

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Fluvanna County Library, 214 Commons Blvd.  
Palmyra, VA 22963  
July 7, 2021  
Regular Meetings at  
4:00pm and 7:00pm**

**MEMBERS PRESENT:**

Tony O'Brien, Rivanna District, Vice Chair  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Donald W. Weaver, Cunningham District

**ABSENT:**

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

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Belanger Harris, Assistant 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 4:00pm, Vice Chair O'Brien called to order the Regular Meeting of July 7, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

By consensus of the Board of Supervisors, the Agenda for the July 7, 2021 Regular Meeting of the Board of Supervisors was adopted.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Dahl reported on the following topics:

Announcements and Updates:

- Employee Promotion - Kimberly Becker, Financial Services Specialist, Finance Department, Started June 7th
- New Employee - Amanda Galloway, Assistant Commonwealth Attorney, Commonwealth's Attorney, Started July 1<sup>st</sup>
- June Summer Camps (Ages 7 - 13)
  - Youth kayaking on Lake Monticello - maximum participants 14 day
    - We start at Beach 4 and paddle to either Beach 5 or Beach 2 and then back to Beach 4. Parents drop-off 8:45am and pick-up noon.
    - Program runs Mondays, Wednesdays, and Fridays.
    - Served 63 children in 5 sessions maxing out 2 of the sessions.
  - Youth disc golf at Pleasant Grove Park - maximum participants 20 day
    - We start on the porch of the Farm Heritage Museum and walk to the disc golf course playing 18 holes. Parents drop-off 8:45am and pick-up noon.
    - Program runs on Tuesdays.
    - Served 17 children in 1 session, the other got rained out.
  - Youth hiking at Pleasant Grove Park - maximum participants 20 day
    - We start on the porch of the Farm Heritage Museum and walk to the disc golf course playing 18 holes. Parents drop-off 8:45am and pick-up noon.
    - Program runs on Thursdays.
    - Served 15 children in 2 sessions.
- Spotlight on Business - Fluvanna Health Clinic
  - Ribbon Cutting & Open House will be July 17, 4 pm
  - Located on Route 53, 2611 Thomas Jefferson Parkway
  - Open 8 am to 5 pm, by appointment only.
    - Can schedule appointments online
  - Services offered: Primary Care, sports/work physicals, telehealth, & sick visits
    - Rapid tests such as COVID-19 antigen, strep, influenza, mono, etc.
  - FluvannaHealthClinic.com  
or 434-423-4311

- Economic Development Strategic Plan
  - The Economic Development Strategic Plan will begin this month once contract is completed.
  - The first step is individual interviews with each Board of Supervisors member, via Zoom. We can coordinate to use the Morris Room to facilitate these meetings, if desired.
  - The company handling the strategic plan is Platinum PR from Maryland. Sandy Dubay, the CEO, will be leading our plan creation. Their proposal was the only proposal to meet the budget of \$10,000.
- Recently Kim Constantino was awarded the Thomas Jefferson EMS Council award for Outstanding Contribution in Telecommunications.
  - County Administrator on vacation, July 8-12 – Kelly Harris, Assistant County Administrator will serve as Acting.

## Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Aug 4	4:00 PM	Regular Meeting	Library
Wed	Aug 18	7:00 PM	Regular Meeting	Library
Wed	Sep 1	4:00 PM	Regular Meeting	Library
Wed	Sep 15	7:00 PM	Regular Meeting	Library

**5 - PUBLIC COMMENTS #1**

At 4:10pm, Vice Chair O'Brien opened the first round of Public Comments.

- Perrie Johnson, 229 Pine Lane, introduced the new Fluvanna County School Superintendent, Dr. Peter Gretz.
- Dr. Gretz spent the remainder of the time introducing himself giving the Board a quick overview of the upcoming school year. The post-COVID plan includes getting students back in the classrooms and reenergizing their will to learn.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:16pm.

**7 - ACTION MATTERS**

*Small Purchase Policy Update* – Cyndi Toler, Purchasing Officer

Updated legislation requires us to review and adjust our Small Purchasing Policy

- Major changes:
  - 4.4.1. Authorization- add text
    - Notwithstanding the foregoing, small purchasing procedures for any transportation-related construction may only be used when the estimated aggregate cost or sum of all phases is not expected to exceed \$25,000.00.
  - 4.4.3.M General Policies- Additional description of protected Classes
    - , marital status, sexual orientation, gender identity, status as a service disabled veteran,
  - 4.4.3.N General Policies- department name change
    - Small Business and Supplier Diversity instead of Department of Minority Business Enterprise.
  - 4.4.5. Small Procurement Methods- Sections related to receiving quotes above \$25,000 added language
    - Notwithstanding the foregoing, small purchases of transportation-related construction may only be used when the estimated aggregate cost or sum of all phases is not expected to exceed \$25,000.00.
  - 4.4.7.B Contract Requirements- Additional language regarding History
    - Adopted: Board of Supervisors, November 20, 2002
    - Amended to include procurement of professional services: February 18, 2004
    - Amended to include compliance with immigration law provision: October 1, 2008
    - Amended to increase professional services threshold to \$50,000 in compliance with §2.2-4303 (H) of the Code of Virginia: September 16, 2009.
    - Amended to be incorporated into the County's Procurement Policies and Procedures: April 3, 2013.
    - Amended to allow one quote for Small Cooperative Procurements September 20, 2017.
    - Amended to increase threshold limits and to address other changes in the Virginia Public Procurement Act \_\_\_\_\_, 2021
- Additional changes to the policy involve the increase of the maximum Small Purchase thresholds now allowed by the State.
- The state now allows Small Purchase Procedures to apply on Purchases up to \$200,000
- The County Currently has a maximum threshold of \$50,000
- With a higher maximum threshold procurement in the county will be more efficient and save time and money by avoiding official solicitations for smaller items and projects.

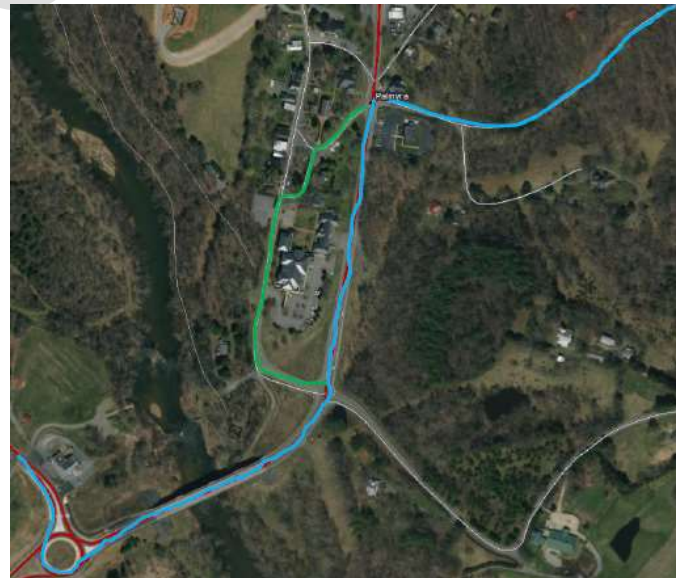
- The state does not set guidelines on levels and required quotes; that decision is left to the discretion of the locality.

Required Quotes	Current Threshold	Staff Recommended Threshold
1 Quote	\$0.00 - \$3,000.00	\$0.00 - \$5,000.00
2 Quote	\$3,000.01 - \$20,000.00	\$5,000.01 - \$30,000.00
3 Quote	\$30,000.00 – \$50,000.00	\$30,000.01 – \$60,000.00
4 Quote	\$30,000.00 – \$50,000.00	\$60,000.00 – \$100,000.00
Formal Solicitation Required	>\$50,000.00	>\$100,000.00, or >\$80,000 for Professional Services

<b>MOTION:</b>	I move the Board of Supervisors approve the updated Small Purchase Policy to include an increase in purchasing thresholds to:				
	<ul style="list-style-type: none"> <li>• \$0.00 - \$5,000.00 (1 quote)</li> <li>• \$5,000.01 - \$30,000.00 (2 quotes)</li> <li>• \$30,000.01 – \$60,000.00 (3 quotes)</li> <li>• \$60,000.00 – \$100,000.00 (4 quotes)</li> <li>• &gt;\$100,000.00, or &gt;\$80,000 for Professional Services (Formal Solicitation)</li> </ul> Thereby increasing the County Administrators signature authority to \$100,000.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

*Letter of Support - Rerouting the Transamerica Bike Route – Bryan Rothamel, Economic Development Coordinator*

- This change in routing of Bicycle Route 76 is proposed as adding great value and assistance to cyclists biking through Fluvanna county, as well as county residents and businesses themselves.
- Currently, the section on Route 15 lacks in providing cyclists with key points of interest and resources, such as lodging, camping, food, and activities. The current section bypasses the Historic Village of Palmyra including local businesses who could greatly assist the cyclists in their journey.
- This section on Route 15 was also listed as a safety concern by the Thomas Jefferson Planning District Commission, and a re-route will allow for a safer trail with decreased traffic encounters.
- If granted approval, the new route section through the Historic Village of Palmyra will increase the cyclist’s interaction with local businesses and resources, and exhibit many historical points of interest. Additionally, this change will increase Fluvanna residents’ engagement with cyclists and stimulate public awareness.
- The proposed change is displayed in green on the illustration.
- This change will also minimize the cyclist’s time spent on Route 15, allowing for a safer ride through Fluvanna. This new route will only result in 1/10<sup>th</sup> of a mile addition in distance.



<b>MOTION:</b>	I move to approve the letter of support for changing the routing of US Bicycle Route 76, the TransAmerica, from its current section on Route 15 to the new section through Historic Palmyra Village.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

*Fluvanna Regional Affordable Housing Plan* – Christine Jacobs, Interim Executive Director of TJPDC9 – Ms. Jacobs gave the Board of Supervisors a overview of the Thomas Jefferson Planning District Commission’s plan for a regional approach to affordable housing including, Central Virginia Regional Housing Partnership members, planning for housing affordability from 2018 to the present, key take-aways from regional and Fluvanna County data, and Planning District 10’s Regional Housing Plan vision for the future.

*Fork Union Industrial Park* – Bryan Rothamel, Economic Development Coordinator

• **In January 2021 the Board approved Draper Aden to study the Fork Union Property:**

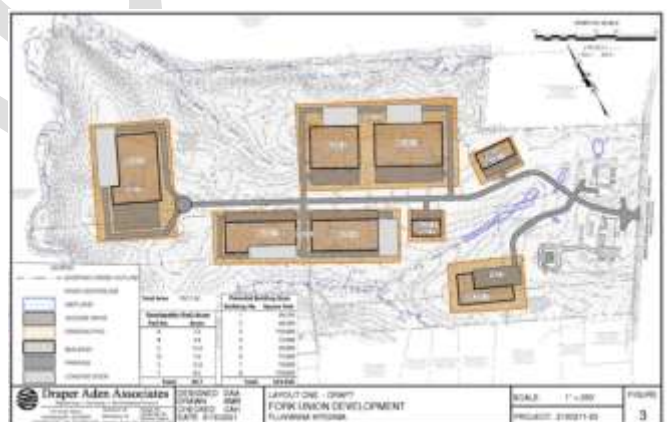
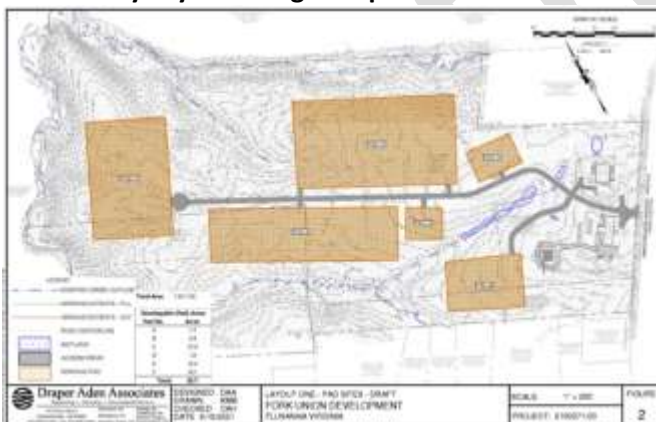
- 51 A 129A: 90 acres (includes Fork Union Vol. Fire Department)
- 51 A 129: 10 acres (includes Fluvanna Community Center)
- 51 A 130: 8.793 acres
- 51 A 138: 15 acres
- 51 A 139: 10 acres



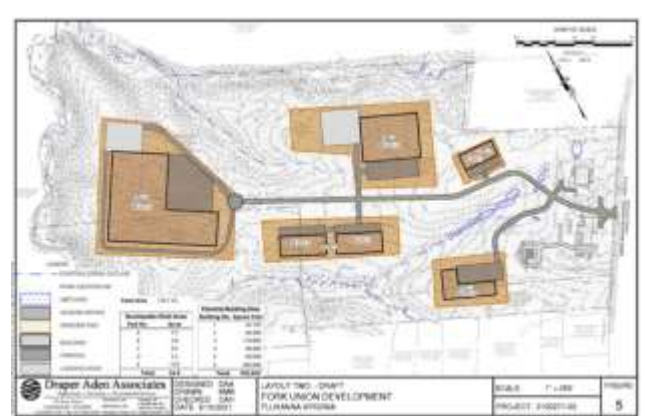
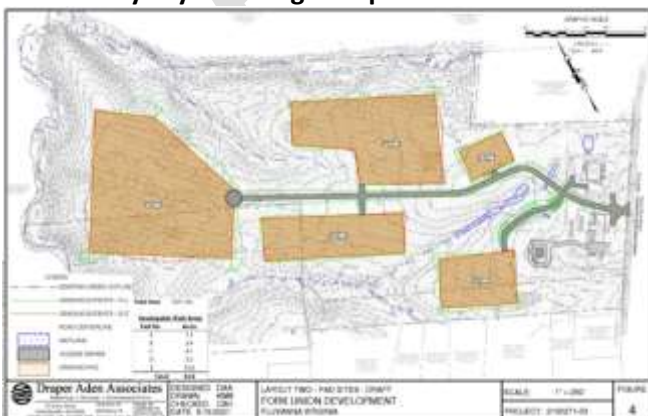
• **Since then Draper Aden has done:**

- Boundary survey
- Topographic survey
- Phase I Environmental Site Assessment (ESA I)
- Waters of the US Delineation Determination
- Cultural Resources Review
- Threatened & Endangered Species Review
- Preliminary Master Plan Development

**Preliminary Layout Design – Option 1:**



**Preliminary Layout Design – Option 2:**



- **Things for Draper Aden to complete next:**
  - Preliminary geotechnical exploration
  - Corps of Engineers acceptance of water delineation
  - Preliminary Engineering Report (PER)
  - Master plan development finalization
  - Traffic impact analysis
- **Things for the County to complete next:**

- Rezoning (after TIA is complete)
- Name of the park
- Marketing of the park
- Discuss with developers
- **Long range plans:**
  - Engineer the park
  - Install road
  - Determine sewer solution
  - Sell parcels

### **CONSENT AGENDA**

The following items were approved under the Consent Agenda for July 7, 2021:

*Minutes of June 16, 2021* – Caitlin Solis, Clerk to the Board

*Resolution Recognizing Nathaniel Joseph Capps– Eagle Scout* – Caitlin Solis, Clerk to the Board of Supervisors

*Fluvanna Partnership for Aging Bylaws Update* – Aaron Spitzer, Director of Parks and Recreation

*Accounts Payable Report for April 2021* – Tori Melton, Management Analyst

*Accounts Payable Report for May 2021* – Tori Melton, Management Analyst

*FY21 Department of Social Services Share of the Cost Allocation Funds* – Tori Melton, Management Analyst & Kim Mabe, Social Services Director

*Zion Crossroads Water and Sewer Fund Capital Budget Carryover* – Eric Dahl, County Administrator

*FY21 Energy Project Supplemental Appropriation* – Eric Dahl, County Administrator

*ZXR Waterline Extension - Additional Design Services PA#10* – Cyndi Toler, Purchasing Officer

*ZXR Waterline Extension - Bidding, Construction Administration, and Inspection PA#11* – Cyndi Toler, Purchasing Officer

*ZXR Sargent Corp Change Order 4* – Cyndi Toler, Purchasing Officer

*Virginia Department of Emergency Management FY23 E-911 PSAP Education Program Grant Award* – Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff

<b>MOTION:</b>	Approve the consent agenda, for the July 7, 2021 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for April 2021, in the amount of \$2,895,738.01 and May 2021, in the amount of \$1,664,549.54.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

### **10 - UNFINISHED BUSINESS**

Mrs. Booker asked for an update on Fluvanna County COVID-19 vaccination numbers.

### **11 - NEW BUSINESS**

Mrs. Eager mentioned a citizen's request for a VDOT speed study on Diamond Road to get the 45mph speed limit reduced.

### **13 - CLOSED MEETING**

<b>MOTION:</b>	At 5:53pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6, A.7, A.8 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, Litigation, Legal Matters and Public Safety.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	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."				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

**6 - PUBLIC HEARING**

*Proposed Amendment to County Code to add Section 8-7, Employment of off duty Deputy Sheriffs – Eric Dahl, County Administrator and Eric Hess, Fluvanna County Sheriff*

- This ordinance permits deputy sheriffs to apply to the Sheriff for approval to work off-duty.
- The Sheriff will have the authority to approve or deny the request, and may create reasonable rules, regulations and conditions for working off-duty. Deputies will only perform security, traffic-control, and other law enforcement functions.
- An application process and employment agreement will ensure the off-duty work does not interfere with a deputy’s duties to the County or ability to respond to an emergency.
- The private employer will be required to demonstrate that they are appropriately insured and add the County and Sheriff’s Office to their policy.
- The proposed hourly rate for off-duty employment by deputy sheriffs is \$45.00 per hour; \$40.00 is to compensate the deputy, and \$5.00 of the rate is to compensate the Sheriff’s Office and covers administrative expenses associated with the program.

At 7:05pm, Vice Chair O’Brien opened the Public Hearing. With no one wishing to speak, Vice Chair O’Brien closed the Public Hearing at 7:05pm.

<b>MOTION:</b>	Adopt an amendment of the off duty Deputy Sheriffs of Chapter 8 of the County Code, by adding Section 8-7, Employment of off duty Deputy Sheriffs.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

*ZMP 21:03 Perkins and Orrison – Douglas Miles, Community Development Director*  
Public Hearing Rezoning Request

- ZMP 21:03 Perkins and Orrison – A Conditional Rezoning from the B-1, Business, General to the I-1, Industrial, Limited District on 16.2 +/- acres of Tax Maps 5 Section 17 Parcels 1 and 1A. The subject properties are located within the northeast quadrant of Richmond Road (Rte 250) and Edgecomb Road (SR 689) and are in the Zion Crossroads Community Planning Area and the Columbia Election District.



Rezoning Plan (not proffered plan)

- The applicant’s consultant has prepared a Rezoning Plan to illustrate the required site design requirements contained within the Zoning Ordinance to include a five (5) foot sidewalk and ten (10) foot landscaping area along Edgecomb Road; a twenty-five (25) foot landscaping area along Richmond Road and also the same along the rear property line.

Transportation Planning Design

- A VDOT commercial entrance analysis will be required to determine the necessary site entrance improvements to support proposed I-1 development. The site entrance shown into this site exceeds the VDOT standards for commercial entrances for the full size tractor-trailer trucks that are expected to be at distribution center uses.
- There will be no truck traffic from the site turning right onto Edgecomb Road and a right turn taper is warranted per the VDOT methodology. A right turn taper is warranted out along Route 250 onto Edgecomb Road and site already includes a right turn taper and turn lane. This site entrance it was associated with the building across Edgecomb Road that will soon house Stewart Tool Co. from Sacramento, CA.

Planning Staff Recommendation

- Limitation on I-1 uses to include no Self-storage facilities on the property
- Quality site design requirements and transportation planning improvements

Planning Commission Meeting

- Applicant also proffered out: Car washes, Indoor shooting ranges, and Temporary Wood Storage facilities in the I-1 District
- Planning Commission recommended Approval 5-0 with proffered conditions

I-1 Zoning Excluded Land Uses

- **BY RIGHT:** Car washes (PC), Flea markets, Self-storage facilities, Shooting ranges – indoors (PC) and Wood storage – temporary (PC) / PC = added on June 8th
- **SUP USES:** Amusements – commercial, Manufactured home sales & Solid waste material recovery facilities

At 7:05pm, Vice Chair O'Brien opened the Public Hearing. With no one wishing to speak, Vice Chair O'Brien closed the Public Hearing at 7:05pm.

<b>MOTION:</b>	Approve ZMP 21:03, a request to amend the Fluvanna County Zoning Map with respect to approximately 16.2 +/- acres of Tax Maps 5, Section 17, Parcels 1 and 1A, to conditionally rezone the same from B-1, Business, General to I-1, Industrial, Limited with proffered conditions dated June 24, 2021.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

**Proffered Conditions:**

The purpose of the I-1, Limited Industrial Zoning District, is “to permit certain light industries. The limitations ... are imposed to protect and foster adjacent residential property while permitting certain light industries to locate near a labor supply.” The applicant has proffered out these I-1 by right land uses as a part of their conditional rezoning of the subject properties:

Commercial Uses: Flea markets, Self-storage facilities, Car washes and Shooting ranges, indoor;  
Miscellaneous Uses: Wood storage, temporary; Industrial Uses: Solid Waste collection facilities Bold = land uses added under the June 24, 2021 statement.

These I-1 land uses by Special Use Permit (SUP) have been proffered out in this rezoning case:

Commercial Uses: Amusements, commercial and Manufactured home sales; Industrial Uses: Solid waste material recovery facilities

**12 - PUBLIC COMMENTS #2**

At 7:28pm, Vice Chair O'Brien opened the second round of Public Comments. With no one wishing to speak, Vice Chair O'Brien closed the second round of Public Comments at 7:28pm.

**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, July 7, 2021 at 7:29pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
 Caitlin Solis  
 Clerk to the Board

\_\_\_\_\_  
 John M. Sheridan  
 Chair