

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
December 21, 2022
Non-Profit Budget Presentations 5:00pm
Regular Meeting 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair (*entered meeting at 5:13pm*)
 Tony O'Brien, Rivanna District, Vice Chair
 Mozell Booker, Fork Union District
 Patricia Eager, Palmyra District
 Chris Fairchild, Cunningham District

ABSENT: None.

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

WORK SESSION – CALL TO ORDER

At 5:00pm, Vice Chair O'Brien called to order the Budget Work Session of December 21, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

NON-PROFIT ORGANIZATION PRESENTATIONS

- Foothills ACA – Foothills Child Advocacy Center
- Hospice of the Piedmont
- JAUNT – Regional Transportation
- TJPDC – Thomas Jefferson Planning District Commission
- Thomas Jefferson Soil & Water Conservation District
- Shelter for Help in Emergency
- PVCC – Piedmont Virginia Community College

RECESS FOR DINNER AND CLOSED SESSION

CLOSED MEETING

MOTION:	At 5:59pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Legal Matters – Former Bremo Power Station.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:05pm, 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. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

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

At 7:05pm, Chair Sheridan called to order the Regular Meeting of December 21, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

ZMP 22:04 Vaughn Property Group, LLC and ZMP 22:05 Vaughn Property Group, LLC were deferred until January 18, 2023.

MOTION:	Accept the Agenda, for the December 21, 2022 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Amber Knight, Judicial Assistant, Circuit Court, Started December 12th

Announcements and Updates – Commercial Kitchen

- Ribbon Cutting took place December 21, 2022

Pleasant Grove Park Playground Mess

- On Friday, December 9 it was reported by several residents that the playground was vandalized with mud making it impossible for children to use the equipment.
- Due to no water in the area for use to clean with, we contacted Chief Mayo about the possibility of using the Palmyra Brush Truck to spray the mud off. The hose didn't get the mud off by itself as it had to be wiped off with rags.
- Thanks to Dale Estes and Gary Morris of the Palmyra Volunteer Fire Department for coming out on Saturday, December 10 at 8:30am to help get the mud off of the equipment!
- I would also like to thank Ayden Spitzer as well as Jeff, Silas and Noah Robbins for volunteering to help wipe the mud off of the equipment!

Community of Lights at Pleasant Grove Park

- Third Annual event was held December 15 - 18 from 5 - 9pm.
- There were 21 displays for patrons to view, 15 displays last year, and 5 displays the first year.
- Santa made an appearance on Saturday night from 5 - 8pm meeting with 89 children and 3 dogs.
- Traffic per night
 - Thursday = 34
 - Friday = 74
 - Saturday = 202
 - Sunday = 162
 - TOTAL = 472 vehicles
 - P&R hopes to keep growing this event each year!

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Jan 4	5:00 PM	Organizational/Regular Meeting	Performing Arts Center
Wed	Jan 4	7:00 PM	Work Session	Performing Arts Center
Wed	Jan 18	5:00 PM	Work Session	Performing Arts Center
Wed	Jan 18	7:00 PM	Regular Meeting	Performing Arts Center

5 - PUBLIC COMMENTS #1

At 7:13pm, 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 7:14pm.

6 - PUBLIC HEARING

ZMP 22:04 Vaughn Property Group, LLC – Douglas Miles, Community Development Director

MOTION:	Defer until January 18, 2023, ZMP 22:04, a request to amend the Fluvanna County Zoning Map with respect to approximately 40 +/- acres of Tax Map 11 Section 9 Parcel 1 to conditionally rezone the same from A-1 Agricultural, General to I-1, Industrial, Limited with revised proffered conditions dated December 8, 2022.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:					
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	BY CONSENSUS				

ZMP 22:05 Vaughn Property Group, LLC – Douglas Miles, Community Development Director

MOTION:	Defer until January 18, 2023, ZMP 22:05, a request to amend the Fluvanna County Zoning Map with respect to approximately 40 +/- acres of Tax Map 11 Section 9 Parcel 2 to conditionally rezone the same from A-1 Agricultural, General to I-1, Industrial, Limited with revised proffered conditions dated December 8, 2022				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:					
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	BY CONSENSUS				

7 - ACTION MATTERS

FCPS School Board Office CIP FY17 Re-Appropriation of Funds – Don Stribling, FCPS Executive Director

The original CIP FY17 project request and approval included renovations that would include floors, lighting, HVAC, windows, doors, electrical upgrades, asbestos abatement, and ensure ADA compliance. There are currently funds in the CIP FY17 School Board Office Renovation line that can be used to cover the purchase of an audio and visual upgrade of the SBO auditorium to assist with regularly scheduled School Board meetings and support and correct an ADA concern brought to the Boards attention regarding meetings.

MOTION:	Approve a re-appropriation of \$50,000 from the FY17 CIP for the School Board Office Renovations project to cover the cost and purchase of an audio and visual upgrade for the School Board auditorium.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	No	No	Yes	No
RESULT:	2-3				

Department of Emergency Services Structure, Costs and Position Descriptions – Eric Dahl, County Administrator

At the Board of Supervisors meeting on December 7, 2022, the board approved the reenacted Fluvanna County Code Chapter 8 Fire Protection, Emergency Services, and Public Safety to establish a Fluvanna County Department of Emergency Services, which allows the County to hire employee’s to provide EMS services.

The decision before the Board is to determine the Department of Emergency Services structure, associated costs and approve the position descriptions. As a reminder, the current structure for EMS services in the County is:

- (1) One 24hr/7 day a week ambulance staffed with a contract crew
- (1) One 12hr/5 day a week (Monday – Friday) ambulance staffed with a contract crew. In the FY22 Budget, the County budgeted (\$268,640) to have our contract provider expand this option to a second 24hr/ 7 day a week staffed ambulance by the contract crew. The contract provider has not been able to meet this request, without a significant contract change.
- At minimum, Monday – Friday during the day, Lake Monticello Rescue Squad volunteers have (1) one staffed ambulance. During weekday evenings and weekends, there can be between (1 - 2) staffed ambulances by Lake Monticello Rescue Squad volunteers.

The current FY23 budget contains \$1,018,880 of funding that would be diverted to one of the new options below. After reviewing different structures and finding a way to minimize Fair Labor Standards Act (FLSA) excessive overtime payments, the below options are determined to be the most practical department structure.

The options are:

1. **Option 1:** (2) Two 24hr/7day a week staffed ALS ambulances. The estimated annual fiscal year cost is \$1,694,693 or a difference of \$675,813 from the existing funded amount.
2. **Option 2:** (3) Three 24hr/7day a week staffed ALS ambulances. The estimated annual fiscal year cost is \$2,485,155 or a difference of \$1,466,275 from the existing funded amount.
3. **Option 3:** (2) Two 24hr/7day a week staffed ambulances and (1) One 9 hr/5 day a week (M-F) staffed ALS ambulance. The estimated annual fiscal year cost is \$1,916,626 or a difference of \$897,746 from the existing funded amount.

No matter what option is selected, the plan would be to hire the EMS Supervisor position first and have that position assist with the Department of Emergency Services transition and the hiring of EMT ALS and BLS providers.

After analyzing different department structures, shift options, current County call volume and the costs for the different options, staff recommends Option 1 above. This option has (2) Two 24 hour/ 7 day a week ALS trucks on a 24/72 shift (A,B,C,D). The Department of Emergency Services must follow FLSA, which is based on a 40 hour work week and anything beyond that gets paid at time and a half. Different shift structures such as an (A,B,C) shift would be very cost prohibitive, due to the high need for overtime payments. While an (A,B,C,D) shift structure means hiring more people, it will reduce overtime and the overall cost.

Option #1 would still be an increase in services over what is currently in place. No matter what option the Board of Supervisors selects, the County could always chose to add additional staffed ambulances should the need occur in the future. In summary, Option #1 would be an increase in services over what exists now, would allow for a better service transition and is the most cost effective.

The fiscal impact will vary depending on the option selected. At minimum, the County would need to provide additional funding in the range of \$675,813 - \$1,466,275 for FY24, with funding to come from within the budgeted tax rate, Unassigned Fund Balance or the American Rescue Plan Act. For the current fiscal year, funding would be between 25% - 50% of the above amounts selected. If option #1 is selected, the budgeted contract crew funding to convert the second 12 hour ambulance to a 24 hour ambulance (\$268,640) would cover the current year costs.

Any increase in EMS services (transports to the hospital) may also equate to an increase in revenue in EMS Cost Recovery, the exact amounts to be determined.

- An update was made to the EMT Basic Life Support (BLS) position description; one of the required knowledge, skills and abilities was updated from "VA EMT B or EMT A" to "VA EMT-I or EMT-P."

MOTION:	Approve the position descriptions for the EMS Supervisor, EMT Advanced Life Support (ALS) and EMT Basic Life Support (BLS), with changes as noted.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the Department of Emergency Services structure Option # 1: 1. (2) Two 24hr/7day a week staffed ambulances at an estimated annual fiscal year cost of \$1,694,693.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve a budget transfer in the amount of \$268,640 from the FY23 Emergency Management Budget to the newly created FY23 Emergency Services budget for new department staffing and start-up costs.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Social Services Board – Rivanna District Representative	David Wells		Appt	12/21/2022	12/31/2025
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes

RESULT:	5-0
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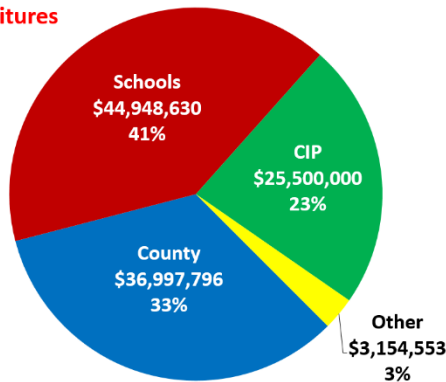
8 – PRESENTATIONS

FY22 Annual Comprehensive Financial Report (ACFR) – Eric Dahl, County Administrator; Tori Melton, Director of Finance and David Foley, Robinson, Farmer, Cox Associates

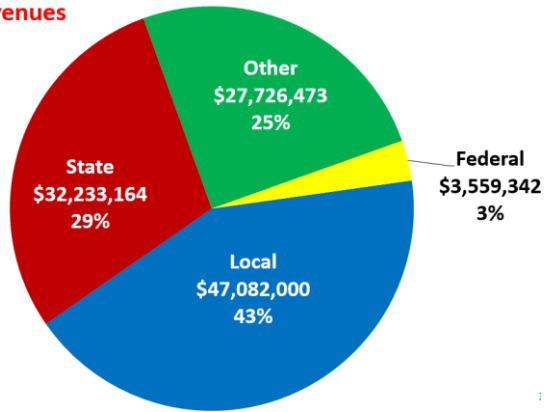
Budget Summary

FY22 Adopted Budget (\$110,600,979)

Total Expenditures

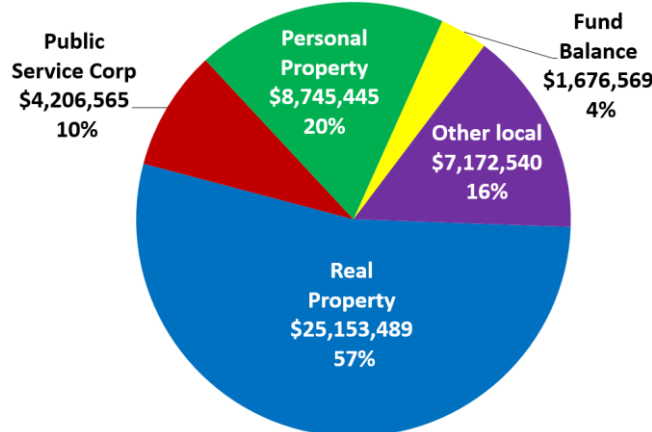


Total Revenues



FY22 Adopted Budget (Local dollars only)

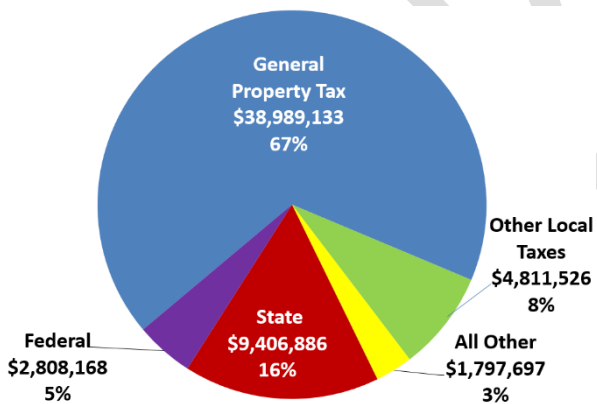
Revenue from local sources only



Annual Comprehensive Financial Report

FY22 General Fund Revenues

FY22 General Fund Revenues

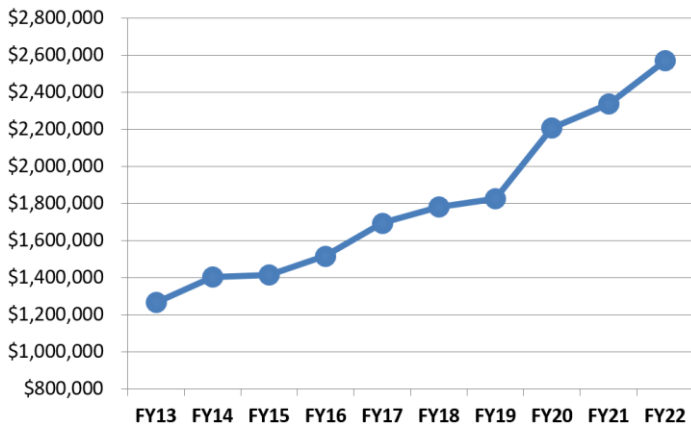


	A	B	C	D	E	F
Revenue Source	FY21 Actual	FY22 Amended Budget	FY22 Actual	Over/(Under) Budget	FY21 to FY22 Inc/Dec	
General Property Taxes	\$37,379,857	\$38,628,499	\$38,898,133	\$269,634	4.06%	
Other local taxes	4,549,518	4,217,307	4,811,256	\$593,949	5.75%	
Permits and fees	417,196	377,201	421,308	\$44,107	0.99%	
Fines and forfeitures	62,325	55,800	40,495	(\$15,305)	-35.03%	
Use of money	127,126	140,000	-36,902	(\$176,902)	-129.03%	
Charges for services	712,117	1,002,420	1,177,712	\$175,292	65.38%	
Miscellaneous	568,266	138,197	108,672	(\$29,525)	-80.88%	
Recovered Cost	156,390	99,282	86,412	(\$12,870)	-44.75%	
Commonwealth	8,293,015	9,976,445	9,406,886	(\$569,559)	13.43%	
Federal	5,218,310	4,972,863	2,808,168	(\$2,164,695)	-46.19%	
Total	\$57,484,120	\$59,608,014	\$57,722,140	(\$1,885,874)	0.41%	

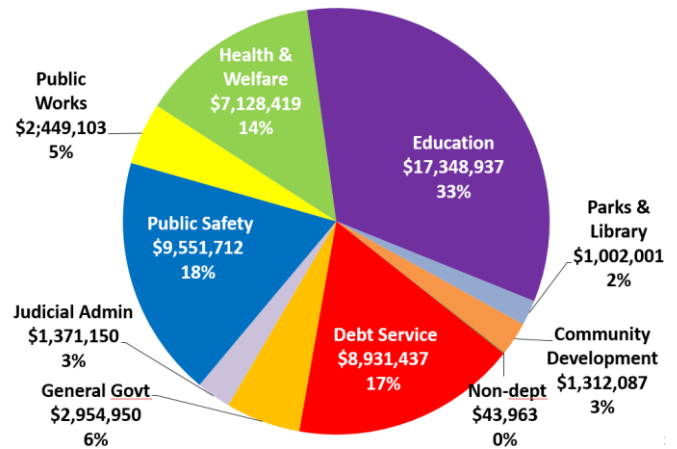
FY22 Top 4 Local Revenues

	A	B	C	D	E	F	G	H
Revenue Source	FY17	FY18	FY19	FY20	FY21	FY22		FY21 to FY22 Inc/Dec
Real Estate Taxes	\$22,171,385	\$22,614,196	\$23,789,823	\$24,432,282	\$24,813,669	\$25,303,021		2.0%
Personal Property Taxes	5,897,231	6,204,439	6,963,184	7,297,986	7,897,774	8,599,090		8.9%
Public Service Corporation	4,451,833	5,363,122	5,143,581	5,483,117	4,242,195	4,518,233		6.5%
Local Sales Taxes	1,696,819	1,783,287	1,826,331	2,208,895	2,336,399	2,571,149		10.0%

Board of Supervisors Minutes
Sales Tax Revenues – FY13 to FY22



December 21, 2022
FY22 General Fund Expenditures



FY22 General Fund Expenditures

A	B	C	D	E	F
Expenditure	FY21 Actual	FY22 Amended Budget	FY22 Actual	Over/(Under) Budget	FY21 to FY22 Inc/Dec
General Govt	\$2,923,640	\$3,220,466	\$2,954,950	(\$265,516)	1.07%
Judicial Admin	1,240,251	1,832,761	1,371,150	(\$461,611)	10.55%
Public Safety	10,150,623	10,139,128	9,551,712	(\$587,416)	-5.90%
Public Works	2,570,114	2,811,709	2,449,103	(\$362,606)	-4.71%
Health & Welfare	6,248,509	9,851,687	7,128,419	(\$2,723,268)	14.08%
Education	17,312,299	18,665,535	17,348,937	(\$1,316,598)	0.21%
Parks, Rec. & Library	859,219	1,143,382	1,002,001	(\$141,381)	16.62%
Comm. Development	1,013,061	1,400,707	1,312,087	(\$88,620)	29.52%
Non-departmental	74,250	401,732	43,963	(\$357,769)	-40.79%
Debt Service	8,960,799	10,608,096	8,931,437	(\$1,676,659)	-0.33%
Total	\$51,352,765	\$60,075,203	\$52,093,759	(\$7,981,444)	1.44%

FY22 General Fund Results

Year Ended June 30, 2022	
Revenue	\$ 57,722,140
Expenditures	(52,093,759)
Excess of revenues over expenditures	5,628,381
Transfers out (CIP, ZXR and Sewer)	(1,988,706)
Change in fund balance	3,639,675
Fund balance beginning of year	28,926,830
Fund balance at end of year	\$ 32,566,505

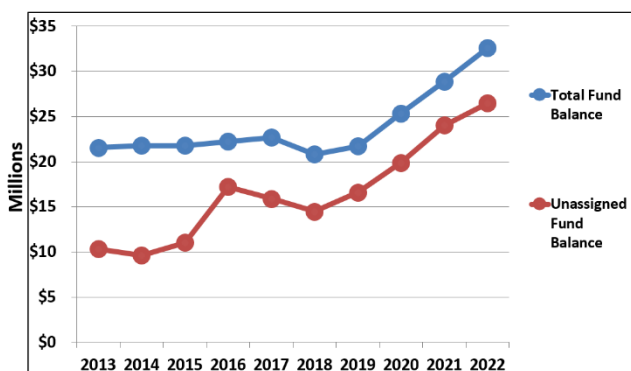
General Fund Balance June 30, 2022

As of June 30, 2022	
Nonspendable (e.g., Leases)	\$4,970
Restricted (e.g., FUSD Debt Reserve)	\$67,409
Committed (e.g., CIP Projects)	\$5,974,681
Unassigned	\$26,519,445
Total	\$32,566,505
Unassigned Fund Balance Target per Policy	\$10,215,566
Excess Above Target	\$16,303,879

General Fund Balance (\$32.6M)
– as of June 30, 2022



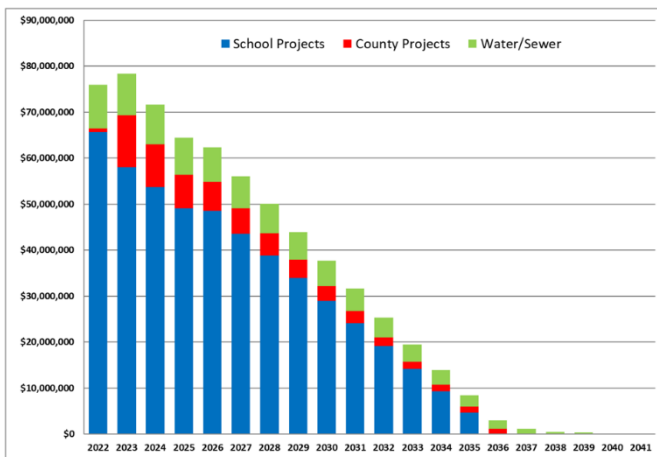
General Fund Balance – FY13 to FY22



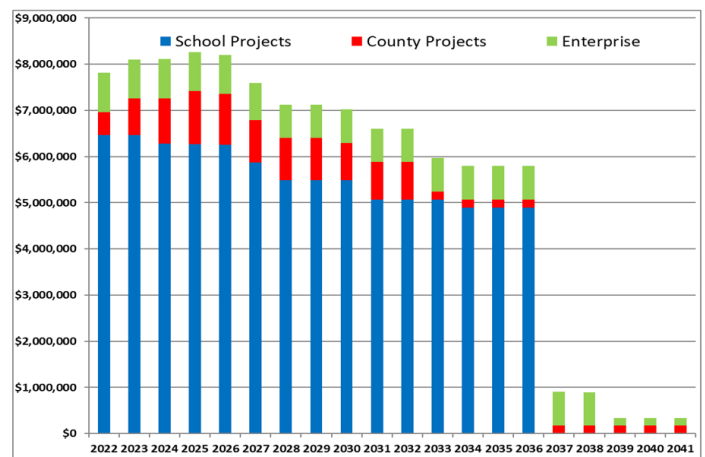
Debt & Capital Leases - June 30, 2022

A	B	C	D
Outstanding Debt	2021	2022	FY21 to FY22 Inc/Dec
General Obligation Bonds	\$66,462,026	\$65,617,584	-1%
State Moral Obligation Bonds	1,275,000	835,000	-35%
Qualified Energy Conservation Bond	5,982,715	5,493,185	0%
Capital Leases/Notes Payable	3,635,101	7,671,101	111%
Water/Sewer Bonds	9,989,795	9,527,117	-5%
Total	\$87,344,637	\$89,143,987	2%

Total Debt (at end of FY22)



Annual Debt Service (at end of FY22)



Economic Development and Tourism Advisory Council (EDTAC) Annual Update – Aaron Spitzer, Director of Parks and Recreation and Jennifer Schmack, Director of Economic Development
 Nina Monroe, EDTAC Chair, gave a brief overview of the accomplishments of the Economic Development and Tourism Advisory Council since the October 2021 update and review the activities that are planned for the winter and spring of 2022-2023.

Children’s Services Act Semi-annual Update – Bryan Moeller, CSA Coordinator
 Mr. Moeller presented a mid-year update of the Children’s Services Act program including FY22 Purchase of Services and Total Expenditures, CSA Expenditure History, CSA Expenditures by Month, Statewide Recognition - Fluvanna County CSA was nominated for the 2022 Outstanding Coordinator of the Year Award, funding increases, CPMT’S long term plan, and legislation changes.

James River Water Authority (JRWA) Update – Eric Dahl, County Administrator
 Mr. Dahl provided an update on the current status of the James River Water Authority (JRWA) project and cost estimates.

Timeline

- Fall 2020 – JRWA decision to look into Alternative 1c (new route)
- January 2021 – Monacan Indian Nation issued a letter of support for Alternative 1c
- Summer 2021 – Phase 1 Archeological Surveying begins Shovel Testing, Deep Core Sampling and Trenching
- March 2022 – JRWA Decision to proceed with alternative location
- August 2022 - Joint Permit Application submitted to USACE & DEQ
- September 2022 - Comprehensive Agreement Change Order #4 was approved, to include:
 - Design and Engineering Services
 - Administration and Due Diligence Services
 - Proposed Development and Revised Comprehensive Agreement Negotiations
 - Property Acquisitions Services
- Fall 2022 – Phase II Archeological and Architectural Surveying begins

Future Estimated Timeline

- Spring 2023 – Expecting Joint Permit Application approvals from USACE and DEQ
- Summer 2023 – Comprehensive Agreement CO#4 design complete to get GMP (Guaranteed Maximum Price)
- Summer 2023 – Phase III Treatment Plan complete
- Spring, Summer and Fall 2023 – Other state and local permits, Phase III Study, property acquisition, final design work
- January 2024- Construction Start
- January 2026 – Construction Completion

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for December 21, 2022:

- *Minutes of December 7, 2022* – Caitlin Solis, Clerk to the Board
- *CRMF - Mold Remediation Commonwealth's Attorney Building* – Calvin Hickman, Director of Public Works
- *Department of Emergency Services Policy SDP # 013* – Eric Dahl, County Administrator

MOTION:	Approve the consent agenda, for the December 21, 2022 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 10:09pm, Chair Sheridan opened the second round of Public Comments. With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 10:09pm.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, December 21, 2022 at 10:10pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion			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

APPROVED