



FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
Circuit Courtroom, Fluvanna Courts Building
May 1, 2019 at 4:00 pm

TAB	AGENDA ITEMS
	1 - CALL TO ORDER
	2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
	3 – ADOPTION OF AGENDA
	SPECIAL PRESENTATION
	4 – COUNTY ADMINISTRATOR’S REPORT
	5 – PUBLIC COMMENTS #1 (5 minutes each)
	6 – PUBLIC HEARING
	None
	7 – ACTION MATTERS
A	FY20 Employee Health Insurance—Jessica Rice, Human Resources Manager
B	Proposed BOS Member Salary Increase – Steve Nichols, County Administrator
	7A – APPOINTMENTS
	None.
	8 – PRESENTATIONS (normally not to exceed 10 minutes each)
C	Code Compliance Update – Scott Miller, Code Compliance Officer
	9 – CONSENT AGENDA
D	Minutes of April 3, 2019—Kelly Belanger Harris, Clerk to the Board
E	Minutes of April 17, 2019—Kelly Belanger Harris, Clerk to the Board
F	VDOT Secondary Street Acceptance Request – Nahor Village Subdivision - Jason Stewart, Community Development Director
	10 – UNFINISHED BUSINESS
	TBD
	11 – NEW BUSINESS
	TBD
	12 – PUBLIC COMMENTS #2 (5 minutes each)
	13 – CLOSED MEETING
	TBD
	14 – ADJOURN

Digitally signed by Steven M. Nichols
Date: 2019.04.25 10:50:22 -04'00'

County Administrator Review

Fluvanna County...The heart of Virginia and your gateway to the future!

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America,
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

GENERAL RULES OF ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

Fluvanna County...The heart of Virginia and your gateway to the future!



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2019-05-01 p.3/45
 P.O. Box 540
 Palmyra, VA 22963
 (434) 591-1910
 Fax (434) 591-1911
 www.fluvannacounty.org

2018-2019 STRATEGIC INITIATIVES AND ACTIONS

A SERVICE DELIVERY	
A1	Work with FRA to identify support options for Fire and Rescue volunteers.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)
A5	Improve partnership with the school system for shared use of county and school owned facilities.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)
B COMMUNICATION	
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.
B3	Meet with local Pastors to discuss effective communications and community support.
B4	Promote tax due dates, public hearings, etc., in FAN Mail.
B5	Expand County Website to receive, answer, and post questions from residents.
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.
C PROJECT MANAGEMENT	
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).
C4	Create master report and marketing plan regarding County tower assets and rental options.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.

C6	Create a County-wide overlay map showing utilities and other key features that support business growth and development.
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
C10	Pursue Phase II of Fork Union streetscape project.
D	ECONOMIC DEVELOPMENT AND TOURISM
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
D2	Develop a “This is Fluvanna County” video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
D3	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.
D4	Conduct 2018 local Business Climate Survey and analyze results.
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.
D6	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities
D8	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)
D9	Review higher density options between PDA and R4.
D10	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,
E	FINANCIAL STEWARDSHIP AND EFFICIENCY
E1	Review local business license/registration options and pros/cons.
E2	Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
E3	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
E5	Expand Fluvanna County Website Data Dashboard with key metrics.
E6	Implement easy to access electronic format code of ordinances (MuniCode or similar).

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB A

MEETING DATE:	May 1, 2019				
AGENDA TITLE:	FY20 Health Insurance Plan				
MOTION(s):	I move the Board of Supervisors approve the Cigna insurance rate increases and employee contribution schedule as presented, and authorize the County Administrator to sign the agreement for coverage for the plan year July 1, 2019 – June 30, 2020.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager				
PRESENTER(S):	Jessica Rice, Human Resources Manager				
RECOMMENDATION:	Approve the proposed rates and contribution schedule, and authorize the County Administrator to sign the agreement for coverage for the plan year July 1, 2019 – June 30, 2020				
TIMING:	Effective July 1, 2019; Open enrollment will be held May 13- May 24, 2019.				
DISCUSSION:	<ul style="list-style-type: none"> • FY20 Summary of Changes from Cigna <ul style="list-style-type: none"> ○ No change to the structure of the current 3 tier health plan, or the 2 tier dental plan. County will continue to offer HDHP, OA 500 and OA 250 medical plans as well Preventative and Comprehensive Dental Plans. ○ No change to the current coverage by plan participant type (Single, Employee + Child(ren), Employee + Spouse, Employee + Family). ○ No change to the deductibles and coinsurance for any of the medical, dental, or vision plans. ○ No change to the premium costs for the dental plans. ○ 6% increase to all participant groups on Cigna Vision insurance. ○ 18% average increase in health insurance premium costs. • Of the 18% (average) premium increase in health insurance premium, the County will absorb 14.76% (82%) and employees will absorb 3.24% (18%). • Health Saving Account Contributions <ul style="list-style-type: none"> ○ The County will be contributing \$239.91 quarterly to an HSA for employees enrolled in the Employee Only HDHP plan. 				

	<ul style="list-style-type: none"> The County will be contributing \$128.58 quarterly to an HSA for employees enrolled in the Employee + Child(ren) HDHP plan. 				
FISCAL IMPACT:	Annual cost to the County increases by \$224,679				
POLICY IMPACT:	Employee insurance contributions are equalized within participant groups				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FY20 Health Plan Rates and Contribution Schedule				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



FY20 Health Care Contribution Schedule

CIGNA Medical, Dental, and Vision Plans

For the Period: July 1, 2019 – June 30, 2020

Open Access-250, Open Access-500, and Open Access-HDHP Medical Plans AND Optional Preventative & Comprehensive Dental Plans and Vision Plans

CIGNA MEDICAL PLAN	TOTAL MONTHLY PREMIUM	COUNTY PAYS MONTHLY	EMPLOYEE PAYS MONTHLY	EMPLOYEE BI-WEEKLY DEDUCTIONS (24)	County Contribution to Health Savings Account per year (Paid Quarterly)			
EMPLOYEE ONLY								
OA - HDHP	\$569.03	\$569.03	\$0.00	\$0.00	\$959.64			
OA - 500	\$691.38	\$649.00	\$42.38	\$21.19	N/A			
OA - 250	\$757.57	\$649.00	\$108.57	\$54.29	N/A			
EMPLOYEE + CHILD(REN)								
OA - HDHP	\$1,081.14	\$1,081.14	\$0.00	\$0.00	\$514.32			
OA - 500	\$1,313.62	\$1,124.00	\$189.62	\$94.81	N/A			
OA - 250	\$1,439.38	\$1,124.00	\$315.38	\$157.69	N/A			
EMPLOYEE + SPOUSE								
OA - HDHP	\$1,194.94	\$1,183.00	\$0.00	\$0.00	\$0.00			
OA - 500	\$1,451.91	\$1,183.00	\$268.91	\$134.46	N/A			
OA - 250	\$1,590.89	\$1,183.00	\$407.89	\$203.95	N/A			
EMPLOYEE + FAMILY								
OA - HDHP	\$1,707.05	\$1,605.00	\$102.05	\$41.85	\$0.00			
OA - 500	\$2,074.15	\$1,605.00	\$469.15	\$234.58	N/A			
OA - 250	\$2,272.71	\$1,605.00	\$667.71	\$333.86	N/A			
OPTIONAL DENTAL AND VISION PLANS (Employee Pays)								
	EE ONLY Monthly	EE ONLY Bi-Weekly (24)	EE + CHILD(REN) Monthly	EE + CHILD(REN) Bi-Weekly (24)	EMPLOYEE + SPOUSE Monthly	EMPLOYEE + SPOUSE Bi-Weekly (24)	EMPLOYEE + FAMILY Monthly	EMPLOYEE + FAMILY Bi-Weekly (24)
CIGNA DENTAL – PREVENTATIVE	\$12.88	\$6.44	\$40.79	\$20.40	\$24.95	\$12.48	\$60.08	\$30.04
CIGNA DENTAL – COMPREHENSIVE	\$31.28	\$15.64	\$89.47	\$44.74	\$61.75	\$28.33	\$131.46	\$65.73
CIGNA VISION	\$4.61	\$2.31	\$9.32	\$4.66	\$9.23	\$4.62	\$14.88	\$7.44

NOTE: Employer pays dental and/or vision if employee waives medical insurance.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB B

MEETING DATE:	May 1, 2019																												
AGENDA TITLE:	Proposed BOS Member Salary Increase																												
MOTION(s):	<p>I move to approve an increase of \$100.00 per month for each Fluvanna County Board of Supervisors' member to the new pay rates of:</p> <table border="1"> <thead> <tr> <th><u>Position</u></th> <th><u>New Monthly</u></th> <th><u>New Annual</u></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>\$850</td> <td>\$10,200</td> </tr> <tr> <td>Vice-Chair</td> <td>\$800</td> <td>\$9,600</td> </tr> <tr> <td>Members</td> <td>\$750</td> <td>\$9,000</td> </tr> </tbody> </table> <p>with such increase to be effective January 1, 2020.</p>					<u>Position</u>	<u>New Monthly</u>	<u>New Annual</u>	Chair	\$850	\$10,200	Vice-Chair	\$800	\$9,600	Members	\$750	\$9,000												
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STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																										
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AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																								
		XX																											
STAFF CONTACT(S):	Steven M. Nichols, County Administrator																												
PRESENTER(S):	Steven M. Nichols, County Administrator																												
RECOMMENDATION:	Approve																												
TIMING:	Per State Code, must be approved prior to July 1, 2019.																												
DISCUSSION:	<p>BOS member salaries were last increased in 2008. On May 16, 2007, the Board voted 6-0 to increase the pay of Supervisors, effective January 1, 2008, to:</p> <table border="1"> <thead> <tr> <th><u>Position</u></th> <th><u>Month</u></th> <th><u>Annual</u></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>\$750</td> <td>\$9,000</td> </tr> <tr> <td>Vice-Chair</td> <td>\$700</td> <td>\$8,400</td> </tr> <tr> <td>Members</td> <td>\$650</td> <td>\$7,800</td> </tr> </tbody> </table> <p>A review of 2018 salaries for Board of Supervisors of surrounding and similar sized counties in the Commonwealth shows the following:</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Chair</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>Average of 8 Surrounding Counties (less Albemarle)</td> <td>\$ 10,367</td> <td>\$ 8,956</td> </tr> <tr> <td>Average of 14 Similar Sized Counties</td> <td>\$ 10,019</td> <td>\$ 8,726</td> </tr> <tr> <td>Average of All 22</td> <td>\$ 10,151</td> <td>\$ 8,814</td> </tr> </tbody> </table>					<u>Position</u>	<u>Month</u>	<u>Annual</u>	Chair	\$750	\$9,000	Vice-Chair	\$700	\$8,400	Members	\$650	\$7,800	Group	Chair	Member	Average of 8 Surrounding Counties (less Albemarle)	\$ 10,367	\$ 8,956	Average of 14 Similar Sized Counties	\$ 10,019	\$ 8,726	Average of All 22	\$ 10,151	\$ 8,814
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	<p>Staff recommends increasing the pay for each BOS position by \$100 per month, effective January 1, 2020, for new totals as follows:</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Month</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>\$850</td> <td>\$10,200</td> </tr> <tr> <td>Vice-Chair</td> <td>\$800</td> <td>\$9,600</td> </tr> <tr> <td>Members</td> <td>\$750</td> <td>\$9,000</td> </tr> </tbody> </table> <p>The proposed pay increases and timing thereof complies with Virginia Code § 15.2-1414.2 - Salaries to be fixed by board; limits; reimbursement in addition to salary.</p> <p>Funds to cover the increase have been included in the adopted FY20 budget.</p>					Position	Month	Annual	Chair	\$850	\$10,200	Vice-Chair	\$800	\$9,600	Members	\$750	\$9,000
Position	Month	Annual															
Chair	\$850	\$10,200															
Vice-Chair	\$800	\$9,600															
Members	\$750	\$9,000															
FISCAL IMPACT:	Increase in costs of \$3,000 for the last six months of FY20; funds are included in the FY20 adopted budget. Total annual cost increase beginning in FY21 will be \$6,000.																
POLICY IMPACT:	N/A																
LEGISLATIVE HISTORY:	Previous BOS member increase occurred January 1, 2008. Raise proposal is in compliance with Virginia Code § 15.2-1414.2 - Salaries to be fixed by board; limits; reimbursement in addition to salary.																
ENCLOSURES:	Virginia Code § 15.2-1414.2																
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other												
	XX			XX													

State Code for BOS Compensation

§ 15.2-1414.2. Salaries to be fixed by board; limits; reimbursement in addition to salary.

The annual compensation to be allowed each member of the board of supervisors of a county shall be determined by the board of supervisors of such county but such compensation shall not be more than a maximum determined in the following manner. Prior to July 1 of the year in which members of the board of supervisors are to be elected or, if the board is elected for staggered terms, of any year in which at least forty percent of the members of the board are to be elected, the current board, by a recorded vote of a majority present, shall set a maximum annual compensation which will become effective as of January 1 of the next year.

Until the board is able to set a maximum compensation as provided above, the maximum compensations for the several counties shall be as authorized on July 1, 1981.

Any board of supervisors may fix a higher salary for the chairman, or the vice-chairman, or both, than for the other members of the board without respect to the limits herein set forth.

A member of the board of supervisors of any county may accept in lieu of salary, reimbursement for actual expenses incurred in maintaining an office and secretarial assistance necessary for the proper performance of his duties. Such reimbursement shall be subtracted from the amount of the salary due such official and the remaining sum shall be paid to him at his option; however, such expense shall not exceed the salary. In addition to the salary, members of each governing body may receive the same fringe benefits which are given to county employees generally, and all prior grants of such benefits are validated.

A county may provide a member of its board of supervisors in addition to salary, reimbursement for actual expenses incurred in purchasing, operating, maintaining and using a telephone, including a car telephone or other portable telephone, provided the expenses are attributable directly to the proper performance of the member's official duties.

No increase in the salary of a member of the board of supervisors shall take effect during the incumbent supervisor's term in office; however, this restriction shall not apply to boards of supervisors when the supervisors are elected for staggered terms nor to corrections to the above listed compensation.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB C

MEETING DATE:	May 1, 2019				
AGENDA TITLE:	Code Compliance Presentation				
MOTION(s):					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Scott Miller, Codes Inspector , Jason Stewart, Director of Community Development				
PRESENTER(S):	Scott Miller, Codes Inspector, Jason Stewart, Director of Community Development				
RECOMMENDATION:					
TIMING:	NA				
DISCUSSION:	Code Enforcement Plans to present an activities update twice per year.				
FISCAL IMPACT:	NA				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB D

MEETING DATE:	May 1, 2019				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors April 3, 2019 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 3, 2019, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for April 3, 2019				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
April 3, 2019
Regular Meeting 4:00pm**

MEMBERS PRESENT: Tony O’Brien, Rivanna District, Vice Chair
Patricia Eager, Palmyra District
Donald W. Weaver, Cunningham District

ABSENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk for the Board of Supervisors

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

At 4:03pm, Vice Chair O’Brien called to order the Regular Meeting of April 3, 2019. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda, for the April 3, 2019 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 3-0. AYES: O’Brien, Eager, & Weaver. NAYS: None. ABSENT: Sheridan, Booker.

SPECIAL PRESENTATION

2019 Lisa Black Victim Perseverance Award—Jeff Haislip, Commonwealth’s Attorney, & Sherri Stader, Victim/Witness Advocate presented the 2019 Lisa Black Victim Perseverance Award to Jackie Gillespie, Mike & Judy Townsend, Sarah Williams, and Kimberly & Caleb Clements.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
 - Fluvanna Department of Social Services - one of only six out of 26 localities in the Central Region that had a 0% SNAP Payment Error Rate for FY18!
- FCHS “Hands on Fluvanna” at Pleasant Grove Park
 - March 29 - High School students worked on three separate areas: Butterfly Garden mulching, Trail water diversion (4), & Community Garden rock walkways
- Announcements and Updates
 - Columbia Community Meeting, April 12, 2019, at 6:00pm, to discuss sewer services. St. Joseph’s Parish Hall.
 - VACo Certified Supervisor’s Course, Friday, April 12 at 1:00 pm, Morris Room
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Mar 20	4:00 PM 7:00 PM	Budget Work Session Regular Meeting: Set FY20 Budget/CY19 Tax Rates	Courtroom
Wed	Mar 27	7:00 PM	Budget Work Session	Morris Room
Wed	Apr 3	4:00 PM 7:00 PM	Regular Meeting Budget Work Session	Courtroom Morris Room
Wed	Apr 10	7:00 PM	Special Meeting - Public Hearings: FY20 Budget and CY19 Tax Rates	Courtroom
Wed	Apr 17	7:00 PM	Regular Meeting - Adopt: FY20 Budget and CY19 Tax Rates	Courtroom
Wed	Apr 24	7:00 PM	Special Meeting - Alternate Adopt: FY20 Budget and CY19 Tax Rates	Courtroom

5 - PUBLIC COMMENTS #1

At 4:23pm Chair Sheridan opened the first round of Public Comments.

- Len Bozza, Lake Monticello Volunteer Fire and Rescue Corporation, came before the Board to announce his resignation from the LMVFR and to thank the County for its support during his 11 years of service.

With no one else wishing to speak, Vice Chair O’Brien closed the first round of Public Comments at 4:25pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Child Abuse Awareness Prevention Month Proclamation and Social Services Update—Rocky Reed, CPS Supervisor, joined by Tia Gianinny, CPS Worker, & Kim Mabe, Fluvanna Social Services Director, gave a comprehensive summary of Social Services activities in the past year concerning children. Ms. Reed highlighted the need to continue efforts to prevent child abuse.

With little discussion,

MOTION

Mrs. Eager moved the Fluvanna County Board of Supervisors proclaim the month of April 2019 as Celebrating Children Month in Fluvanna County in observation of Child Abuse Prevention Month. On a second by Mr. Weaver, the motion passed 3-0. AYE: O'Brien, Eager, & Weaver. NAY: None. ABSENT: Sheridan & Booker.

Assistant Director of Public Works (Utilities)—Jessica Rice, Human Resources Manager, requested approval of an Assistant Director in Public Works that would manage and supervise the County's growing water infrastructure. Mr. Weaver asked for clarification about the salary requirements and request. Mrs. Rice noted that half-year funding is included in the County Administrator's FY20 Budget Proposal, with \$43K in additional funding to support the FY20 full-year salary from a FY18 approved and funded Utilities Operator Trainee position, that was not filled. Mrs. Rice noted that recruitment action would begin immediately with a planned start date of July 1, 2019.

With no additional discussion,

MOTION

Mr. Weaver moved to approve the new position description, #7510 Assistant Director of Public Works-Utilities, Pay Band 19, as presented. Mrs. Eager gave second and the motion passed 3-0. AYE: O'Brien, Eager, & Weaver. NAY: None. ABSENT: Sheridan & Booker.

Public Hearing Advertisement of the Lease Agreement with Shenandoah Personal Communications, LLC—Eric Dahl, Deputy County Administrator/Finance Director requested authorization to advertise for a public hearing regarding a lease agreement with Shenandoah Personal Communications. The agreement allows for the Tenant to install, maintain and operate the telecommunications equipment, antennas and appurtenances on the Breomo Bluff Water Storage Tank and the specified premises. The annual lease amount is \$18,000.00, with an initial term of 5 years. The lease would provide \$18,000.00 in new revenue annually for the Fork Union Sanitary District, the owner of the Breomo Bluff Water Storage Tank.

Following brief discussion,

MOTION

Mrs. Eager moved the Board of Supervisors ratify advertisement of a Public Hearing to be held on April 17, 2019, for the Telecommunications Site Deed of Lease Agreement of County property, on the "Breomo Bluff" Water Storage Tank, to Shenandoah Personal Communications, LLC for the purposes to install, maintain and operate the telecommunications equipment, antennas and appurtenances laid out in the agreement. On a second by Mr. Weaver, the motion passed 3-0. AYE: O'Brien, Eager, & Weaver. NAY: None. ABSENT: Sheridan & Booker.

8 – PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

F - *ZXR CVEC Right Of Way Agreements*—Cyndi Toler, Purchasing Officer

J - *CRMF Request - FCPS - FMS Office Area Roof*— Don Stribling, FCPS Executive Director

N – *Temporary Staff Compensation for Additional Duties – Roberts*—Jessica Rice, Human Resources Manager

The following items were approved under the Consent Agenda for April 3, 2019:

Proclaiming April 7-13, 2019 National Crime Victims' Rights Week—Sherri Stader, Victim/Witness Advocate

CRMF Request- Admin / Courts Building sidewalk repairs and modifications—Dale Critzer, Assistant Public Works Director

ZXR CVEC Right Of Way Agreements—Cyndi Toler, Purchasing Officer

ZXR 3rd Party Welding and Coating Inspections—Cyndi Toler, Purchasing Officer

CRMF Request - FCPS - FCHS PH Filter Tank Replacement—Don Stribling, FCPS Executive Director

CRMF Request - FCPS - FMS Annex Gym Wall— Don Stribling, FCPS Executive Director

CRMF Request - FCPS - FMS Office Area Roof— Don Stribling, FCPS Executive Director

CRMF Request - FCPS - FMS Window and Glass— Don Stribling, FCPS Executive Director

CRMF Request - PW19-011 - Dog Park—Dale Critzer, Assistant Director of Public Works

Telephone System Project Staff Bonus—Jessica Rice, Human Resources Manager

Temporary Staff Compensation for Additional Duties – Roberts—Jessica Rice, Human Resources Manager

FY19 FCPS Transportation Fleet CIP Transfer—Eric Pollitt, Management Analyst

FY19 BOS Contingency Budget Transfer- TJPDC Regional Housing Summit Sponsorship—Eric Pollitt, Management Analyst

MOTION

Mr. Weaver moved to approved the consent agenda, for the April 3, 2019 Board of Supervisors meeting. Mrs. Eager seconded and the motion passed 3-0. AYE: O'Brien, Eager, & Weaver. NAY: None. ABSENT: Sheridan & Booker.

10 - UNFINISHED BUSINESS

Rural Cluster Subdivision Discussion—Steven M. Nichols, County Administrator initiated a discussion regarding requirement for rural cluster subdivisions, and more generally on the current Subdivision Ordinance. Mrs. Eager and Mr. O'Brien reported that they attended a meeting with residents of the Broken Island Subdivision. Mrs. Eager also shared concerns about the yield plans for rural clusters that are built on steep slopes and wetlands. Mr. Payne noted that County Ordinance addresses building on or near wetlands but does not prohibit building; Jason Stewart, Community Development Director and Zoning Administrator, stated that staff have a list of considerations that is followed during the approval process. Mrs. Eager raised a concern that the County GIS is not accurate. Mr. Stewart noted that no GIS system is completely accurate and disclaimers appear on all GIS with Mr. Payne further reporting that GIS is not intended to be completely accurate. Mr. Nichols asked the Board for direction of the Island Hill subdivision and the Subdivision Ordinance in general. Mr. Payne suggested directing the Planning Commission to review the Ordinance, after which the Planning Commission would determine the scope of the project. Following this discussion, the Board directed the Planning Commission to review the Subdivision Ordinance, specifically the requirements for Rural Cluster Subdivisions. With regards to the Island Hill subdivision, Mr. Payne noted that there is little the Board can do, as the subdivision is a legal subdivision conforming to the requirements in the Subdivision Ordinance as currently adopted.

Monish-Tufton Gate at Lake Monticello—Mrs. Eager attended a meeting with Steve Hurwitz, General Manager of Lake Monticello Homeowners association, LMOA Police Chief, Allan Saunders, and a VDOT engineer. The focus of the meeting was on the dangerous nature of the Monish-Tufton Gate into Lake Monticello. A potential change to improve the flow of traffic would be to allow right-turn only entrance and exits; this would eliminate left turns across Rt. 53 but would also prohibit left-turns onto Rt. 53 when exiting the Lake. The change would be aligned with the construction of the roundabout at Rt. 53/618. The possibility of adding an additional entrance/exit from the Lake onto Rt. 618. Mrs. Eager thanked Trey Houseknecht, who is working on his Eagle Scout Award, for bringing this to her attention.

Cost Recovery—Mrs. Eager brought to the Board's attention, that there may be citizens who may not know there is a waiver available for those who cannot pay the cost of the ambulance. Mr. Nichols noted that county staff will reemphasize the process to rescue personnel, and promote the information through County communications.

Interest on Debt Payments—Mr. O'Brien requested clarification on whether Kents Store Fire has made a FY19 payment on the interest on fire trucks. Mr. Nichols suggested reexamining the policy and eliminating the requirement for the fire companies to reimburse the County for the debt service interest.

Unsecured Loads on Pickup Trucks/Trailers—Mrs. Eager shared concerns about loads on pickup trucks and trailers. Virginia law for citations for unsecured loads even if nothing falls off; Mr. Weaver requested the definition of "secured"; Sheriff indicated there are code sections that clearly define "secured."

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:41pm 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 5:42pm.

14 - ADJOURN

MOTION:

At 5:42pm, Mr. Weaver moved to adjourn the regular meeting of Wednesday, April 3, 2019. Mrs. Eager seconded and the motion carried with a vote of 3-0. AYES: O'Brien, Eager, & Weaver. NAYS: None.

ABSENT: Sheridan & Booker.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB E

MEETING DATE:	May 1, 2019				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors April 17, 2019 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 17, 2019, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for April 17, 2019				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
April 17, 2019
Budget Work Session 4:00pm
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: Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Kelly Belanger Harris, Clerk for the Board of Supervisors

WORK SESSION – CALL TO ORDER

At 4:08pm Chair Sheridan called to order the Work Session of April 17, 2019.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

BUDGET DISCUSSION

FY20 Budget Discussion—Steven M. Nichols, County Administrator, Eric Dahl, Deputy County Administrator/
 Finance Director, & Eric Pollitt, Management Analyst

- FY20 Employee Health Plan
- FY20 Employee Raise
- FY20 Budget – generally

13 - CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 5:44pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, A.5, A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Prospective Industry, Investment of Funds, & Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, O'Brien, Booker, Eager, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:05pm, Mr. O'Brien moved that the 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." Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, O'Brien, Booker, Eager, & Weaver. NAYS: None. ABSENT: None.

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

At 7:06pm Chair Sheridan called to order the Regular Meeting of April 17, 2019.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda, for the April 17, 2019 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, O'Brien, Booker, Eager, and Weaver. NAYS: None. ABSENT: None.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Announcements and Updates
 - Pleasant Grove Scoreboards have been installed
 - County Roadside Clean-Up - May 6-11
 - Fluvanna County falls under the Virginia Residential Code; only allows us to condemn a structure when it poses an immediate and imminent danger to inhabitants or the public. Virginia Landlord and Tenant Act is State law and governs such issues. In Jan 2018, BOS adopted strengthened County Codes relating to:

- Trash
- Inoperable vehicles
- Derelict structures
- The Board has not adopted:
 - Virginia Property Maintenance Code (VPMC), AKA “Residential Maintenance Code”
 - Rental Inspection District language
 - Spot Blight Abatement Procedure
 - Virginia Statewide Fire Prevention Code (SFPC)
- Joint Planning and BOS Work Session scheduled for June 19th at 4:00 pm
- Columbia Community Meeting – 39 attendees.

➤ Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Apr 24	7:00 PM	Special Meeting - Adopt: FY20 Budget/CIP and CY19 Tax Rates	Morris Room
Wed	May 1	4:00 PM	Regular Meeting	Courtroom
Wed	May 15	7:00 PM	Regular Meeting	Courtroom
Wed	Jun 5	4:00 PM	Regular Meeting	Courtroom
Wed	Jun 19	4:00 PM 7:00 PM	Joint Work Session with Planning Commission Regular Meeting	Morris Room Courtroom
Wed	Jul 2	4:00 PM 7:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:15pm Chair Sheridan opened the first round of Public Comments.

- Paul Simms Wright, 5 Barefoot Lane, advocated more opportunities for household hazardous waste disposal.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:18pm.

6 - PUBLIC HEARING

SUP 19-02 Amy and Stephen Beyer—Holly Steele, Planner presented a request for a Special Use Permit to convert an existing building on the property into a low-volume medical clinic, with respect to 3.81 acres of Tax Map 29, Section A, Parcel 89. The property is located off of Thomas Jefferson Pkwy. (State Route 53), approximately 500 feet west of the intersection with Stage Coach Hills Rd (State Route 1010). The parcel is zoned A-1 Agricultural, General, and is located within the Rural Residential Planning Area and the Fork Union Election District. Previous SUP 13:05 was approved 5-0 by the Planning Commission on October 23, 2013, and by the Board of Supervisors on a vote of 5-0 on November 20, 2013; SUP 13:05 was approved with 8 conditions recommended by Staff.

Chair Sheridan invited the applicants, Amy and Stephen Beyer, forward.

Mrs. Booker inquired about the medical credentials of the applicant; Mrs. Beyer indicated that she is a certified Family Nurse Practitioner.

Mr. O’Brien asked Mrs. Beyer the volume of business she expects; Mrs. Beyer responded that she is anticipating a minimal number of patients in the beginning with a future maximum of no more than 20 patients per day.

Chair Sheridan opened the Public Hearing at 7:24pm.

With no wishing to speak, Chair Sheridan closed the Public Hearing at 7:24pm

With no further discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve SUP 19:02, a request to convert an existing building into a low-volume medical clinic, with respect to 3.81 acres of Tax Map 29, Section A, Parcel 89, subject to the ten (10) conditions listed in the staff report. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

Staff Conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, must be submitted for review and approval.
2. The approval of SUP 19:02 will eliminate the use of the building as a florist and any future plans to revert the building back to a florist will require a new Special Use Permit.
3. The site must meet all Virginia Department of Transportation requirements.
4. The site must meet the requirements set forth by the Virginia Department of Health.
5. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
6. Hours of operation shall be between 8:00 am and 6:00 pm Monday through Saturday.
7. The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time.
8. All outdoor storage of materials shall be screened from the view of public roads, rights-of-way, and adjacent properties as required by Sec. 22-24-7 3. iii of the zoning ordinance.

9. The facility shall be constructed and receive final inspection from the Fluvanna County Department of Building Inspections within two (2) years of the date of approval of the special use permit or the SUP approval will expire and require a new SUP.
10. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

FY 2020 CIP, Budget, and Tax Rate Public Hearing—Eric Pollitt, Management Analyst presented the FY20 CIP, Budget, and Tax Rates. Mr. Nichols reminded the Board that the figures presented here are the figures advertised ahead of this Public Hearing and that there have been updates to the proposed budget. The proposed budget as advertised:

	Adopted Budget FY19	Proposed Budget FY20	Increase/ (Decrease)	% Change
GOVERNMENTAL				
GOVERNMENTAL REVENUES	\$73,630,704	\$77,092,966	\$3,462,262	4.7%
GOVERNMENTAL EXPENDITURES	\$72,743,486	\$75,783,686	\$3,040,200	4.2%
CAPITAL FUND				
CAPITAL FUND REVENUES*	\$1,960,930	\$3,766,610	\$1,805,680	92.1%
CAPITAL FUND EXPENDITURES	\$2,110,930	\$4,266,610	\$2,155,680	102.1%
ENTERPRISE FUND				
ENTERPRISE REVENUES*	\$1,999,910	\$1,997,703	(\$2,207)	-0.1%
ENTERPRISE EXPENDITURES	\$2,737,128	\$2,806,983	\$69,855	2.6%
GRAND TOTAL REVENUES	\$77,591,544	\$82,857,279	\$5,265,735	6.8%
GRAND TOTAL EXPENDITURES	\$77,591,544	\$82,857,279	\$5,265,735	6.8%

*Revenues are supplemented by transfers from the General Fund

Tax Category	FY19 Adopted	FY20 Proposed
Real Property	\$0.939	\$0.935
Mobile Homes	\$0.939	\$0.935
Personal Property (Residential)	4.35	4.35
Personal Property (Business)	2.90	2.90
Machinery & Tools	1.90	1.90

With no questions from the Board, Chair Sheridan opened the Public Hearing at 7:27pm.

- Sharon Booye, Troy, petitioned the Board to consider taxation fairness for citizens who do not have children in the public school system.
- Perrie Johnson, 5930 James Madison Hwy, speaking as a citizen, thanked the Board for their consideration of funding the entire amount requested for the FCPS budget.
- Brooke O’Neil, 1022 North Boston Rd, advocated for the FCPS budget.

There being no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:35pm.

Lease Agreement with Shenandoah Personal Communications —Eric Dahl, Deputy County Administrator/Finance Director requested approval of a lease agreement with Shenandoah Personal Communications to place telecommunications equipment on the “Bremono Bluff” water storage tank, owned by the Fork Union Sanitation District. The agreement would allow for the Tenant to install, maintain and operate the telecommunications equipment, antennas and appurtenances on the Bremono Bluff Water Storage Tank and the specified premises.

- The initial annual lease amount is \$18,000.00.
- The initial term of the agreement shall be for 5 years.
- The agreement allows for four (4) additional five (5) year extensions.
- Annual rent for each year shall increase 3%.
- \$18,000.00 in new revenue annually for the Fork Union Sanitary District, owner of the Bremono Bluff Water Storage Tank.

Chair Sheridan opened the Public Hearing at 7:37pm.

With no one wishing to speak, Chair Sheridan closed the Public Hearing.

There being no discussion,

MOTION

Mr. O’Brien moved the Board of Supervisors approve the “Telecommunications Site Deed of Lease Agreement” of County property, on the “Bremono Bluff” Water Storage Tank, with Shenandoah Personal Communications, LLC for the purposes to install, maintain and operate the telecommunications equipment, antennas and appurtenances laid out in the agreement, for an initial annual amount of \$18,000.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. On a second by Mrs. Booker, the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

7 - ACTION MATTERS

Columbia Wastewater System Preliminary Engineering Report (PER) – Cyndi Toler, Purchasing Officer requested approval of a budget transfer from FY19 BOS Contingency to the FY19 CIP. The former Town of Columbia was disestablished by the State Legislature, effective July 1, 2016. Since then the Columbia area has fallen directly under the jurisdiction of the County of Fluvanna. Problems with raw sewage discharges have been evident for some number of years. Currently, raw sewage is present on the south side of Route 6 near the old Post Office building. The source of the sewage has not been identified and no solutions have been developed despite many meetings with local, state, and non-profit organizations. This wastewater system Preliminary Engineering Report (PER) will help address the immediate concern of a leaking sewer pipe that is along Route 6, as well as to identify options for an upgraded wastewater collection and treatment system in accordance with current State standards. This proposal requests an approximately \$40,000 reduction in FY19 BOS Contingency funds. Mrs. Toler noted that this is a request for the funding of the project, and is not requesting approval of the contract at this time.

MOTION

Mrs. Booker moved to approve the Columbia Wastewater System Preliminary Engineering Report (PER) Proposal from RK&K and authorize the transfer of \$39,699.00 from FY19 BOS Contingency to FY19 CIP. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, O'Brien, Booker, Eager, & Weaver NAY: None. ABSENT: None.

7A – APPOINTMENTS

None.

8 – PRESENTATIONS

VDOT Secondary Six Year Plan Overview—Bethel Keyfalew, Residency Operations Engineer & Darryll Shifflett, VDOT Program Management Specialist, presented the draft Secondary Six Year Plan in advance of a Public Hearing to be held May 15, 2019.

Concerns raised by the Board included:

- Payne's Mill Rd deteriorating shoulder conditions
- Sight distance at the southern end of the intersection of Joshua Lane and South Boston Rd.
- Columbia properties; VDOT right-of-way
- Stop sign and ditch at Rt. 250/Payne's Mill Road

CVEC Broadband Project Update - Galen Creekmore, Key Accounts and Member Engagement Representative, CVEC, provided a comprehensive update on the Rural Broadband Initiative. Mr. Creekmore provided the following statistics:

- CVEC began providing electric service in the area in the late 1930's
- 108 CVEC employees & 11 Firefly employees - Palmyra Office will headquarter Firefly Fiber Broadband
- CVEC relies on contracting with local businesses
- \$775,557.67 paid in taxes to Fluvanna County for 2017
- CVEC serves 8,970 homes in Fluvanna County
- Serving 220 square miles in the County
- Central Virginia Electric Cooperative's service territory covers 76% of Fluvanna County
- System Wide Fiber Network Will Provide:
 - Improved Reliability
 - Savings on Power Supply
 - Smart Grid Applications
 - Internet Service
- Rural Broadband Project in Fluvanna
 - 8,970 total homes and businesses passed
 - 1,711 homes and businesses passed in Zion and Columbia Substation Build
 - \$27 million + estimated project investment in Fluvanna County
- What's Next in County
 - Columbia VATI grant successful- \$641,967
 - The funding is not available now in FY19, but is available for FY20
 - We are still eligible to apply for future grants for underserved areas in FY20
 - A total of 6 CVEC substations serve Fluvanna County
 - Columbia
 - Cunningham
 - Ferncliff
 - Henson's Store
 - Kidds Store
 - Zions
 - Substations listed alphabetically, not necessarily in order of completion

Solar Tax Exemption Discussion—Jason Stewart, Director of Community Development briefed the Board on potential Solar Tax Exemption.

Current Code:

- Solar equipment is exempt from the value being included in real estate property improvements as per our Code (Section 20-9-2)
 - “Owners of real estate in Fluvanna County to which is attached certified solar energy equipment, facilities or devices are hereby granted an exemption from taxation on such certified solar energy equipment, facilities or devices, subject to the limitations and conditions prescribed by this article and by state law.”
- Potential Changes to Code:
 - Finance Department could issue a “one-time” payment of \$300, \$400, etc. (whatever level the BOS set for solar incentives) to the owner of record and attach to the affected address identified on the building permit.
- Process to Enact Changes to Code
 - After adopting a code amendment, Fluvanna would issue payments once per year for all qualifying properties (During the month of January)
 - Incentives would be authorized for a minimum improvement value of not less than \$2,500 (most residential installations are far more expensive than that)
 - Any incentive would be implemented to align with the selected date as per bullet 1 (Month of January)
 - Building Official would issue building permits for any solar improvements and perform final inspections of completed work
 - A list of all final solar inspections (Jan 1 – Dec 31) to be provided to the Finance Department to issue payment
- Payment vs. Exoneration
 - Payment
 - Check issued by Finance Department with funds available
 - No impact on mortgage company escrow accounts
 - No impact on Tax Relief recipients (some homeowners real estate (RE) tax bill may be less than incentive)
 - Exoneration
 - Unable to exonerate something that isn’t being taxed
 - Incentive may be larger than RE tax bill
 - Mortgage companies may adjust escrow accounts in subsequent years
- Current Permitting Numbers

2019 (To Date)	CY 2018
32	19
- Next Steps
 - Determine an amount for exemption
 - Determine effective date exemption takes place
 - Legal/County staff will prepare a draft ordinance
 - Advertise for Public Hearing

Following discussion, the Board directed staff to begin the process of drafting solar tax “refund” ordinance language for Board discussion and consideration.

9 - CONSENT AGENDA

The following items were discussed before approval:

- Minutes of March 20, 2019*—Kelly Belanger Harris, Clerk to the Board
- Account Payable Report, March 2019*—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for April 17, 2019:

- Minutes of March 13, 2019*—Kelly Belanger Harris, Clerk to the Board
- Minutes of March 20, 2019*—Kelly Belanger Harris, Clerk to the Board
- Minutes of March 27, 2019*—Kelly Belanger Harris, Clerk to the Board
- Account Payable Report, March 2019*—Eric Dahl, Deputy County Administrator/Finance Director
- Children’s Services Act FY 20 Provider Agreement*—Bryan Moeller, CSA Coordinator

MOTION

Mr. Weaver moved to approved the consent agenda, for the April 17, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for March 2019, in the amount of \$2,214,501.07. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

Authorization to advertise VDOT SSYP Public Hearing—Steven M. Nichols, County Administrator requested authorization to advertise a Public Hearing for the VDOT SSYP Public Hearing.

MOTION

Mrs. Eager moved the Board of Supervisors authorize staff to advertise for a public hearing regarding the Virginia Department of Transportation Secondary Six Year Plan. On a second by Mr. Weaver, the motion passed 5-0. AYE: Sheridan, O’Brien, Eager, & Weaver. NAY: None. ABSENT: None.

12 - PUBLIC COMMENTS #2

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

- Haden Parrish, 1409 Main Street, High School College Advisor/AmeriCorps Member, invited the Board to Fluvanna County Decision Day 2019, May 1, 2019.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:35pm.

14 - ADJOURN

MOTION:

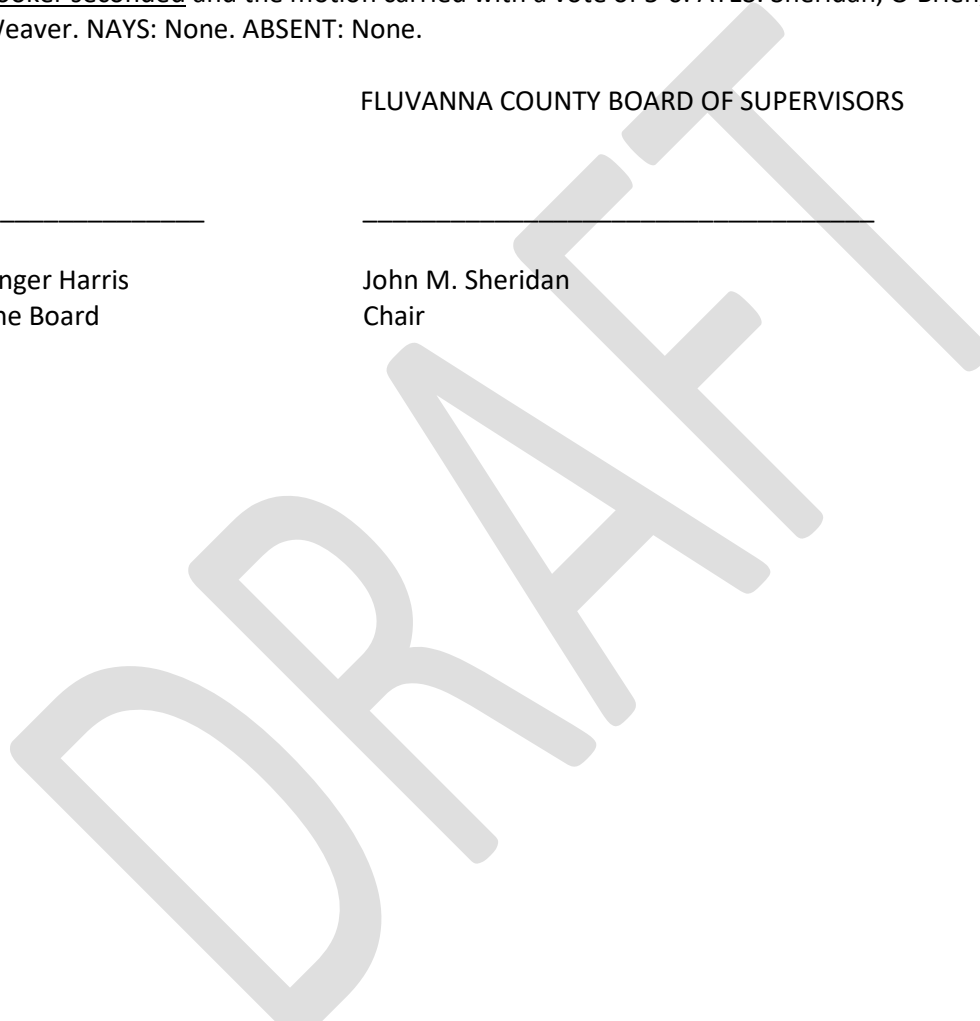
At 8:35pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, April 17, 2019. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, O’Brien, Booker, Eager, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair



**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB F

MEETING DATE:	May 1, 2019				
AGENDA TITLE:	VDOT Secondary Street Acceptance Request – Nahor Village Subdivision				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “A Resolution To Take Streets In Nahor Village Subdivision Into The Secondary System Of Highways In Fluvanna County, Virginia.”				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Jason Stewart, Community Development Director				
RECOMMENDATION:	Adoption of the Resolution				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:					
ENCLOSURES:	<ul style="list-style-type: none"> • Draft Resolution • VDOT Secondary Road Acceptance AM-4.3 – Nahor Village Subdivision 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 05-2019

A Resolution to Take Streets in the Nahor Village Subdivision into the Secondary System of Highways in Fluvanna County, Virginia

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, May 1, 2019, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

WHEREAS, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk's office of the Circuit Court of Fluvanna County; and

WHEREAS, the streets described in the Nahor Village Subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

NOW, THEREFORE BE IT RESOLVED, on this 1st day of May, 2019, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

BE IT YET FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

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 1st day of May, 2019:

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

Attest:

John M. Sheridan, Chair
Board of Supervisors
Fluvanna County, Virginia

By resolution of the governing body adopted May 1, 2019

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Nahor Village

Type Change to the Secondary System of State Highways: **Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ Tulip Drive, State Route Number 1063

Old Route Number: 0

● From: Spruce Drive

To: North east to end of cul de sac, a distance of: 0.07 miles.

Recordation Reference: DB 731 pg 332-391

Right of Way width (feet) = 50

Street Name and/or Route Number

◆ Village Boulevard, State Route Number 1056

Old Route Number: 0

● From: 0.23 miles N of Rte. 53 at End State Maintenance sign

To: Mulberry Drive, a distance of: 0.12 miles.

Recordation Reference: DB 731, pg 332-391

Right of Way width (feet) = 54

Street Name and/or Route Number

◆ Cherry Blossom Drive, State Route Number 1061

Old Route Number: 0

● From: Spruce Drive

To: east to end of cul de sac, a distance of: 0.03 miles.

Recordation Reference: DB 731 Pg 332-391

Right of Way width (feet) = 50

Street Name and/or Route Number◆ **Village Boulevard, State Route Number 1056**

Old Route Number: 0

-
- From: Mulberry Drive

To: Rte. 636 Garden Lane, a distance of: 0.04 miles.

Recordation Reference: DB 731, pg 332-391

Right of Way width (feet) = 54

Street Name and/or Route Number◆ **Cherry Blossom Drive, State Route Number 1061**

Old Route Number: 0

-
- From: Rte. 1056, Village Blvd

To: east to Spruce Drive, a distance of: 0.02 miles.

Recordation Reference: DB 731 Pg 332-391

Right of Way width (feet) = 50

Street Name and/or Route Number◆ **Mulberry Drive, State Route Number 1064**

Old Route Number: 0

-
- From: Village Blvd

To: Village Blvd, a distance of: 0.11 miles.

Recordation Reference: DB 731 pg 332-391

Right of Way width (feet) = 50

Street Name and/or Route Number◆ **Spruce Drive, State Route Number 1062**

Old Route Number: 0

-
- From: Cherry Blossom Drive

To: north to Tulip Drive, a distance of: 0.12 miles.

Recordation Reference: DB 731 pg 332-391

Right of Way width (feet) = 50

Street Name and/or Route Number◆ **Tulip Drive, State Route Number 1063**

Old Route Number: 0

-
- From: Spruce Drive

To: South west to Rte. 1056 Village Blvd, a distance of: 0.10 miles.

Recordation Reference: DB 731 pg 332-391

Right of Way width (feet) = 50

◆ **Village Boulevard, State Route Number 1056**

Old Route Number: 0

-
- From: Mulberry Drive

To: Mulberry Drive, a distance of: 0.02 miles.

Recordation Reference: DB 731, pg 332-391

Right of Way width (feet) = 54

**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

Y/N	Item
Y	Unassigned Fund Balance Report
Y	BOS Contingency Balance Report
Y	Capital Reserve Balances Memo
	Fluvanna County Bank Balances
Y	Building Inspections Report
Y	VDOT Monthly Report

Culpeper District, Louisa Residency
Fluvanna County Monthly Report: May 2019

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
05/05/18	Route 250, at Route 631 Troy Rd	No	No
08/24/18	Route 250	Hit & Run	Pedestrian
09/18/18	Route 607	No	N/A
10/17/18	Route 619, East of Route 660	No	N/A
12/11/18	Route 659, 0.50 miles N of Route 626	No	Pedestrian
1/22/19	Route 656	No	Yes

*Of the 843 fatalities in VA in 2017, 208 were related to distracted driving and 308 were motor vehicle occupants not wearing a seatbelt.

**10% of all drivers do not wear a seatbelt. Of all driver fatalities, 50% are from the 10% that do not wear a seatbelt if the option was available.

[Link to SmartScale information](#)

[Link to SmartScale Projects \(Filter for Fluvanna Co. Projects\)](#)

SmartScale Round 3 Applications:

- Thomas Jefferson Pkwy (Rte 53) & Turkeysag Trail (Rte 1015)
- James Madison Hwy (Rte 15) & Bybees Church Rd (Rte 613)
- James Madison Hwy (Rte 15) & Hunters Lodge Rd (Rte 631)
- Route 250 at Toy Road (Route 631)



Key Dates:

- February – April, CTB considers evaluated projects for inclusion in the Six Year Improvement Program (SYIP)
- June, CTB adopts Final SYIP

Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Obtain Environmental Permits	Community Meeting (Apr 2019)	Anticipated MAR 2020
Route 680 – Rural Rustic (UPC:107558)	CN Begins (State Forces)	CN Completion	Anticipated Completion Summer 2019
Route 629 Bridge Replacement (UPC 104848)	CN Begins	CN Completion	Anticipated Completion December 2019

Route 1001 – PE Study (UPC T22858)		PE Authorization	Anticipated to begin Summer 2019
Route 659 – PE Study (UPC T22859)		PE Authorization	Anticipated to begin Summer 2019
Route 600-618 Intersection Improvements (UPC 111739)	Environmental Review Process	Scoping	Anticipated FEB 2022

Additional Road Projects:

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)
- **On-Call District Wide Pavement Marking** (UPC 108282)
- **District-Wide Primary Rumble-Strips, 9999-967-280** (UPC 106978)

State-Force and District-Wide Bridge Projects:

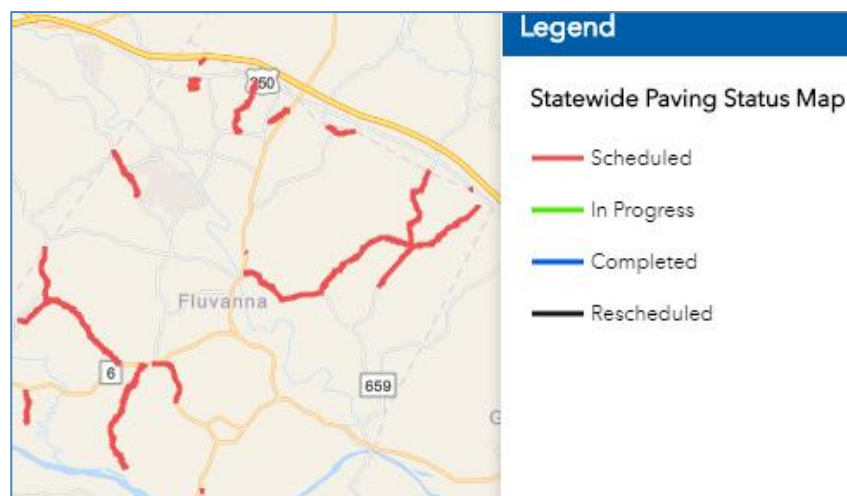
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement; Completed**
- **Route 616 Soil Nailing Slope Repair**

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2019 resurfacing schedule. Customers can review routes to be resurfaced and their status through the following link:

<http://www.virginiadot.org/projects/culpeper/19culpeperdistrictpaving.asp>

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$1,093,000	2017	52.29	\$587,000
2018	6.38	\$1,015,000	2018	73.86	\$550,000
2019	4.94	\$863,675	2019	43.65	\$590,849



Traffic Engineering

Studies under Review:

- Route 250 speed study, from Route 631 to Route 15.

Completed Studies:

- Route 53 shoulder safety improvements (proximity 4800 block +/-)
- Route 600/616 intersection: sight-distance and pavement marking improvements completed

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): grading to improve sight distance is completed
- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve; Larger chevron signs and puppy track pavement markings have been installed
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 619 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Route 629/631 intersection review completed; VDOT is coordinating with property owners to perform minor grading to improve sight distance

Area Land Use

Fluvanna County Plan/Plat Review - Received Mar-Apr 2019							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Broadleaf Farms, LLC	650-Mountain Hill Road	Final Plat Review,	Mark Wood	3/28/2019	5/10/2019	4/2/2019	Review Complete - Acceptable
Catherine Edwards Grey "Gardenkeepers"	15-17934 James Madison Hwy	Site Plan,	Mark Wood	4/4/2019	5/17/2019	4/12/2019	Review Complete - Acceptable
Island Hill Rural Cluster Major Sub	600-South Boston Road	Site Plan,	Mark Wood	4/4/2019	5/17/2019		Review Underway
Proposed Retail Store on Rte. 15	15-6690 James Madsion Hwy, Fork Union, VA 23033	Conditional Use,	John Wilson	4/5/2019	5/20/2019	4/10/2019	Review Complete - Acceptable
Hilsinger Minor Subdivison	636-Nahor Manor Road	Preliminary Plat Review,	Mark Wood	4/11/2019	5/24/2019		Review Underway
Parrish & Thomas Minor Subdivision	660-2901 Slaters Ford Rd., Palmyra, VA 22963	Preliminary Plat Review,	Mark Wood	4/11/2019	5/24/2019		Review Underway
Village Oaks Phase 1B&2 Final Plat	618-Lake Monticello Rd	Final Plat Review,	Mark Wood	4/11/2019	5/24/2019		Review Underway

- Colonial Circle Community Meeting @ Effort Baptist Church – April 28, 2019

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **475** Work Orders in FY19. Top actives have been tree removal and culvert work.

BOS Manual:

http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf

Alan Saunders, P.E.
Residency Engineer
VDOT Louisa Residency
540-967-3710

MEMORANDUM

Date: May 1, 2019
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Less: FY19 C.A.R.E. Task Force Container for Clean Up Day – 09.19.18	-\$500.00
Less: FY19 Building & Program Feasibility Study – 11.20.18	-\$10,690.00
Less: FY19 Additional Public Safety Radios for St. Troopers – 12.19.18	-\$12,000.00
Less: FY19 Aqua Virginia vs. Caroline County – 03.06.2019	-\$5,000
Less: FY19 TJPDC Regional Housing Summit – 04.03.2019	-\$1,000
Less: FY19 RK&K Columbia Sewage CIP – 04.17.2019	39,699.00
Available:	\$66,931.00

MEMORANDUM

Date: May 1, 2019
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY19 Budget Allocation:	\$0
FY18 Carryover	\$67,256
FY18 Closed Out Projects	\$163,865
Total FY19 Budget:	\$231,121
Less: IT Air Conditioning Unit – 09.19.18	-\$7,000
Less: FSPCA Building Renovations – 10.17.18	-\$45,000
Less: Palmyra Rescue Squad Building Renovations – 10.17.18	-\$15,000
Less: Historic Courthouse Oil Furnace Replacement – 01.09.19	-\$8,948
Less: Social Services Heat Pump – 01.09.19	-\$6,061
Less: Courthouse Basement Piping – 03.20.19	-\$14,530
Less: Library Carpeting – 03.20.19	-\$8,382.89
Less: Administration Campus Sidewalk – 04.03.19	-\$6,488
Less: Dog Park ADA Trail – 04.03.19	-\$12,570
FY19 Available:	\$107,141.11

Schools Capital Reserve:

FY19 Budget Allocation:	\$150,000
FY18 Carryover	\$116,308
FY18 Closed Out Projects	\$13,046
Total FY19 Budget:	\$266,308
Plus: BOS Unassigned Fund Balance: Middle School Debt Proceeds – 09.19.18	\$72,001
Less: Abrams Abatement: Classroom & Crawl Space – 09.19.18	-\$72,001
Less: Carysbrook & Central Elementary Blacktop Repair – 09.19.18	-\$10,650
Less: Central Elementary School Partition – 09.19.18	-\$12,000
Less: Bus 21 Engine/ Motor Replacement – 11.07.18	-\$22,500
Less: FCHS Water Tank – 12.19.18	-\$2,450
Less: FMS Fire Alarm Install, Removal, and Replacement – 12.19.18	-\$4,422
Less: FCHS PH Filter Tank – 04.03.19	-\$7,959
Less: FMS Annex Gym Wall – 04.03.19	-\$6,855
Less: FMS Office Area Roof – 04.03.19	-\$13,995
Less: FMS Window Installation – 04.03.19	-\$4,347
FY19 Available:	\$194,176

MEMORANDUM

Date: May 1, 2019
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY18 Year End Audited Total Unassigned Fund Balance:	\$14,532,691
Unassigned Fund Balance – 12% Target Per Policy:	\$8,687,777
Unassigned Fund Balance – Excess Above Policy Target:	\$5,844,914
Less: FY19 Abrams Abatement Classroom and Crawl Space – 09.19.18	-\$72,001
Less: FY19 Fire Hydrant Installation (JRWA) – 10.17.18	-\$142,500
Less: FY18-19 Various Carryover Requests – 11.20.18	-\$240,700
Less: FY19 BOS Professional Services Ward vs. Fluvanna – 03.06.19	-\$130,000
Current FY19 Unassigned Fund Balance – Excess Above Policy Target:	\$5,259,713