

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Morris Room
April 15, 2020
Regular Meeting 7:00pm**

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair *
Tony O'Brien, Rivanna District, Vice Chair
Mozell Booker, Fork Union District *
Patricia Eager, Palmyra District *
Donald W. Weaver, Cunningham District

ABSENT: None.

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

**Due to health concerns, Mr. Sheridan, Mrs. Booker and Mrs. Eager are attending the meeting via phone conference call.*

- John M. Sheridan, (Calling from 445 Covered Bridge Road)
- Mozell Booker, (Calling from 258 Bass Lane)
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)

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

At 7:13pm, Chair Sheridan called to order the Regular Meeting of April 15, 2020.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- **Food Drive Sponsored by the Rotary Club Of Fluvanna County**
 - Food Drive will be held throughout Lake Monticello **Thursday, April 23, 2020**
 - Place **non-perishable** food items by mailbox in bag or box between 8-10am
 - Checks can also be mailed to MACAA at 8878 James Madison Hwy, Fork Union, VA 23055
- **Needed items include:**

Peanut butter and jelly	Box cereal and oatmeal
Pasta and spaghetti sauce	Juice boxes and pouches
Canned vegetables and fruit	Granola bars
Ramen noodles	Canned soup and dried soup
Macaroni and cheese	Coffee and tea
Canned tuna or chicken	
- **Elevated Storage Tank Logo Painting**
 - Completed!
- Thank you for being vigilant against the COVID-19 threat by staying home, and covering your face when you go into public
- **Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Apr 22	7:00 PM	BOS Special Meeting - TBD - Adopt FY21 Budget & CY20 Tax Rate - CANCELED	Morris Room
Wed	Apr 29	4:00 PM 7:00 PM	Continued Apr 15, 2020 BOS Regular Meeting - Adopt FY21 Budget & CY20 Tax Rate	Morris Room
Wed	May 6	4:00 PM	BOS Regular Meeting	Morris Room
Wed	May 20	7:00 PM	BOS Regular Meeting	Morris Room

5 - PUBLIC COMMENTS #1

At 7:18pm, Chair Sheridan opened the first round of Public Comments.

- Patti Reynard, Broken Island, spoke against unnecessary spending, raising taxes, funding fire and rescue and asked to know how many fire and rescue calls run annually.
- John Lye, Chair of FRA, called in to comment on the number of fire and rescue calls each year. Roughly 1,800 fire calls and 2,800 EMS calls each year.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:25pm.

6 - PUBLIC HEARING

FY20 Zion Crossroads Water & Sewer System Budget – Liz McIver, Management Analyst

Budget Amendment Information

- 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 \$2,250,000 in revenues and expenditures.
- ZXR SNAP account remaining funds -- \$1,064,461
- Invoices to requisition reimbursement for -- -\$371,945
- Outstanding contracts as of April 7, 2020 -- -\$2,557,881
- Current anticipated additional cost -- -\$154,470
- Current shortfall of funds available -- -\$2,019,835

Fund Balance

- Maintain Unassigned Fund Balance at a minimum of 12% of General Fund revenues plus Component Unit School Fund revenues, less the operating transfer from the General Fund at the end of each fiscal year.
 - Current 12% - \$9,125,690
 - Current Above 12% - \$5,888,239
- In the event Unassigned Fund Balance is required to be drawn below the 12% requirement due to an emergency, such as natural disaster or due to severe economic circumstances, the County Administrator will present to the Board of Supervisors a plan and timeline to restore the Unassigned Fund Balance to its minimum level established.
- Generally, per GAAP, the restore period should be within 1-3 years.

FY20 Fund Balance Options

Use of Fund Balance Options		Available Fund Balance
<i>Updated Balance as of March 18, 2020</i>		
Considerations	Expenditure	\$ 5,888,239
E911 System Core Cost (Louisa)	\$380,000	\$ 6,268,239
FY21 CIP - ZXR	(\$2,750,000)	\$ 3,518,239
FY21 CIP	(\$1,119,000)	\$ 2,399,239
Burn Building - Possible costs above grant	(\$400,000)	\$ 1,999,239
Add'l JRWA Costs (Estimate - FY22/23)	(\$2,500,000)	\$ (500,761)
	\$0	\$ (500,761)

- Mr. O’Brien asked ... if the rating agencies will stay put if you have the plan in place to replenish the lowered fund balance. Mr. Dahl said the rating agencies have been complementary of the fund balance levels maintained by Fluvanna County despite the debt that is taken out by the County.
- Mrs. Eager asked if the fire truck purchase could be canceled and paid for by debt. Mrs. Eager also wanted to know if debt could be taken out to pay for some of the Zion Crossroads project to preserve the fund balance.
- Mr. Sheridan expressed he would not like to debt fund so the tax rate can remain flat.
- Mr. Dahl informed the Board a portion would need to be approved this fiscal year from the unassigned fund balance. \$500,000 would need to be approved for this fiscal year and take out debt proceeds for the remaining \$1,750,000. \$150,000 debt payment would then need to be included in the operating budget each year.
- Mr. O’Brien suggested paying the \$150,000 debt payment from the unassigned fund balance and spoke in favor of preserving the fund balance and taking out debt to fund the remainder of Zion Crossroads Water Project.
- Mr. Sheridan cautioned that the discussion might be heading more towards budget as opposed to the public hearing.

- Mr. Dahl clarified that the discussion is trying to figure out whether the Board is going forward with funding the entire \$2.2 million out of the fund balance or fund a different number to fund the project through the end of the fiscal year and then submit a Virginia Resource Authority application.
- Mr. Dahl let the Board know that the Public Hearing needed to proceed at the advertised amount of \$2,750,000 out of the unassigned fund balance. After the Public Hearing, the Board could decide to move forward with another amount.
- Mr. O'Brien asked if we are proceeding with the public hearing, would we still have the ability to debt fund the project.

With no further questions from the Board, Chair Sheridan opened the Public Hearing at 7:52pm.

- Patti Reynard, Broken Island, spoke against taking on more debt for the project.

There being no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:55pm.

- Mr. O'Brien suggested to change the motion to \$500,000, submit the VRA application and vote for it at a later date or advertise another Public Hearing later on for the additional \$2 million dollars that are needed for the project to maintain flexibility in uncertain times.

MOTION:	Approve a budget transfer of \$500,000 in revenue and expenditures, effective April 15, 2020 from Unassigned Fund Balance to the FY20 Zion Crossroads Water & Sewer Enterprise Fund Budget				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 - ACTION MATTERS

Contract Agent for Voluntary Benefits – Cyndi Toler, Purchasing Officer

- ▶ From July 1, 2016 – December 31, 2019, the County had a contract agreement with Pierce Group Benefits, LLC as our Third Party Benefits Administrator.
- ▶ Responsibilities included serving as a Professional Consultant for all County benefits, Health Insurance brokerage, and Voluntary benefits brokerage (to include policy enrollment and claims assistance).
- ▶ Effective January 1, 2020, the County terminated the contract with Pierce Group, LLC Coverage.
- ▶ In February 2020, the County issued a Request for Proposal to provide Policy Brokerage, employee enrollment, and claims assistance, consistent with the legal requirements for a licensed agent/broker.
- ▶ First Financial Administrators, Inc. (FFA) was ranked the highest by the review panel, and therefore chosen to be the County's Voluntary Benefits Agent.
- ▶ The contract will be effective May 1, 2020 through June 30, 2021, then renewable annually of July 1st.

Responsibilities:

- Brokerage, enrollment, and claims assistance
- Administration of Flex Spending & HSA accounts
- COBRA Administration Assistance
- Benefits Open Enrollment

No charge to the County for services rendered by First Financial Administrators, Inc.

MOTION:	Approve the contract between County of Fluvanna and First Financial Administrators, Inc., for Agent for Voluntary Benefits at no cost for the County and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

- *Minutes of April 1, 2020* – Caitlin Solis, Clerk to the Board
- *CRMF - Treasurer's Office Emergency Roof Repairs* – Dale Critzer, Assistant Director of Public Works

The following items were approved under the Consent Agenda for April 15, 2020:

- *Minutes of April 1, 2020* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for March 2020* – Liz McIver, Management Analyst
- *FY20 Sheriff Department Insurance Claim* – 2016 Ford Taurus VIN#8348 – Liz McIver, Management Analyst
- *Zion Crossroads Water & Sewer System Project Agreement #17* – Cyndi Toler, Purchasing Officer
- *Zion Crossroads Water & Sewer System Project Agreement #18* – Cyndi Toler, Purchasing Officer
- *Zion Crossroads Water & Sewer System Project Agreement #19* – Cyndi Toler, Purchasing Officer
- *Zion Crossroads Water & Sewer System Project Agreement #20* – Cyndi Toler, Purchasing Officer
- *CRMF - Treasurer's Office Emergency Roof Repairs* – Dale Critzer, Assistant Director of Public Works
- *Building Official Hiring Salary* – Jessica Rice, HR Manager

MOTION:	Approve the consent agenda, for the April 15, 2020 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for March 2020, in the amount of \$2,500,661.61.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

- Mr. Weaver brought up the bills accrued by CSA and suggested building a facility for multiple counties and consolidating costs.
- Mrs. Eager asked if there will be more time to discuss the budget before the vote on April 29, 2020.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 8:30pm, Chair Sheridan opened the second round of Public Comments.

- Patti Reynard, Broken Island, Spoke against raising taxes, questioned the numbers of fire and rescue calls and requested the number of fire and EMS calls by each company.
 - John Lye, 3 Loving Terrace, Chair of the FRA, clarified the number of EMS calls run by the two EMS companies. Each company covers about 50 percent of the calls and run between 1,350 and 1,400 calls per year.
- With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:35pm.

13 - CLOSED MEETING

MOTION:	At 8:37pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds & Public Safety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 9:21pm, 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:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

MOTION:	At 9:22pm, adjourn the regular meeting of Wednesday, April 15, 2020 until April 29, 2020 at 4:00pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes

RESULT:	5-0
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ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

APPROVED