

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library, 214 Commons Blvd.
Palmyra, VA 22963
March 3, 2021
Regular Meeting 4:00pm**

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, Mrs. Eager is attending the meeting virtually/by telephone
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)*

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

At 4:00pm, Chair Sheridan called to order the Regular Meeting of March 3, 2021.
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 3, 2021 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	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

- **BRHD offering a free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16**
 - When: Wednesday, March 3, from 3pm-7pm
 - Where: Beaver Dam Baptist Church, 1794 Richmond Road, Troy, VA
 - What: Free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16.
 - Call to register on 3/1 and 3/2 to guarantee a test at 434-972-6261 (hotline is open from 8am-4:30pm). 100 appointments available.
- **BRHD offering a free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16**
 - When: Wednesday, March 31, from 3pm-7pm
 - Where: Fluvanna County High School (Bus Loop) 1918 Thomas Jefferson Pkwy, Palmyra 22963
 - What: Free drive-through and walk-up COVID-19 testing for any one in the community over the age of 16.
 - Call to register on 3/1 and 3/2 to guarantee a test at 434-972-6261 (hotline is open from 8am-4:30pm). 100 appointments available.
 - Walk-in/drive-up tests will be available.
- **Environmental Honor Awarded to Ida Swenson, Rivanna Master Naturalist**
 - Blue Ridge Outdoors, one of the premier environmental publications in the Eastern US, recently recognized Ida Swenson of Lake Monticello, a 15-year Virginia Master Naturalist, as one of three individuals voted by over 62,000 readers as "Best in the Blue Ridge" in the "Environmentalist" category.
 - She has volunteered over 5,000 hours for activities such as stream invertebrate research, invasive plant removal, water quality assessment and, most importantly, environmental education for all age groups from early grade school to retirees.
 - For more information about the Virginia Master Naturalist program, please contact rmninfo@gmail.com

- Mr. Dahl asked the Board if local businesses could use the green space behind the Historic Courthouse to hold outdoor market and shopping events to promote the Village shops.
- Mr. Dahl brought up opening the County Buildings to the public in the near future.
- Mr. Dahl mentioned the Virginia United Methodist Housing Development met with County staff and Southern development to develop senior housing at Lake Monticello across from the main gate.
- **County Administrator out of office (March 11-14)**
 - Director of Finance, Mary Anna Twisdale will be Acting County Administrator
- **Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Mar 10	4:00 PM	BOS Work Session – Fire and Rescue Fleet Review	Library
Wed	Mar 10	7:00 PM	BOS Budget Work Session	Library
Wed	Mar 17	4:00pm	BOS Budget Work Session	Library
Wed	Mar 17	7:00pm	Regular Meeting – Set Proposed FY22 Budget & CY21 Tax Rates for Advertising	Library
Wed	Mar 24	7:00pm	BOS Budget Work Session	Library

5 - PUBLIC COMMENTS #1

At 4:20pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:20pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

FY21 Administration Building Basement Remodel Preparation Work – Liz McIver, Management Analyst

- In preparation to remodel the basement of the Administration Building to meeting space for the Board of Directors and others Crabtree, Rohrbaugh & Associates prepared a proposal and designs for the new meeting space. The cost of this proposal was \$47,670.00 and was originally charged to the CARES Fund budget.
- In addition to the design work done several companies were contracted to prepare the space for remodeling. These included testing for Asbestos, removal of insulation and mold remediation. These were all things that needed to be done to make the space safe. The total amount for these services was \$13,124. These expenses were originally going to be covered with CARES Funds but were charged to Facilities after the project was cancelled.
- When it became apparent that the project was going to come in above budget and not within the necessary time frame the project was cancelled and the above charges were moved to the Facilities budget.
- We are requesting the budget transfer to cover the charges that were not planned or budgeted for in the Facilities budget.
- The following FY21 budget changes will be made:
 - Decrease: Unassigned Fund Balance - \$60,794
 - Increase: Facilities budget - \$60,794
 - The FY21 Unassigned Fund Balance is \$9,439,927 prior to this action

MOTION:	Approve a budget transfer of \$60,794 from the FY21 Unassigned Fund Balance to the FY21 Facilities budget for Administration Building Basement Remodel Preparation Work				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

VDOT Quarterly Update – Bethel Kefyalew, Operations Engineer, gave an update on projects in Fluvanna County, 2021 resurfacing list, Traffic Engineering Studies

Safety suggestions from the Board included:

- Paynes Mill rd. onto Rte. 250 rumble strips were requested for the intersection
- Rte. 659 and Rte. 6 intersection has a bad curve and safety measures were requested to bring attention to the curve
- Old Columbia rd. there is water coming up through the road when it rains heavily
- radar feedback sign request s were made for Riverside gate, the curve of the intersection near Rte. 616

2020 Residents Survey Report – Kelly Belanger Harris, Assistant County Administrator, gave the Board of Supervisors a detailed overview on the results of the 2020 Residents Survey.

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for March 3, 2021:

- *Minutes of February 10, 2021* – Caitlin Solis, Clerk to the Board of Supervisors
- *Minutes of February 17, 2021* – Caitlin Solis, Clerk to the Board of Supervisors
- *FY21 Palmyra Rescue Insurance Claim* – 2016 Ford E-450 Ambulance VIN#5205 – Liz Mclver, Management Analyst
- *FY21 – Property Damage Insurance VACORP* - 214 Commons Blvd – Liz Mclver, Management Analyst

MOTION:	Approve the consent agenda, for the March 3, 2021 Board of Supervisors 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				

10 - UNFINISHED BUSINESS

Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

Mr. Dahl asked to use CARES funds to improve the audio in the Library so Board of Supervisors and Planning Commission meetings can be heard more easily and the system can be used by the Library for events once the building is reopened to the public.

- The Board agreed to staff exploring audio options to improve the meeting audio.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:19pm Chair Sheridan opened the second round of Public Comments.

- Kelsey Cowger, 60 Woodlawn Drive, agreed that a new audio system would be very helpful for those who participate virtually.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:20pm.

BUDGET WORK SESSION

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

- Mary Anna Twisdale, Director of Finance, requested a new accountant position in the Finance Department for FY22.
 - Due to changing mandates and priorities, Finance is in need of a new position.
 - Federal/State Gov't reporting has increased 100% over previous levels. We are now tracking and reporting twice the information from previous years.
 - New audit requirements for CARES funding will continue to require extensive time in excess of previous levels.
 - New mandated changes in W2, Covid sick leave and 941 reporting are exceeding staff time available.
 - New IRS mandated changes in 1099 reporting require more time. All vendors must be reviewed and updated for compliance
 - Positive pay has been implemented and the next step is ACH payments. This procedure will require all vendors to be contacted, personal and banking information obtained and entered into MUNIS prior to ACH going live.
 - Grant reporting continues to become more complex. The Drug Court grant requires extensive training and the management of several different reporting systems. VATI Grant is also more complex. With the hope of finding more grant opportunities, comes time to research, write, submit and manage.
 - There are additional reporting/requisition requirements with the DEQ funding at Zion.

- Currently the Financial Services Specialist/Payroll is also handling EMS cost recovery. This has become more time consuming as we work to change cost recovery vendors.
 - Duties have been redistributed to try to spread the work around but everyone is buried.
 - Procurement is handling Capital Assets
 - Payroll is completing complex County and School reconciliations as well as cost recovery. Due to turnover in HR the Financial Services Specialist is training/assisting the Human Resources Department
 - AP is working on ACH project and 1099 changes
 - New GASB pronouncement reporting takes effect for the FY21 CAFR
 - Possibility of a new large debt funding for FY22
 - Major MUNIS upgrade will be coming this summer. All users will have to switch to Dashboard from the Desktop version. There will be testing/training to insure the system is working before implementation.
 - It is the goal of the Finance Department to complete each fiscal year with an unmodified audit and to receive the Excellence in Financial Reporting Award from the GFOA
 - Finance has been in the office working throughout the pandemic. Much of our work can't be done from home
 - I want to recognize Tori Melton, Cyndi Toler, Kim Becker and Liz McIver for all of their hard work and dedication
 - The County Administrator does not have this position in his FY22 budget
- *County Health Insurance*
 - The Local Choice is projected to increase in cost by 8.4% (\$135,000)
 - *County Compensation*
 - The General Assembly is projecting a 5% increase for all Constitutional Offices and State supported employees for FY22

CIP & Budget Discussion – Eric Dahl, County Administrator

- The Board of Supervisors discussed outstanding CIP Projects
 - After a lengthy discussion, the Board decided to continue the budget discussion next week.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, March 3, 2021 at 7:40pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
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