia, and CenturyLink Communications, LLC, for PSAP Vesta Call System Costing \$196,763.48 plus ongoing maintenance costs, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
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 Fork Union Engine 20 Additional Funding – Mary Anna Twisdale, Director of Finance

- The original debt funding for FY20 for Fire and Rescue apparatus was \$1,345,000.
- \$190,000 for Ambulance 49 and \$95,000 for Support 56 was moved to cash funding, leaving \$1,060,000 approved for debt funding.

- The replacements of Fork Union Fire Engine 20 and Palmyra Tanker 10 were approved in the FY20 CIP for debt funding at a cost of \$1,060,000 combined.
- Funding for Palmyra Tanker 10 was approved at \$460,000.
- Funding was increased for the Fork Union Engine 20 at the November 6, 2019, Board of Supervisors meeting by the amount of \$55,000 for a total of \$655,000.
- Equipment for the new Engine 20 was not included in the original financing appropriation.
- The request is to increase the amount budgeted in the CIP by \$130,000 to cover additional equipment and price increases due the timing of placing the order.

MOTION:	I move the Board of Supervisors approve a supplemental appropriation of \$130,000 to the CIP budget for Fire and Rescue Vehicle Apparatus to add additional debt funding for Fork Union Engine 20 to the previously approved debt funding of \$655,000.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Absent	No	Yes
RESULT:	3-1				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s): - Fork Union Sanitary District Advisory Committee – FUMA Representative, Stephen M. Macek, Term March 4, 2020, through Dec 31, 2021.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

8 - PRESENTATIONS

Pearson Appraisal Property Valuation Methods – Randy Willis, Pearson Mass Appraisal.

At the February 19, 2020 Board of Supervisors meeting, the Board directed staff to coordinate a presentation from Pearson Mass Appraisal to explain the methods behind their property valuation. Mr. Willis presented a general overview of what goes into a reassessment. He clarified that assessments are based on many factors including market data, overall condition, Multiple Listing Service, etc. Mr. Sheridan asked if the waterline will be taken into account when assessing the property values around Zion Crossroads. Mr. Willis reiterated the area sales will be taken into account and the highest and best use of each parcel will be taken into account.

9 - CONSENT AGENDA

The following items were discussed before approval:

I - Resolution Recognizing Jeremy Armentrout – Eagle Scout – Caitlin Solis, Clerk to the Board

MOTION:	Adopt the resolution entitled "Recognizing Jeremy Armentrout for Award of Eagle Scout Status."				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

The following items were approved under the Consent Agenda for March 4, 2020:

G - Minutes of February 12, 2020 – Caitlin Solis, Clerk to the Board

H - Minutes of February 19, 2020 – Caitlin Solis, Clerk to the Board

I - Resolution Recognizing Jeremy Armentrout – Eagle Scout – Caitlin Solis, Clerk to the Board

J - AG Dillard Change Order # 3 - Cyndi Toler, Purchasing Officer

K - PA#1 AMENDMENT 5- ZXR EASEMENT REVISION - Cyndi Toler, Purchasing Officer

L - Approval of Mr. John A. Vaughan as the Acting Building Official for Fluvanna County – Douglas Miles, Community Development Director

M - Temporary Staff Stipend for Additional Duties - Vaughan – Jessica Rice, Human Resources Manager

MOTION:	Approve the consent agenda, for the February 26, 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

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:17pm Chair Sheridan opened the second round of Public Comments.

- Patty Reynard, Broken Island, commented on taxes and overall county spending.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:22pm.

13 - CLOSED MEETING

MOTION:	At 5:22pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, A.6, A.8 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, Legal Matters & Public Safety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Mr. O’Brien entered the Closed Session at 7:00pm

MOTION:	At 7:34pm, 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	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

MOTION:	Adjourn the Regular Meeting of Wednesday, March 4, 2020 at 7:34pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

RECONVENE

- CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 7:35pm Chair Sheridan called to order the Budget Work Session of March 4, 2020.

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

BUDGET WORK SESSION

County Department Budget Proposals & CIP – Eric Dahl, County Administrator

- Public Works/Facilities – Calvin Hickman, Director off Public Works
 - \$1,180,263 requested and Mr. Dahl funded \$1,077,750 of Mr. Hickman’s request
 - Budget is still higher than the previous year
 - Contract Services: \$131,000 requested and funded
 - Mrs. Eager asked about the \$3,100 for first aid kits. Mr. Hickman, informed her the large kits are provided through and maintained by Cintas throughout the county facilities.
 - Mr. O’Brien asked if any of the kits included defibrillators. The answer is no but there had been inquiries into leasing them, possibly though Cintas.
- Parks and Recreation – Aaron Spitzer, Director of Parks and Recreation
 - Mr. Spitzer requested \$675,000, \$608,000 was funded.

- Funding is requested for site improvements such as the soccer field fencing and gates to the parks.
- Mr. O'Brien asked to track the costs of turf repairs to see if it is cost effective to build fences around the ball fields.

CIP Budget Requests

- Parks and Recreation
 - Pleasant Grove Park Playground Expansion - funded
 - Pleasant Grove Park Spray Pad – not funded
- Fire and Rescue
 - \$635,000 requested for vehicle apparatus
 - \$64,000 was funded for Chief 1 vehicle
- Schools
 - Computer infrastructure –unfunded due to funds being needed elsewhere instead of being used to build up a reserve for computer improvements at a later date.
 - Safety vestibules were funded
 - Abrams renovations requested would require relocating the students/teachers
 - \$300,000 of \$600,000 requested for school buses was funded

County Health Insurance – Jessica Rice, HR Manager

- Presented options for health insurance and changes to the health insurance premiums should the Board choose to use Anthem the Local Choice.
- The Local Choice is including a large pool of statewide government offices, making it less expensive than the current plan through Cigna.
 - Anthem network; dental, vision, & EAP included
 - Current: \$1,898,818 TLC Proposal: \$1,486,015 Decrease= 21.74%

County Pay Plan – Jessica Rice, HR Manager

- Ms. Rice reviewed the past generosity of the Board going back through FY13 including yearly cost of living adjustments and target raises to make specific positions more competitive.
- Proposed FY21 target raises include:
 - Sheriff's Office Pay Adjustment for Experience & Compression
 - Sheriff would bring forward a new pay plan to address recruitment & retention as an BOS Action Item.
 - Sheriff's Office would be relinquishing several Special Pay appointments and Certification Pay
 - Adjust County staff to market salary and balance internal equity
 - The total annual cost of requested targeted raises is \$69,875
- Proposed FY21 pay plan costs for all eligible employees
 - at 1% cost \$66,769 or \$136,644 with targeted raises
 - at 2% cost \$133,538 or \$203,413 with targeted raises
 - at 3% cost \$200,307 or \$270,182 with targeted raises

Budget Discussion – Eric Dahl, County Administrator

- After a brief discussion, the Board decided to continue the budget discussion next week.

14 - ADJOURN

MOTION:	Adjourn the Budget Work Session of Wednesday, March 4, 2020 at 9:05pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

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 10-2020

Recognizing Jeremy Armentrout Award of Eagle Scout Status

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

WHEREAS, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

WHEREAS, Jeremy Armentrout has completed all the requirements for becoming an Eagle Scout; and

WHEREAS, Jeremy has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

WHEREAS, Boy Scout Troop 154 convened an Eagle Scout Court of Honor on January 11, 2020 at the Fluvanna Community Center, Fork Union Virginia; and

WHEREAS, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors joins Jeremy’s family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 4th day of March, 2020, by the following vote:

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

Attest:

John M. Sheridan, Chair
Board of Supervisors