



**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building

January 22, 2020

Budget Work Session – Non Profit Presentations 4:00pm

Regular Meeting 7:00 pm

TAB	AGENDA ITEMS
A	CALL TO ORDER
B	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
C	NON-PROFIT PRESENTATIONS
	Monticello Area Community Action Agency
	OAR – Jefferson Area Community Corrections
	Piedmont Housing Alliance
	Region Ten
	Rivanna Conservation Alliance
	SARA – Sexual Assault Resource Agency
	Senior Center, Inc.
	Shelter for Help in Emergency
	Thomas Jefferson Soil & Water Conservation District
	TJPDC – Thomas Jefferson Planning District Commission
CLOSED MEETING AND DINNER RECESS	
RECESS – DINNER BREAK	
RECONVENE AT 7:00PM	
1	CALL TO ORDER
2	PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
3	ADOPTION OF AGENDA
4	COUNTY ADMINISTRATOR’S REPORT
5	PUBLIC COMMENTS #1 (5 minutes each)
6	PUBLIC HEARING
	None.
7	ACTION MATTERS
A	Tuition Reimbursement Policy 2.28 Update – Jessica Rice, Human Resources Manager
B	FY20 Convenience Center Budget Transfer – Liz Mclver, Management Analyst
7A	APPOINTMENTS
	None.

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8 – PRESENTATIONS (normally not to exceed 10 minutes each)

- C Health Department Presentation – Dr. Denise Bonds, Virginia Department of Health
 - D Strategic Initiatives Update – Kelly Belanger Harris, Assistant County Administrator
 - E Columbia Sewage Update – Eric Dahl, County Administrator
 - F Fluvanna Fire Debt Service Reimbursement – Eric Dahl, County Administrator
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9 – CONSENT AGENDA

- G Minutes of January 8, 2020 – Caitlin Solis, Clerk to the Board
 - H Zion Crossroads Water & Sewer System Project Agreement #16A - Cyndi Toler, Purchasing Officer
 - I Zion Crossroads Water & Sewer System Project Agreement Addendums – Cyndi Toler, Purchasing Officer
 - J CRMF - DSS Carpet & Paint – Dale Critzer, Assistant Director of Public Works
 - K CRMF - Geo-Thermal Pump Replacement – Dale Critzer, Assistant Director of Public Works
 - L North 640 Agricultural/Forestral District Review and Renewal – Brad Robinson, Senior Planner
 - M Pleasant Grove Rental Fee Waiver Request – Free Rabies Clinic – Eric Dahl, County Administrator
-

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

14 – ADJOURN



County Administrator Review

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*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.

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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 22, 2019

TAB A

AGENDA TITLE:	Tuition Reimbursement Policy 2.28 Update				
MOTION(s):	I move the Board of Supervisors approve the updated County Personnel Policy 2.28 Tuition Reimbursement, as presented.				
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:	Approval				
TIMING:	Current				
DISCUSSION:	<p>County Personnel Policy 2.28 Tuition Reimbursement has been updated for content, clarity, and formatting.</p> <p>The changes summarized below constitute a content review, clarification of processes, and implementation of employee responsibilities related to receipt of this benefit. Changes have been reviewed by the County Administrator, Constitutional Officers, and Department Directors.</p> <p>Policy Update Summary:</p> <ul style="list-style-type: none"> • Tuition Reimbursement program is subject to funding and approval annually during the budget adoption process. Approved funds will be held in a Human Resources budget line. • Employees may only participate once they have 12 months of continuous employment and have successfully passed the probationary period. • Employees may not have more than one active (disciplinary) Group 1 Offense to participate. • Courses required for tradesman certifications and professional credentialing are now included in the program. • A new reimbursement cap of \$500 per person, per fiscal year until funds are exhausted. • Employees are required to maintain 12 months of full-time employment after receipt of reimbursement. Otherwise, he/she is required to repay the County a prorated amount. 				
FISCAL IMPACT:	None. BOS will decided annually whether to fund this benefit for staff.				

POLICY IMPACT:	Revision to County Personnel Policy 2.28, Tuition Reimbursement				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Modified Policy 2.28 Tuition Reimbursement draft				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX		XX	COAD, Const. Officers

02. PERSONNEL

2.28. Tuition Reimbursement

BOS Adopted – ~~Aug 2, 2006~~

Courses or classes that directly relate to the employee's current position, and are ~~approved by management~~ funded by the County as part of an employee's ~~development goal~~ training, are not subject to the terms and conditions of this policy.

~~2.28.1. Policy. Departments and Constitutional Officers may, at their option, use budgeted department funds to reimburse employees for tuition costs for eligible courses after course completion. Financial assistance for such courses is based on the department's needs and ability to finance educational courses.~~

~~2.28.12. — Applicability. Full-Time Permanent (non-probationary) employees with a minimum of year of continuous employment with Fluvanna County.~~

2.28.2. Policy

A. The Tuition Reimbursement benefit is subject to Board of Supervisors' funding and approval each fiscal year. Annual program funding will be held in the Human Resources budget. Reimbursement will no longer be offered once funding has been exhausted during a fiscal year.

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B. Applies to higher education courses, courses required for tradesman certifications, and preliminary courses for approved credentialing; no auditing is permitted.

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C. Courses taken for college credit must be taken at an accredited institution.

D. Courses must meet one or more of the following criteria:

1. be job-related, or

2. required in a job related curriculum, degree program, professional credentialing or licensure.

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E. The tuition reimbursement request must be made, and approval granted, prior to course registration.

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F. The employee must be full-time with at least 12 months of service. The employee should have satisfactorily passed his/her probationary period. The period of service is measured from date of hire to the first day of the course.

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G. Employees may not have more than one active Group 1 offense in their personnel file at the time of the reimbursement. Active Group 2 or Group 3 offenses automatically render employees ineligible for reimbursement.

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H. Fluvanna County will reimburse a maximum of \$500 per employee, per fiscal year until funds are exhausted.

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I. Travel to and from the course is not eligible for mileage reimbursement.

J. The dollar value of the Tuition Reimbursement will be considered taxable income.

K. Employees must maintain full-time employment status with the County for twelve (12) months after receipt of the tuition reimbursement.

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L. Human Resources is responsible for maintaining tuition reimbursement records on each employee who uses the program, including information on what courses were taken, dates of courses, tuition and proof of completion.

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2.28.3. Responsibilities Procedures

A. The Employee, prior to registration, must submit a request for tuition reimbursement for approval to ~~the Department Head or Constitutional Officer~~ Human Resources.

B. ~~After~~ Upon approval by the County Administrator approval, the employee may registers and pays for the course.

~~C.C.~~ After satisfactory course completion, the employee initiates the tuition reimbursement process by submitting the paid tuition ~~bill~~ receipt and evidence of satisfactory course completion to ~~the Department Head or Constitutional Officer who processes the payment~~ Human Resources.

D. Once all required documentation has been received, the employee will receive the tuition reimbursement in the paycheck following the next pay period.

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2.28.4. Reimbursement Process

~~A. Applies to study for credit courses; no auditing is permitted.~~

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~~B. Courses taken for college credit must be taken at an accredited institution.~~

~~C. Courses must meet one or more of the following criteria:~~

~~1. be job related, or~~

~~2. required in a job related curriculum, degree program, professional certificate or license.~~

~~D. The tuition reimbursement request must be made, and approval granted, before registration.~~

~~E. The employee must be full time with at least 6 months of service. The employee should have satisfactorily passed his/her probationary period. If the probationary period is over six months, an interim performance evaluation must be on file for the probationary employee requesting tuition reimbursement. The period of service is measured from date of hire to the first day of the course.~~

~~F. Reimbursement is for tuition only. The County will reimburse tuition only for one course per semester. The course may be up to 4 credit hours. The County will reimburse 90% of tuition for any passing grade (defined as C or better). The County will not reimburse for any grade less than C or for failure.~~

~~G. Courses may be taken during or after working hours. If taken during working hours, Educational Leave must be approved and authorized prior to course registration (see Section N.7 Educational Leave in the Fluvanna County Personnel manual).~~

~~H. Travel to and from the course is not eligible for mileage reimbursement.~~

~~I. The employee is no longer eligible for tuition reimbursement if he/she does not complete the course satisfactorily; drops or withdraws from the course; leaves County employment before completing the course; or if full time status reduces to part time status.~~

~~J. The dollar value of the Tuition Reimbursement may be considered taxable income, depending on the total value of educational benefits received in a year.~~

~~K. The employee's department is responsible for maintaining tuition reimbursement records on each employee who uses the program, including information on what courses were taken, dates of courses, tuition and proof of completion.~~

2.28.4. Employee Responsibilities

A. The Employee must maintain twelve (12) months of continuous full-time employment both before and after receipt of tuition reimbursement.

B. The employee is responsible for paying for courses up front, from personal funding sources.

C. Employees must provide evidence of satisfactory course completion, defined as a "C" or better for undergraduate, and a "B" or better for graduate level college classes; a passing score for all other trades and credentialing exams.

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D. The employee is no longer eligible for tuition reimbursement if he/she does not complete the course satisfactorily; drops or withdraws from the course; leaves County employment before completing the course; or if full-time status reduces to part-time status.

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E. If an employee leaves full-time employment prior to twelve (12) months after receiving the reimbursement, the employee will be required to pay back the County at a prorated amount determined by the number of months remaining in the payback period.

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

TAB B

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	FY20 Convenience Center Budget Transfer				
MOTION(s):	I move the Board of Supervisors approve a budget transfer of \$50,000 from the FY20 BOS Contingency budget to the FY20 Convenience Center budget for increased fees for trash and recycling.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Liz McIver / Management Analyst				
PRESENTER(S):	Liz McIver / Management Analyst				
RECOMMENDATION:	Recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Due to an increase in monthly fees for trash and recycling services that occurred after the FY20 Budget was adopted the Convenience Center will have a shortfall of approximately \$50,000 in the contact services line. • A budget transfer of \$50,000 is recommended in order to bring the Convenience Center budget under budget for FY20. • If approved, this budget transfer will increase: <ul style="list-style-type: none"> ○ The FY20 Convenience Center budget from \$245,950 to \$295,950. • If approved, this budget transfer will decrease: <ul style="list-style-type: none"> ○ FY20 BOS Contingency budget from \$122,259 to \$72,259. 				
FISCAL IMPACT:	Approval of the motion as stated above will decrease the FY20 BOS Contingency budget by \$50,000 and increase the FY20 Convenience Center budget by \$50,000.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB C

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	Health Department Update				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Dr. Denise Bonds, Virginia Department of Health				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

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

TAB D

MEETING DATE:	Jan 22, 2020				
AGENDA TITLE:	Strategic Initiatives Update				
MOTION(s):	N/A				
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, Assistant County Administrator				
PRESENTER(S):	Kelly Belanger Harris, Assistant County Administrator				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	Status report on the 2018-2019 Strategic Initiatives.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	2018-2019 Strategic Initiatives; Status Report on 2018-2019 Strategic Initiatives; 2020-2021 Strategic Initiatives Proposal				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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).

2018-19 STRATEGIC INITIATIVES UPDATES – FLUVANNA COUNTY

Updated: January 22, 2020

#	STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
A2	Continue to research and evaluate county-wide broadband expansion opportunities.	COMPLETE: Agreement with CVEC completed in Jul 2018; additional opportunities remain under review.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.	COMPLETE: Feb 15, 2018.
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.)	COMPLETE: VDOT has completed work and has plans for roadway upgrades in the coming years.
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.	ONGOING: Website and FAN updated; created 2016 Report to Citizens with plans for 2020 Updated Report to Citizens; multiple town hall meetings about projects; increased Social Media presence Aug 2019 Update: brainstorming ways to reach citizens who may not access the internet regularly, or at all
B4	Promote tax due dates, public hearings, etc., in FAN Mail.	COMPLETE and ONGOING
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018	COMPLETE. Held on Oct 6, 2018.
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019	Planning underway in concert with David Blount, TJPDC. Aug 2019 Update: October 1, 2019 confirmed date of breakfast.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).	NOT PURSUING: well-drilling logs are available from the Health Dept/Environment Health; County is not authorized to maintain State Health Dept. records.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.	COMPLETE Aug 2019 Update: "Article 15 - Sign Regulations" in the zoning ordinance was amended in 2017 to include specific regulations for the Zion Crossroads Urban Development Area. This was referred to as a "sign overlay zone" in the staff report.

#	STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
C6	Create a County-wide overlay map showing utilities and other key features that support business growth and development.	COMPLETE – data is available through GIS and will be updated as utility information changes.
D9	Review higher density options between PDA and R4.	Aug 2019 Update: Zion Crossroads area; refer to D3 Jan 2020: ONGOING
E1	Review local business license/registration options and pros/cons.	COMPLETE: BOS decided not to move forward with further review or implementation.
E3	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.	Aug 2019: Ongoing; Treasurer’s Report to appear in Board packages monthly. Jan 2020: COMPLETE
E6	Implement easy to access electronic format code of ordinances (MuniCode or similar).	COMPLETE: Municode implemented in June 2019.
A1	Work with FRA to identify support options for Fire and Rescue volunteers.	Aug 2019: brainstorming incentives - cancer policy and increased educational opportunities, volunteer recognition Jan 2020: Ongoing
A5	Improve partnership with the school system for shared use of county and school owned facilities.	Will set up a meeting with Mr. Winkler/Scott Morris to discuss possibilities of expanding; we currently use 3 school gyms for programming during winter months. Aug 2019: Ongoing, changes frequently as needs arise. Meeting with Mr. Jennings to discuss partnership for LOVE sign. Jan 2020: Ongoing.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.	Reach out to school bus and JAUNT drivers Aug 2019: In process. Jan 2020: No movement.
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.	Aug 2019: Planned for spring 2020. Jan 2020: Planned for Spring 2020.
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.	Aug 2019: CARE Task force continues to meet. Jan 2020: Ongoing.
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.	IN PROCESS Aug 2019: Board approved Project Agreements with Dewberry Engineers on July 2, 2019 to create Master Water and Sewer Plan Jan 2020: Ongoing.

#	STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
C4	Create master report and marketing plan regarding County tower assets and rental options.	IN PROCESS: webpage has been created; Planning is updating and will publish to the website soon Jan 2020: live on website; marketing plan still evolving
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	IN PROCESS: Working with VDOT to see if grant funding can be secured. Community Meeting held Jan 11, 2018, to discuss traffic flow and other options. Aug 2019: VDOT will be conducting a RT 15 Corridor Study – it is possible the study may extend to Palmyra with potential benefits for street-scaping. Public Works will be conducting accessibility testing for large vehicles the week of August 19 – with school bus and fire truck. Jan 2020: Review of 2005 TJPDC Palmyra Community Plan for continued relevance
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	Ongoing.
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	Ongoing. Aug 2019: Pump station – elevated storage tank Status update?/Completion dates? Jan 2020: Sep/Oct 2020 expected completion
D3	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.	IN PROCESS: TJPDC working on ZXR Small Area Plan for Fluvanna/Louisa. Aug 2019: Will most likely take place in September, awaiting confirmation. Jan 2020: Discussion continues
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities	Will contact VDGIF for assistance starting. August 2019: In process; accessibility issues to be reviewed. Jan 2020: No update.
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.)	Aug 2019 Update: March 20, 2019 - BOS directed Planning Commission to review; April 9, 2019 Planning Commission Work Session discussion Jan 2020: No further discussion
D10	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,	Review meeting held in Oct 2018; issue paper under development for Elected Officials Breakfast in Fall 2019 Aug 2019 Update: Collaborating with Cooperative Extension; to be completed in time for Oct 1 Elected Officials Breakfast Jan 2020: Ongoing; discussion with Cooperative Extension

#	STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
E2	Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	IN PROCESS Aug 2019 Update: Met with Treasurer's Office July 2019 to discuss project. Need to establish funding and timeline for MUNIS implementation assistance. Jan 2020: Ongoing
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	IN PROCESS Aug 2019 Update: Credit Card vendor chosen; Software implementation (MUNIS and EnerGov) ongoing; several months from full deployment. Credit card terminals will eventually be available in Treasurer's Office and in Building/Planning Jan 2020: Negotiations fell through with chosen vendor; pursuing additional State Contract
E5	Expand Fluvanna County Website Data Dashboard with key metrics.	IN PROCESS Aug 2019 Update: data gathering continues Jan 2020: No update.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)	Include DSS, Sheriff, and other key departments in preliminary discussion. Aug 2019 Update: No movement. Jan 2020: No update.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.	Aug 2019 Update: Planning for 2020 Report to Citizens Jan 2020: Planned for later in 2020.
B5	Expand County Website to receive, answer, and post questions from residents.	Aug 2019 Update: Under review. Jan 2020: No update. Staff recommends not moving forward.
D4	Conduct 2018 local Business Climate Survey and analyze results.	UNDER REVIEW: Aug 2019: 2018 did not occur; 2019 under review for timing. Jan 2020: Planned for Fall 2020
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	Preliminary Planning Aug 2019: Under review - hold one event in the fall or incorporate into the monthly Business Roundtables already occurring? Jan 2020: May 2020 Business Appreciation Event or ZXRWSS Procedures and Standards Event in the works
B3	Meet with local Pastors to discuss effective communications and community support.	Aug 2019: No movement. Jan 2020: No update.

#	STRATEGIC INITIATIVE / Action Item	STATUS / NOTES
C10	Pursue Phase II of Fork Union streetscape project.	Aug 2019: Need to apply for VDOT funding. Jan 2020: No update.
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	Tourism Strategic plan adopted; economic development strategy under review Aug 2019: Funding for Economic Development Strategy pulled from budget. EDTAC continues to meet and brainstorm. Jan 2020: EDTAC Reviewing Feb 2018 Strategic Plan; one year behind
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.	Aug 2019: Professional videographer preferred; funds and timing need to be reviewed. It is worth what the County would pay for a professional videographer? Jan 2020: in-house production; blog-based
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.	Have discussed with DGIF – primary obstacle is the donation of land to build the launch(es) Aug 2019: Contingent on donation of land. DGIF hopes to be able to finish rehabbing the Palmyra boat landing – to begin in early fall. Discussions with land owners ongoing or in planning. Jan 2020: No update

IMPLEMENTATION GOALS:

Define the organization’s plan to achieve the overall desired outcomes and be successful among competitions.

SUBJECT AREAS 1	NATURAL ENVIRONMENT, LAND USE, COMMUNITY DESIGN, INFRASTRUCTURE, TRANSPORTATION, HISTORIC PRESERVATION
Comprehensive Plan Chapters: 1 –Natural Environment, 2-Land Use and Community Design, 3-Infrastructure, 4-Transportation, 6-Historic Preservation	
<ul style="list-style-type: none"> • ONGOING - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system. • ONGOING - Successfully oversee and manage Fluvanna County aspects of the James River Water Project. • ONGOING - Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance. • ONGOING - Create master report and marketing plan regarding County tower assets and rental options. • ONGOING - Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations. • ONGOING - 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. • COMPLETE - Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development. • COMPLETE - Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney. • COMPLETE - Create a County-wide overlay map showing utilities and other key features that support business growth and development. • COMPLETE – NOT PURSUING - Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county’s geographic information system (GIS). 	
SUBJECT AREAS 2	HOUSING, HUMAN SERVICES, EDUCATION, PUBLIC SAFETY
Comprehensive Plan Chapters: 8-Housing, 9-Human Services, 10-Education, 11-Public Safety	
<ul style="list-style-type: none"> • ONGOING - Work with FRA to identify support options for Fire and Rescue volunteers. 	
SUBJECT AREAS 3	COMMUNITY ENGAGEMENT, ECONOMIC DEVELOPMENT, PARKS AND RECREATION
Comprehensive Plan Chapters: 5-Economic Development, 7-Parks and Recreation	
<ul style="list-style-type: none"> • ONGOING - Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park • ONGOING - Promote tax due dates, public hearings, etc., in FAN Mail. • ONGOING - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities • ONGOING - 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.) • ONGOING - Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels. • ON HOLD - Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?) 	

IMPLEMENTATION GOALS:

Define the organization’s plan to achieve the overall desired outcomes and be successful among competitions.

- **ON HOLD** - Meet with local Pastors to discuss effective communications and community support.
- **ON HOLD** - Conduct 2019 Fluvanna County Residents Survey and analyze results.
- **IN PROCESS** - Marketing campaign to let residents know about accomplishments and where their tax dollars go.
- **COMPLETE** - Review higher density options between PDA and R4.
- **COMPLETE** - 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.
- **COMPLETE** - Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, & infrastructure components.
- **COMPLETE – NOT UNDERTAKEN** - Conduct 2018 local Business Climate Survey and analyze results.
- **COMPLETE – NOT PURSUING AT THIS TIME** - 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.
- **COMPLETE – NOT PURSUING** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.

SUBJECT AREAS 4

GOOD GOVERNANCE AND FINANCIAL SUSTAINABILITY

Comprehensive Plan Chapters: 12 – Financial Sustainability

- **ONGOING** - Improve partnership with the school system for shared use of county and school owned facilities.
- **IN PROCESS** - Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
- **IN PROCESS** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- **COMPLETE** - Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
- **COMPLETE – NOT PURSUING AT THIS TIME** - Review local business license/registration options and pros/cons.

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

TAB E

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	Columbia Sewage Update				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	Provide an update on the positive test results of sewage on the former Town of Columbia. Also, discuss the responsibilities of the property owners and the County moving forward.				
FISCAL IMPACT:	Unknown				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	January 22, 2020																						
AGENDA TITLE:	Fluvanna Fire Debt Service Reimbursement																						
MOTION(s):	N/A																						
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																				
		X																					
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																		
			X																				
STAFF CONTACT(S):	Eric Dahl, County Administrator																						
PRESENTER(S):	Eric Dahl, County Administrator																						
RECOMMENDATION:	N/A																						
TIMING:	N/A																						
DISCUSSION:	<p>Current:</p> <ul style="list-style-type: none"> It has been the practice of Fluvanna County to have each Fluvanna County Volunteer Fire Company provide some reimbursement back to the County, when debt service is taken out for a fire truck. Example: <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Fire Truck</th> <th style="background-color: #d9e1f2;">Budget Amount</th> <th style="background-color: #d9e1f2;">Amortization (yrs)</th> <th style="background-color: #d9e1f2;">Annual Payment</th> </tr> </thead> <tbody> <tr> <td>2012 Pumper</td> <td style="text-align: right;">475,000</td> <td style="text-align: center;">10</td> <td style="text-align: right;">47,500</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="background-color: #d9ead3;">Fire Truck</th> <th style="background-color: #d9ead3;">Loan Amount</th> <th style="background-color: #d9ead3;">Amortization (yrs)</th> <th style="background-color: #d9ead3;">Annual Loan Payment</th> </tr> </thead> <tbody> <tr> <td>2012 Pumper</td> <td style="text-align: right;">541,321</td> <td style="text-align: center;">10</td> <td style="text-align: right;">61,257</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="text-align: center;">Fire Company Annual Debt Service Reimbursement</td> <td style="text-align: right; color: red;">13,757</td> </tr> </table> <ul style="list-style-type: none"> In addition, the funding provided to Fluvanna County Fire Companies for operations includes the annual debt service reimbursement that is paid back to the County. There is a Board of Supervisors Policy dated March 3, 1999, regarding Disposal of Surplus Vehicles for the Fire and Rescue Association that states: The Proceeds from the Sale of Fire and Rescue vehicles maintained by a company longer than 15 years shall be retained by the Fire and Rescue Association. The proceeds from the sale of Fire and Rescue vehicles not maintained and operated for 15 years shall be returned to the general fund. This has been the practice and is NOT in the County's current disposal of Surplus Property policy. 					Fire Truck	Budget Amount	Amortization (yrs)	Annual Payment	2012 Pumper	475,000	10	47,500	Fire Truck	Loan Amount	Amortization (yrs)	Annual Loan Payment	2012 Pumper	541,321	10	61,257	Fire Company Annual Debt Service Reimbursement	13,757
Fire Truck	Budget Amount	Amortization (yrs)	Annual Payment																				
2012 Pumper	475,000	10	47,500																				
Fire Truck	Loan Amount	Amortization (yrs)	Annual Loan Payment																				
2012 Pumper	541,321	10	61,257																				
Fire Company Annual Debt Service Reimbursement	13,757																						

	<p>Proposed Change:</p> <ul style="list-style-type: none"> • Whenever a fire truck is purchased for Fluvanna County Fire Companies, the County will pay for the entire fire truck and no longer require a debt service reimbursement from each company. • Fluvanna County Fire Companies operations budgets would be reduced by the annual debt service reimbursement payment amount currently outstanding. • The County will eliminate the practice of the surplus fire truck sale proceeds going back to the Fire and Rescue Association. Again, this is NOT in the County's current Surplus Property policy. • By the County recognizing the total asset value of the Fire Truck in it financials, it will more accurately reflect assets owned and titled by the County. 				
FISCAL IMPACT:	None from a budgeting standpoint. For future fire truck purchases, the County would reflect the true asset value in our annual financials.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X	X		X

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

TAB G

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors January 8, 2020 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, January 8, 2020, 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):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for January 8, 2020				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
January 8, 2020
Organizational Meeting 4:00pm

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

ABSENT: None.

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

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

At 4:00pm Mr. Eric M. Dahl, County Administrator, called to order the 2020 Organizational Meeting. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

2020 Organizational Meeting of the Fluvanna County Board of Supervisors

Election of Chair - This action will elect a Chair to the Board of Supervisors for 2020. Mr. Eric M. Dahl, County Administrator, called for nominations.

- Mr. Weaver nominated Supervisor Sheridan.

NOMINATION: Supervisor Sheridan

SUPERVISOR	NOMINATE	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mozell H. Booker, Fork Union District		X	X			
Patricia B. Eager, Palmyra District			X			
Anthony P. O'Brien, Rivanna District			X			
John M. Sheridan, Columbia District					X	
Donald W. Weaver, Cunningham District	X		X			
4-0-1 (Sheridan abstained)						

Following the election of Chair, Mr. Dahl turned the gavel, and the meeting, over to Chair Sheridan.

Election of Vice-Chair - This action will elect a new Vice-Chairperson to the Board of Supervisors for 2020. Chair Sheridan opened the floor for nominations for Vice-Chair.

- Mrs. Booker nominated Supervisor Eager. Mrs. Eager declined the nomination.
- Mr. O'Brien nominated Supervisor Weaver. Mr. Weaver declined the nomination.
- Mr. Weaver nominated Supervisor O'Brien.

NOMINATION: Supervisor O'Brien

SUPERVISOR	NOMINATE	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mozell H. Booker, Fork Union District		X	X			
Patricia B. Eager, Palmyra District			X			
Anthony P. O'Brien, Rivanna District					X	
John M. Sheridan, Columbia District			X			
Donald W. Weaver, Cunningham District	X		X			
4-0-1 (O'Brien abstained)						

Supervisor O'Brien was elected Vice Chair, and the nomination/voting process was complete.

Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2020" - The Code of Virginia requires an annual organizational meeting of the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates.

MOTION:	To adopt the Resolution entitled " <i>Organizational Meeting of the Fluvanna County Board of Supervisors 2020</i> " which designates the location, day, and time of meetings. <ul style="list-style-type: none"> • Meeting Place: Circuit Courtroom of the Fluvanna County Courts Building • Meeting Times: Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended;
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	Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended;				
	<ul style="list-style-type: none"> When scheduled, Work Sessions begin at 4:00 p.m. prior to the evening meeting. 				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Selection of Dates for the Board Meetings - This action will adopt the Board of Supervisors 2020 Regular Meeting Calendar.

- During the month of July, only one meeting will be held on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for public hearings.

MOTION:	Adopt the Board of Supervisors 2020 Regular Meeting Calendar as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Adoption of Board By-Laws and Rules of Practice and Procedures - This action will adopt the Fluvanna County Board of Supervisors By-Laws and Rules of Practice and Procedures.

MOTION:	Adopt the Board of Supervisors By-Laws and Rules of Practice and Procedure.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Appointment of Board of Supervisor Members to Boards, Commissions and Committees – Every two years in even years, the Board determines Board member assignments on various Boards, Commissions and Committees.

- Agricultural/Forestal Advisory Committee - Weaver
- Audit Committee - Weaver
- Central Virginia Regional Jail Authority - Weaver
- Columbia Area Renewal Effort (CARE) Task Force - Sheridan
- Community Policy Management Team (CPMT) - Booker
- Emergency Services Director (Chair or COAD - § 44-146.19) - County Administrator
- Finance Board (Chair) - Chair
- Fluvanna Partnership for Aging Committee (Discretionary) - Booker
- Fork Union Sanitary District Advisory Committee - Booker
- Parks & Recreation Advisory Board - O'Brien
- Piedmont Workforce Network Council - O'Brien
- Planning Commission - Eager
- Rivanna River Basin Commission (RRBC) - Mbr #1 - Booker
- Rivanna River Basin Commission (RRBC) - Mbr #2 - O'Brien
- Social Services Board - Eager
- Thomas Jefferson Planning District Commission (TJPDC) - O'Brien
- Virginia Association of Counties (VACo) Legislative Contact (Chair) - Chair
- Youth Advisory Council (YAC) - Booker
- EDTAC - Eager

MOTION:	Adopt the following Supervisor appointments to various boards and commissions for terms effective January 1, 2020, through December 31, 2021: _____.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the January 8, 2020 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		

VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

- **2019 Fluvanna County Employee Service Awards**
- **2019 Fluvanna County PRIDE in Public Service Awards**
- **Holiday Celebrations with Parks and Rec**
 - PG House Museum Open House and Tree Lighting - December 13, 2019
 - Activities included tree lighting, free self-pictures with Santa, crafts, and refreshments
 - Around 20 visitors braved the rain

 - Holiday Performances at Carysbrook Performing Arts Center - December 14, 2019
 - Santa started the event followed by Brushwood Dance Studio, Alyssa May, and the Empowered Players
 - There were 200 to 250 participants at this event
 - Thanks to Fluvanna Photography for sponsoring a free 4x6 picture with Santa

 - Senior Holiday Luncheon at Fluvanna Community Center - December 18, 2019
 - 72 Seniors attended the event. They were from our four Fluvanna Centers with a few community citizens
 - Around 75 children from the 4-year-old program at Central Elementary attended to sing for the Seniors, each visiting with Santa before leaving
 - Thanks to JABA and the Sheriff’s Department with their Volunteers for assisting
- **Special Hunt at The Park**
 - Wheeln’ Sportsman Hunt at Pleasant Grove Park - January 3, 2020
 - Five hunters weathered the intermittent rain last Friday afternoon between 2 - 5:30pm
 - Two deer were harvested during the event; area marked in yellow
 - Thanks to Fred Payne, Sheriff Hess & Deputy Fielding, John Douma (Volunteer), along with Parks & Recreation Staff who assisted with the event
- **New Signage at Pleasant Grove Park**
 - Visitor Center directional sign
 - Sign was installed December 31 as a step of becoming a Certified Visitor Center for the state of Virginia
 - Bryan Rothamel has contacted VTC about the CTIC application and just recently submitted it
 - Next step will be a site visit from VTC to make sure the facility meets standards (it does)
 - Pleasant Grove House Museum and P&R office entrance sign
 - Sign was installed on January 2 as new museum weekend hours start
 - Museum’s new weekend hours are 10am - 2pm, which were previously 12 - 4pm. The new hours will allow for a County employee to be in the park during busy weekend hours
 - New sign corresponds with other County signs
- **Announcements and Updates**
 - Mike Brent retired as Chief of the Fluvanna County Volunteer Fire Department, effective January 6th
 - 32 years of service in the position
 - Dwayne Mayo was elected as the replacement Chief of the Fluvanna County Volunteer Fire Department, effective January 6th
 - Previously served as Chief of Palmyra Volunteer Fire Co. 1
 - FY20 Blue Ridge Juvenile Detention Commission funding decrease
 - Old Monthly Rate \$14,555
 - New Monthly Rate \$10,608
 - Beginning January 1st, FY20 savings of \$23,682
 - 2020-21 BOS Strategic Initiatives Retreat
 - Saturday, February 1st
 - Fluvanna County Public Library Meeting Room
 - 8:30 am to 4:00pm
 - Review 2018-19 INITIATIVES AND ACTIONS
 - Service Delivery, Communication, Project Management, Economic Development and Tourism, Financial Stewardship and Efficiency
 - Completed, Ongoing, or Not Started/Not Pursuing
 - Create new 2020-21 INITIATIVES AND ACTIONS
- **Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Jan 22	4:00 PM	Work Session - Non-Profit Presentations	Courtroom
Wed	Jan 22	7:00 PM	Regular Meeting	Courtroom

Board of Supervisors Minutes

January 8, 2020

Wed	Feb 5	4:00 PM	Regular Meeting	Courtroom
Wed	Feb 5	7:00 PM	Work Session - County Administrator's FY21 Budget Proposal & Revenue/Expenditure Brief	Courtroom

5 - PUBLIC COMMENTS #1

At 4:42pm Chair Sheridan opened the first round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:42pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

FY20 Budget Transfer – Commonwealth Attorney Body Cameras – Mary Anna Twisdale, Director of Finance presented the General Assembly’s recommendation of one attorney to 75 body cameras. Jeff Haislip has indicated that he would need one part-time position and an amount of approximately \$10,000 to cover that new position.

MOTION:	Approve a budget transfer of \$10,000 from Personnel Contingency to the Commonwealth Attorney’s Part-time Salary budget for additional workload caused by body cameras in use by the Sheriff’s Office.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Appointment/Reappointment to the Board of Zoning Appeals – Eric Dahl, County Administrator

MOTION:	Recommend the Circuit Court of Fluvanna County reappoint <u>Harold Morris</u> to the Board of Zoning Appeals with a term to begin January 1, 2020 and expire December 31, 2025.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Recommend the Circuit Court of Fluvanna County reappoint <u>Carol Walker</u> to the Board of Zoning Appeals with a term to begin January 1, 2020 and expire December 31, 2025.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Recommend the Circuit Court of Fluvanna County reappoint <u>Ed Zimmer</u> to the Board of Zoning Appeals with a term to begin January 1, 2020 and expire December 31, 2025.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

After realizing the term end dates were wrong, a motion was made to correct them.

MOTION:	Motion to update the last three motions correcting the term end dates to December 31, 2024.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

Convenience Center Charges and Fees Presentation – Mary Anna Twisdale, Director of Finance briefed the Board on the proposed convenience center charges and fees including,

Convenience Center Revenues and Expenditures

Convenience Center Expenses v Revenues									
Year	2012	2013	2014	2015	2016	2017	2018	2019	Jul- Dec 2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Personnel Cost	\$49,236	\$47,657	\$53,734	\$60,720	\$55,161	\$77,534	\$78,294	\$76,605	\$40,608
Operations Cost	\$81,944	\$65,654	\$70,231	\$62,642	\$89,354	\$91,758	\$74,410	\$122,265	\$80,823
Post Closure Engineering Serv	\$0	\$0	\$0	\$0	\$0	\$20,066	\$25,924	\$22,734	\$3,850
TOTAL	\$131,180	\$113,311	\$123,965	\$123,362	\$144,515	\$189,358	\$178,628	\$221,604	\$125,281
Landfill Receipts	\$84,505	\$79,102	\$75,670	\$74,885	\$74,219	\$77,864	\$82,160	\$93,714	\$46,360
Landfill Recycling	\$591	\$965	\$2,805	\$1,313	\$1,954	\$4,263	\$4,154	\$4,478	\$2,608
TOTAL	\$85,096	\$80,067	\$78,475	\$76,198	\$76,173	\$82,127	\$86,314	\$98,192	\$48,968
Difference (not including Engineering Services)	(\$46,084)	(\$33,244)	(\$45,490)	(\$47,164)	(\$68,342)	(\$87,165)	(\$66,390)	(\$100,678)	(\$72,463)
* Moved from Closed Landfill Budget in 2017									

Convenience Center - Current Fees

- Current rate for solid waste - \$57 per ton
- Minimum charge - \$8.00
- Appliances - \$10.00 Each
- Tires, Small - \$5.00 Each
- Tires, Large - \$15.00 Each
- Tires, On Rim (any size) - \$25.00 Each
- Recycling is free
- These rates were last increased effective July 1, 2010 (FY11)

Convenience Center Vendor Charges

Current Conv Center	Waste and Refuse Collection			Haul Charge Waste/Recycling			Recycling			Grand Total/Mth	Grand Total/Yr
	Tonnage/Day	Price	Total Cost/Mth	Haul Charge	Hauls/Mth	Total Cost/Mth	Tonnage/Day	Price	Total Cost/Mth		
Trash Hauling											
Republic - Previous (Apr 2019)	9	50.31	5433.48	\$ -	42	\$ -	0.66	\$ 50.31	\$ 398	\$ 5,831.94	\$ 69,983.22
Republic - Current	9	53.83	5813.64	\$ 150	42	\$ 6,300	0.66	\$150.00	\$ 1,188	\$ 13,301.64	\$ 159,619.68
Republic - RFP Proposed	9	53.83	5813.64	\$ 150	42	\$ 6,300	0.66	\$150.00	\$ 1,188	\$ 13,301.64	\$ 159,619.68

- Changes effective April 2019:
 - Price per ton increased 7%
 - Now charged \$150 per haul, previously \$0
 - Recycling per ton increased 198%

Convenience Center Cost Apr-Nov 2019

DATE	TONNAGE	RATE	TONNAGE TOTAL	# HAULS	HAUL RATE	HAULING TOTAL	DESCRIPTION	GRAND TOTAL	COST PER TON
04/30/2019	5.77	\$ 150.00	\$ 865.50	5	\$ 150.00	\$ 750.00	RECYCLABLES	\$ 1,615.50	\$ 279.98
04/30/2019	145.79	\$ 53.83	\$ 7,847.88	40	\$ 150.00	\$ 6,000.00	TRASH	\$ 13,847.88	\$ 94.99
05/30/2019	7.97	\$ 150.00	\$ 1,195.50	7	\$ 150.00	\$ 1,050.00	RECYCLABLES	\$ 2,245.50	\$ 281.74
05/30/2019	113.74	\$ 53.83	\$ 6,122.62	35	\$ 150.00	\$ 5,250.00	TRASH	\$ 11,372.62	\$ 99.99
06/30/2019	2.29	\$ 150.00	\$ 343.50	2	\$ 150.00	\$ 300.00	RECYCLABLES	\$ 643.50	\$ 281.00
06/30/2019	117.59	\$ 53.83	\$ 6,329.87	39	\$ 150.00	\$ 5,850.00	TRASH	\$ 12,179.87	\$ 103.58
07/31/2019	8.05	\$ 150.00	\$ 1,207.50	6	\$ 150.00	\$ 900.00	RECYCLABLES	\$ 2,107.50	\$ 261.80
07/31/2019	122.88	\$ 53.83	\$ 6,614.63	38	\$ 150.00	\$ 5,700.00	TRASH	\$ 12,314.63	\$ 100.22
08/31/2019	9.20	\$ 150.00	\$ 1,380.00	6	\$ 150.00	\$ 900.00	RECYCLABLES	\$ 2,280.00	\$ 247.83
08/31/2019	118.35	\$ 53.83	\$ 6,370.78	38	\$ 150.00	\$ 5,700.00	TRASH	\$ 12,070.78	\$ 101.99
09/30/2019	6.09	\$ 150.00	\$ 913.50	5	\$ 150.00	\$ 750.00	RECYCLABLES	\$ 1,663.50	\$ 273.15
09/30/2019	113.24	\$ 53.83	\$ 6,095.71	40	\$ 150.00	\$ 6,000.00	TRASH	\$ 12,095.71	\$ 106.81
10/31/2019	4.81	\$ 150.00	\$ 721.50	4	\$ 150.00	\$ 600.00	RECYCLABLES	\$ 1,321.50	\$ 274.74
10/31/2019	102.67	\$ 53.83	\$ 5,526.73	35	\$ 150.00	\$ 5,250.00	TRASH	\$ 10,776.73	\$ 104.96
11/30/2019	7.51	\$ 150.00	\$ 1,126.50	7	\$ 150.00	\$ 1,050.00	RECYCLABLES	\$ 2,176.50	\$ 289.81
11/30/2019	93.96	\$ 53.83	\$ 5,057.87	30	\$ 150.00	\$ 4,500.00	TRASH	\$ 9,557.87	\$ 101.72

Convenience Center Possible Changes?

- If MINIMUM FEES are increased (up to 280lbs):
 - \$8 to \$9 - estimated increase in annual revenue of approximately \$4,752 (4,572 Trips)
 - \$8 to \$10 - estimated increase in annual revenue of approximately \$9,144

Board of Supervisors Minutes

- \$8 to \$15 - estimated increase in annual revenue of approximately \$32,004
 - If PER TON fees are increased (over 280lbs):
 - \$57 to \$58 - estimated increase in annual revenue of approximately \$1,260
 - \$57 to \$60 - estimated increase in annual revenue of approximately \$3,780
 - \$57 to \$100 - estimated increase in annual revenue of approximately \$54,180
 - Increase fees for refrigerators and freezers (special handling required)?
 - Charge extra fees for Mattresses and Box Springs?
 - Reduce lbs allowed in MINIMUM FEE (100lbs, 200lbs, etc)
 - Charge for Recycling?
 - Flat Fee Charge?
- The Board directed staff to explore options for increasing fees for the convenience center.

9 - CONSENT AGENDA

The following items were discussed before approval:

I- *Building Permit Fee Waiver* – Douglas Miles, Community Development Director

K- *Cunningham Acres Agricultural/Forestral District Review and Renewal* – Brad Robinson, Senior Planner

L- *Glenarvon Farm Agricultural/Forestral District Review and Renewal* – Brad Robinson, Senior Planner

- Mr. Weaver asked for the code section that states members of an Agricultural and Forestal district would remain in the program until they indicate that they would like to be removed.

The following items were approved under the Consent Agenda for January 8, 2020:

- *Minutes of December 11, 2019* – Caitlin Solis, Clerk to the Board
- *Minutes of December 18, 2019* – Caitlin Solis, Clerk to the Board
- *CRMF - FCPS - FCHS Grinder Pump* – Don Stribling, Executive Director Human Resources, Operations, and Student Services
- *CRMF - FCPS - FCHS Track Repair* – Don Stribling, Executive Director Human Resources, Operations, and Student Services
- *Review of Legislation with Local Fiscal Impact Resolution* – Eric Dahl, County Administrator
- *Building Permit Fee Waiver* – Douglas Miles, Community Development Director
- *FY20 Sheriff Department Insurance Claim – 2014 Chevy Tahoe VIN#4833* – Liz McIver, Management Analyst
- *Cunningham Acres Agricultural/Forestral District Review and Renewal* – Brad Robinson, Senior Planner
- *Glenarvon Farm Agricultural/Forestral District Review and Renewal* – Brad Robinson, Senior Planner

MOTION:	Approve the consent agenda, for the January 8, 2020 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

Second Amendment Sanctuary County Resolution – Attorney General Opinion

Mrs. Booker wanted to address the Attorney General opinion regarding the Second Amendment Sanctuary County Resolution and would like the Board of Supervisors to stay informed on the developing Second Amendment regulation bills in the General Assembly.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 5:48pm Chair Sheridan opened the second round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:48pm.

13 - CLOSED MEETING

MOTION:	At 5:49pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, & A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate and Investment of Funds.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 6:30pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

	Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - ADJOURN

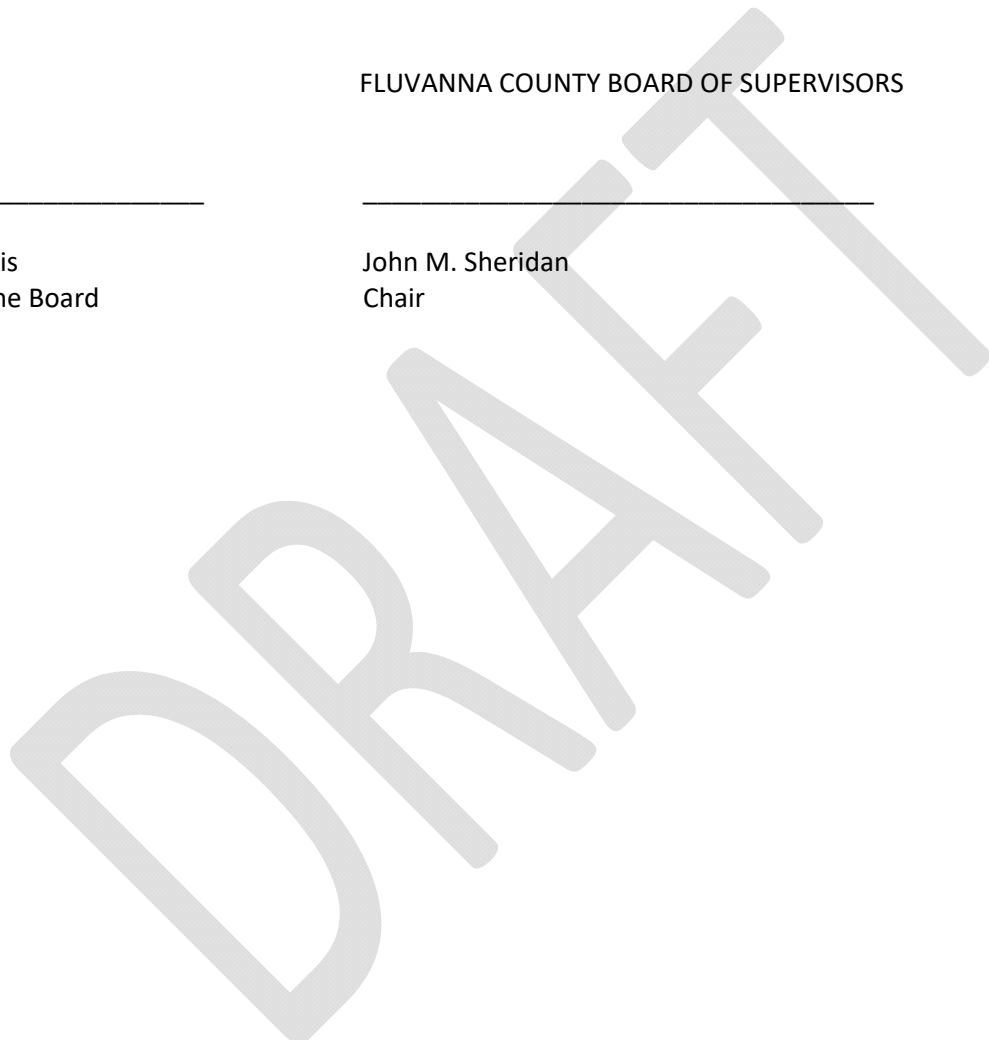
MOTION:	Adjourn the regular meeting of Wednesday, January 8, 2020 at 6:30pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair





BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 01-2020

**A RESOLUTION RECOGNIZING THE
2020 ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS**

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 8, 2020, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

WHEREAS, the Code of Virginia requires an annual organizational meeting for the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates and,

WHEREAS, the Board of Supervisors does now conduct such an organizational meeting;

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors that it does hereby designate the Circuit Courtroom in the Fluvanna Courts Building as its meeting place for Regular Meetings to be held on the first Wednesday of each month at 4:00 p.m. and the third Wednesday of each month at 7:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will be held the third Wednesday of each month at 4:00 p.m. prior to the regular meeting.

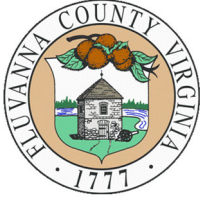
BE IT FURTHER RESOLVED by the Board of Supervisors that it does hereby designate the fourth Wednesday at 7:00 p.m. as the meeting date for any such regular meeting that is postponed due to weather or such other circumstances.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 8th day of January, 2020;

	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						

A Copy, teste:

Caitlin Solis
Clerk to the Board of Supervisors
Fluvanna County, Virginia



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 02-2020

**A RESOLUTION IN SUPPORT OF LEGISLATION TO IMPROVE THE
PROCESS FOR REVIEW OF LEGISLATION WITH LOCAL FISCAL IMPACT**

At a Regular Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 8, 2020, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

WHEREAS, each year the General Assembly considers thousands of pieces of legislation, many of which have a significant impact on local governments; and

WHEREAS, in recognition of the need for localities to have an opportunity to review and analyze legislation that may require additional expenditures of local funds or reduce local revenues, Virginia Code sets out a process for the Commission on Local Government to develop local fiscal impact statements for such bills, with the assistance of local volunteers; and

WHEREAS, under the current process, the large volume of bills and the rapid pace of the legislative session limit the time that is available for the review of bills with implications for local government finances; and

WHEREAS, the local volunteers who assist with the fiscal impact review process take on this responsibility in addition to their regular duties, often during the same time as local budgets are being finalized; and

WHEREAS, prior to 2010, legislation that had a local fiscal impact was required to be introduced by the first day of the General Assembly session, which allowed some additional time for the legislation to be reviewed by the Commission on Local Government and local staff, but this requirement was eliminated in the 2010 session, compressing the opportunity for review of legislation in subsequent General Assembly sessions; and

WHEREAS, additional time to review legislation would allow for a more thorough understanding of the potential ramifications of bills affecting local finances; and

WHEREAS, a robust analysis of legislation affecting local governments benefits policymakers, as localities work in partnership with the state to deliver critical services to Virginia residents;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Fluvanna County expresses its support for legislation that would provide additional time for review and analysis of legislation with a fiscal impact on localities, as well as direct further consideration of additional ways to improve the review process.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 8th day of January, 2020;

	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
Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 03-2020

A RESOLUTION TO AUTHORIZE RENEWAL OF THE CUNNINGHAM ACRES AGRICULTURAL/FORESTAL DISTRICT FOR AN ADDITIONAL TEN-YEAR PERIOD TO EXPIRE NOVEMBER 17, 2029

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Courts Building at 4:00 p.m. on the 8th day of January 2020, 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 Fluvanna County Board of Supervisors approved the creation of the Cunningham Acres Agricultural/Forestal District on November 17, 1999 for a ten-year period; and

WHEREAS, the Fluvanna County Board of Supervisors approved the renewal of the Cunningham Acres Agricultural/Forestal District on October 7, 2009; and

WHEREAS, the district expired on November 17, 2019; and

WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, the Fluvanna County Planning & Community Development Department contacted the current property owners of parcels identified in the Cunningham Acres Agricultural/Forestal District and advised them that the approved district would expire on November 17, 2019 and inquired whether the owners desired that the property remain in or be removed from the district.

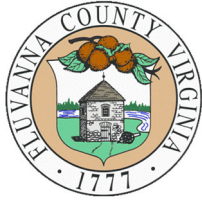
NOW, THEREFORE BE IT RESOLVED on this 8th day of January 2020 that the Fluvanna County Board of Supervisors hereby renews the Cunningham Acres Agricultural/Forestal District for an additional ten-year period to expire on November 17, 2029.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 8th day of January, 2020;

	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
Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 04-2020

A RESOLUTION TO AUTHORIZE RENEWAL OF THE GLENARVON FARM AGRICULTURAL/FORESTAL DISTRICT FOR AN ADDITIONAL TEN-YEAR PERIOD TO EXPIRE NOVEMBER 17, 2029

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Courts Building at 4:00 p.m. on the 8th day of January 2020, 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 Fluvanna County Board of Supervisors approved the creation of the Glenarvon Farm Agricultural/Forestal District on November 17, 1999 for a ten-year period; and

WHEREAS, the Fluvanna County Board of Supervisors approved the renewal of the Glenarvon Farm Agricultural/Forestal District on October 7, 2009; and

WHEREAS, the district expired on November 17, 2019; and

WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, the Fluvanna County Planning & Community Development Department contacted the current property owners of parcels identified in the Glenarvon Farm Agricultural/Forestal District and advised them that the approved district would expire on November 17, 2019 and inquired whether the owners desired that the property remain in or be removed from the district.

NOW, THEREFORE BE IT RESOLVED on this 8th day of January 2020 that the Fluvanna County Board of Supervisors hereby renews the Glenarvon Farm Agricultural/Forestal District for an additional ten-year period to expire on November 17, 2029.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 8th day of January, 2020;

	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
Fluvanna County Board of Supervisors

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

TAB H

MEETING DATE:	January 20, 2020				
AGENDA TITLE:	Zion Crossroads Water & Sewer System Project Agreement #16A				
MOTION(s):	I move the Board of Supervisors approve Project Agreement #16A between Fluvanna County and Dewberry Engineers Inc. for services associated with Zion Crossroads Water Booster Pump Station and Wastewater Pump Station – Construction Administration Closeout Items totaling \$43,860.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	C9	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> ○ This is for year 2 of the construction administration services for the WWBS and WWPS ○ The construction on this part of the project is ahead of schedule resulting in a reduction of cost for the administration and closeout costs. ○ Originally this scope was projected to cost \$68,520. An estimated savings of \$24,660. ○ Should there be an unexpected delay in the completion of construction, a reasonable amendment will be considered. 				
FISCAL IMPACT:	Budgeted in the ZXR Project				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Project Agreement #16				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		

PROJECT AGREEMENT #16A
TERM AGREEMENT FOR PROFESSIONAL SERVICES
ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES

This Project Agreement #16A and Agreement Amendment (the "Project Agreement") made this _____ day of _____, 2020, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Contractor"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the 12th day of November, 2015 (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals "RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary" for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the "Summary Letter")** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as "Construction Phase Year 2: WBPS and WWPS – Construction Administration (Lump Sum)", as more specifically detailed in a letter dated December 13, 2018 "RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station, RFP#2015-03, Construction Administration Services Scope of Work and Fee Proposal – Year 2" attached hereto as **Exhibit 2 (the "Original Services Letter")** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 16 and 17 of the Fee Proposal, pages 18-19 (collectively the services in this paragraph are referred to as the "Original Services"); and

Whereas, the Contractor represents and warrants that that items 1.1 to 1.4. in the "Construction Administration" Section of the "Scope of Work" of the Original Services Letter were completed in Year 1;

Whereas the Zion Crossroads Water Booster Pump Station and Waste Water Pump Station project (the "Project") is ahead of schedule with construction on the Project anticipated to be complete in March 2020 ("Early Completion");

Whereas Early Completion of the Project reduces the hourly services anticipated for the Original Services and also reduces the not-to-exceed fee for completion of the services, as more specifically detailed in a letter dated January 2, 2020 "RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station, Construction Administration Services Scope of Work and Fee Proposal – Closeout Items" attached hereto as **Exhibit 3 (the "Revised Services Letter")** and made a material part hereof;

Whereas the County desires that the Contractor complete the work set forth in set forth in the Revised Summary Letter, as more specifically detailed therein, including without limitation the "Construction Closeout" services and all associated deliverables, and all the Original Services

except to the extent any portion of the Original Services is rendered irrelevant and unnecessary on account of the Early Completion of the Project (collectively the "Task Order"); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

For good and valuable consideration, the parties hereby agree as follows:

ARTICLE I: THE AGREEMENT

The foregoing recitations are incorporated by reference into this Project Agreement.

The Agreement means the original Agreement as was modified by prior amendments including without limitation the amendments set forth in Project Agreement #12.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

ARTICLE II: TASK ORDER

Contractor shall provide all work and services necessary or desired to complete the Task Order consistent with all provisions of this Project Agreement and the Agreement as modified hereby.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Eric Dahl
County Administrator
132 Main Street
Palmyra, VA 22963
Phone: (434) 591-1910
E-mail: edahl@fluvannacounty.org

Billing inquiries should be directed to Cyndi Toler, Purchasing Officer, whose contact information appears below in Article VI.

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

The rights and duties of the County and Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and

- Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to the Agreement.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

ARTICLE IV: FEES

The Contractor shall receive a NOT-TO-EXCEED flat fee of FOURTY-THREE THOUSAND EIGHT HUNDRED SIXTY AND NO/100 (\$43,860.00) consistent with the Revised Services Letter; based on actual time worked and materials; which shall be payable by the County, upon completion and proper invoice by the Contractor in five equal installments of EIGHT THOUSAND SEVEN HUNDRED SEVENTY-TWO and NO/100 (\$8,772.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. The Contractor will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna.” No invoice may be provided by the Contractor to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$43,860.00; and the Contractor agrees to complete all work on the Task Order for such not to exceed total even if the time and materials totals exceeds such amount. The Contractor agrees that the fee set out in the Original Services Letter does not control and that because the Project is ahead of schedule there was a savings to the County.

The not-to-exceed fee includes all fees, costs and charges of any kind to perform all the Services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified. The actual hourly fees charged by the Contactor for the Services will be based on the agreed rates per hour set out in the Agreement and will vary based upon the person completing the Services. No subcontractors are authorized to complete Services on this Task Order.

Should Early Completion of the Protection not occur as anticipated by this Project Agreement, then this Project Agreement is subject to reasonable amendment by the parties to cover any services not covered hereunder (for example additional construction administration related items in year 2 such as the type described in items 1.1, 1.2, 1.3, and 1.4 of the Original Services Letter). Notwithstanding the foregoing, the total cost of services under this Project Agreement as amended shall not to exceed a total of \$68,520.00 consistent with the Original Services Letter and Agreement. For clarification the \$43,860.00 not-to-exceed fee set out in this Project Agreement is subject to a maximum not-to-exceed increase of \$24,660.00 if the Project is delayed.

ARTICLE V: TERM

Contractor shall with due diligence and dispatch assiduously pursue this Task Order to completion, and the services on the Task Order shall continue for at the 2nd full year of construction of the water booster pump station and waste water pump station defined as follows: beginning at the End of Year 1 as such is defined in Project Agreement 15 (the "End of Year 1") and continuing until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of final completion of the Project (the Project is anticipated to be completed in March 2020).

ARTICLE VI: MISCELLANEOUS

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County

ATTN: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Contractor

Dewberry Engineers Inc.
ATTN: David S. Maxwell, Vice President
4805 Lake Brook Drive
Suite 200
Glen Allen, VA 23060
Telephone (804) 290-7957
FAX (804) 290-7928

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when

delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

In witness whereof the undersigned duly authorized representatives have executed this Agreement on the dates set forth beside their respective signatures.

ARCHITECT/ENGINEER

Dewberry Engineers Inc.

By: _____ Date: _____

Name: _____

Title: _____

Approved as to form:

County:

Fluvanna County

By: _____ Date: _____

Name: _____

Title: _____

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

Exhibits

In witness whereof, the undersigned, duly authorized representatives have executed this Agreement on the dates set forth below their respective signatures:

Name	Title	Date	County
ARCHITECT/ENGINEER	Developer/Engineer Inc.		Fluvanna County

Fluvanna County Attorney, by Kristina M. Hoffman, Assistant County Attorney



Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

December 13, 2018

Mr. Wayne Stephens
 Director of Public Works
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water and Sewer System
 RFP # 2015-03
 Professional Engineering Services Scope of Work and Fee Proposal Summary**

Dear Mr. Stephens:

The following is a summary of the proposals that were submitted to you for approval that include Engineering, Design, Bidding, Construction Administration, and Construction Inspection Services for the following projects:

- Zion Crossroads Water and Sewer System
- Zion Crossroads Elevated Water Storage Tank
- Zion Crossroads Water Booster Pump Station & Waste Water Pump Station

Engineering, Design, Bidding

1. PER Validation	\$22,550
2. Geotechnical Engineering for Water and Sewer Lines	\$49,800
3. Environmental Investigation and Permitting Services – Entire Project	\$25,210
4. Utility Designation along Route 250 and at the Women’s Prison	\$57,530
5. Water and Sewer Lines – Preliminary Design (through 65%)	\$64,380
6. Water and Sewer Lines – Final Design	\$47,870
7. Water and Sewer Lines – Bidding Services	\$6,640
8. Elevated Water Storage Tank - Design	\$86,865
9. Elevated Water Storage Tank – Bidding Services	\$6,640
10. Water Booster Station - Design	\$54,475
11. Water Booster Station – Bidding Services	\$3,020
12. Sewage Pump Station - Design	\$69,885
13. Sewage Pump Station – Bidding Services	\$3,020
SUBTOTAL – Engineering, Design, Bidding (Lump Sum).....	\$497,885

Construction Phase Year 1

14. Water and Sewer Lines – Construction Administration (Lump Sum)	\$62,510
15. Water and Sewer Lines – Construction Inspection (Time and Materials)	\$99,125
16. Elevated Water Storage Tank – Construction Administration (Lump Sum) and Inspection (Time and Materials)	\$98,440
17. WBPS and WWPS – Construction Administration (Lump Sum)	\$99,630
18. WBPS and WWPS – Construction Inspection (Time and Materials)	\$99,450
SUBTOTAL – Construction Phase Year 1 (Lump Sum and Time and Materials)	\$459,155

Exhibit 1

Mr. Wayne Stephens
Zion Crossroads Water and Sewer System
Construction Administration and Inspection Services Proposal Summary
December 13, 2018
Page 2 of 2

Construction Phase Year 2

19. Water and Sewer Lines – Construction Administration (Lump Sum)	\$41,860
20. Water and Sewer Lines and WWPS – Construction Inspection (Time and Materials)	\$78,000
21. WBPS and WWPS – Construction Administration (Lump Sum)	\$68,520
SUBTOTAL – Construction Phase Year 2 (Lump Sum and Time and Materials)	\$188,380

GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials)\$1,145,420

If you have any questions regarding this letter, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

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Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

December 13, 2018

Mr. Wayne Stephens
 Director of Public Works
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station
 RFP # 2015-03
 Construction Administration Services Scope of Work and Fee Proposal – Year 2**

Dear Mr. Stephens:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide construction administration services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project for the second year (6 months) of construction. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Project. Construction is anticipated to begin in early 2019 and construction duration is anticipated to be twelve (12) months for the Water Booster Pump Station and eighteen (18) months for the Waste Water Pump Station. Construction Notice to Proceed is anticipated in early 2019. This proposal will cover services for the second year (6 months) of construction.

SCOPE OF SERVICES

1. Construction Administration

- 1.1 Review and approve all shop drawings, equipment drawings, and material standards submitted by the CONTRACTOR and provide copies of each to the OWNER.
- 1.2 Furnish consulting services during construction to answer any construction or contractual problems and determine that the work is proceeding in accordance with contract documents.
- 1.3 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the CONTRACTOR and inspector.
- 1.4 Review and approve monthly and final payments to the CONTRACTOR. Attend monthly progress/pay request meetings to discuss the status of the work. It is assumed that the

Exhibit Z
 Original Services Letter

Mr. Wayne Stephens
 Zion Crossroads WBPS & WWPS
 Construction Administration Services – Year 2
 December 13, 2018
 Page 2 of 3

monthly progress meeting for the Water Booster Pump Station will occur on the same day as the Waste Water Pump Station and therefore, the travel time required for this meeting is split between the two projects.

- 1.5 Transfer field notes from the inspector and CONTRACTOR to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.6 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for Phase 2 of the project.
- 1.7 Prepare an Operation and Maintenance Manual for the Zion Crossroads Sewer System, which will include the Waste Water Pump Station site and force main.
- 1.8 Complete final inspection to verify punch list has been completed.
- 1.9 Provide statement of completion letter to the Virginia Department of Health and complete a certificate to operate for the Virginia Department of Environmental Quality.
- 1.10 Coordinate with contractor for closeout documents.

FEE (LUMP SUM)

Dewberry will provide the scope of services outlined in this proposal for a lump sum fee of **\$68,520**. A copy of our man-hour breakout estimate is included as Attachment A.

CLARIFICATIONS

This proposal includes services through the second year (6 months) of construction.

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the water booster station which was contained in a separate proposal. Should the duration of the construction contract change for the water booster pump station, Dewberry's fee for construction administration will be modified accordingly.

For the purposes of this proposal, Dewberry anticipates a construction duration of 18 months for the wastewater pump station. This proposal covers services through the second year (6 months). Should the duration of the construction contract change, Dewberry's fee for construction administration will be modified accordingly.

EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction

Mr. Wayne Stephens
Zion Crossroads WBPS & WWPS
Construction Administration Services – Year 2
December 13, 2018
Page 3 of 3

or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.

2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

Attachment A: Manpower and Fee Estimate Breakout

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FLUVANNA COUNTY
 ZION CROSSROADS WATER BOOSTER PUMP STATION AND WASTE WATER PUMP STATION
 FEE ESTIMATE FOR CONSTRUCTION ADMINISTRATION SERVICES - YEAR 2
 DECEMBER 13, 2018

HOURS DEDICATED TO SUBTASK

PROJECT TASKS	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONSTRUCT INSPECTOR	REIMBURSABLE	TOTAL COST
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00		
1. Construction Administration												
Shop drawing review (1.1)		2	24									
Consulting during construction - 6 month duration (1.2)		12	48									
Monthly site visits (1 per month) - 6 month duration (1.3)		6	6								\$1,000	
Monthly progress meetings (1 per month) - 6 month duration (1.4)		24	36								\$7,000	
Record drawings (1.5)		2	16	60							\$2,000	
O&M Manual (1.6)		8	60	120								
Substantial completion and punchlist (1.7)		8	16									
Final completion inspection (1.8)		8	12									
Statement of completion to VDH and CTO to DEQ (1.9)		2	8									
Complete closeout documents (1.10)		8	12									
Subtotal (Item 1)	0	80	238	180	0	0	0	0	0	0	\$1,400	\$68,520
GRAND TOTAL FOR ALL SERVICES (LUMP SUM)	0	80	238	180	0	0	0	0	0	0	\$1,400	\$68,520



Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

January 2, 2020

Mr. Eric Dahl
 County Administrator
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station
 Construction Administration Services Scope of Work and Fee Proposal – Closeout Items**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide construction administration services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project to complete construction closeout activities. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with our Contract for On-Call General Professional Engineering Services executed October 31, 2018.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services for the Zion Crossroads Water Booster Pump Station (WBPS) and Wastewater Pump Station (WWPS) Project. Construction began in March 2019 and construction duration was originally anticipated to be twelve (12) months for the WBPS and eighteen (18) months for the WWPS. Based on current construction progress, it is anticipated that construction for the WWPS will be completed within approximately twelve (12) months or March 2020. The work contained in this proposal will cover closeout items required for the WBPS and WWPS that were initially excluded from the proposal covering the initial twelve (12) months of construction.

SCOPE OF SERVICES

1. Construction Closeout

- 1.1 Transfer field notes from the inspector and CONTRACTOR to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.2 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for Phase 2 of the project.
- 1.3 Prepare an Operation and Maintenance Manual for the Zion Crossroads Sewer System, which will include the WWPS site and force main.
- 1.4 Complete final inspection to verify punch list has been completed.

Exhibit 3
 Revised Services Letter

Mr. Eric Dahl
Zion Crossroads WBPS & WWPS
Construction Administration Services – Closeout Items
January 2, 2020
Page 2 of 3

- 1.5 Provide a statement of completion letter to Virginia Department of Health and prepare a certificate to operate (CTO) application for the Virginia Department of Environmental Quality.
- 1.6 Coordinate with contractor for closeout documents.

FEE (LUMP SUM)

Dewberry will provide the scope of services outlined in this proposal for a lump sum fee of **\$43,860**. A copy of our man-hour breakout estimate is included as Attachment A.

CLARIFICATIONS

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the water booster pump station and wastewater pump station and construction will be complete in March 2020. Should the duration of the construction contract change, Dewberry's fee for construction administration and inspection will be modified accordingly.

EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
3. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

Mr. Eric Dahl
Zion Crossroads WBPS & WWPS
Construction Administration Services – Closeout Items
January 2, 2020
Page 3 of 3

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,
Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

Attachment A: Manpower and Fee Estimate Breakout

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FLUVANNA COUNTY
 ZION CROSSROADS WATER BOOSTER PUMP STATION AND WASTEWATER PUMP STATION
 FEE ESTIMATE FOR CONSTRUCTION ADMINISTRATION SERVICES - CLOSEOUT ITEMS
 JANUARY 2, 2020

PROJECT TASKS	CONTRACT MANAGER		PROJECT MANAGER		PROJECT ENGINEER		STAFF ENGINEER		HOURS DEDICATED TO SUBTASK				SURVEY PARTY	CONST INSPECTOR	REIMBURSABLE	TOTAL COST
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00						
1. Construction Closeout																
Record drawings (1.1)		2	16	60											\$200	
O&M Manual (1.2)		8	60	120											\$200	
Substantial completion and punchlist (1.3)		8	16													
Final completion inspection (1.4)		8	12													
Statement of completion to VDH and CTO to DEQ (1.5)		2	8													
Complete closeout documents (1.6)		8	12													
Subtotal (Item 1)	0	36	124	180	0	0	0	0	0	0	0	0	0	0	\$400	\$43,860
GRAND TOTAL FOR ALL SERVICES (LUMP SUM)	0	36	124	180	0	0	0	0	0	0	0	0	0	0	\$400	\$43,860

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB I

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	Zion Crossroads Water & Sewer System Project Agreement Addendums				
MOTION(s):	<p>I move the Board of Supervisors approve Addendum 1 to Project Agreement #13 between Fluvanna County and Dewberry Engineers Inc. for services associated with Water and Sewer Lines – Construction Inspection Year 1 with a cost increase of \$32,500.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</p> <p>I move the Board of Supervisors approve Addendum 1 to Project Agreement #14 between Fluvanna County and Dewberry Engineers Inc. for services associated with Elevated Water Storage Tank – Construction Inspection Year 1 with a cost reduction of \$13,000.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</p> <p>I move the Board of Supervisors approve Addendum 1 to Project Agreement #16 between Fluvanna County and Dewberry Engineers Inc. for services associated with Water Booster Pump Station and Wastewater Pump Station – Construction Inspection Year 1 with a cost reduction of \$19,500.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</p>				
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):	C9	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda X	Other
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The construction inspection services on both the Elevated Storage Tank and the WWPS & WWBS projects are expected to be less than anticipated due to both projects being ahead of schedule. • Due to the increased need for construction inspection services the Water and Sewer Lines project, inspection hours from Elevated Storage Tank and the WWPS & WWBS projects are being reduced and the same number of hours are being added to Project Agreement #13. • Over all there is no cost change to the County. 				
FISCAL IMPACT:	none				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Addendum 1 to Project Agreement #13, 14, and 16				
REVIEWS COMPLETED:	Legal X	Finance X	Purchasing X	HR	Other

**1st AMENDMENT TO PROJECT AGREEMENT #13
TERM AGREEMENT FOR PROFESSIONAL SERVICES
ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This 1st Amendment to Project Agreement #13 (the "Amendment") made this _____ day of _____, 2020, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an amendment to that Project Agreement #13 ("Project Agreement #13") dated February 11, 2019, an addendum to the TERM AGREEMENT FOR PROFESSIONAL SERVICES both of which are dated the 12th day of November, 2015 (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Amendment except for terms specifically defined herein. The Agreement as used herein means the Agreement as modified by any prior amendments including without limitation the amendments set forth in Project Agreement 12.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas, the County entered into Project Agreement #13 for the Consultant complete "Water and Sewer Lines – Construction inspection (Time and Materials)" and more specifically described therein as the Task Order; and

Whereas, the County and Consultant now desire to amend such Project Agreement #13 to increase cost because the hours required to complete the inspection services were greater than the estimated hours anticipated under Project Agreement #13.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

I. TASK ORDER SERVICES: The Consultant will complete all the services for the Task Order as currently provided for under Project Agreement #13. There is no change to the services required for the Task Order except that changes have led Consultant to determine that more hourly work, specifically an estimated additional 500 hours of services, will be necessary to complete the services on the Task Order for Project Agreement #13 than anticipated resulting in an increase to the total cost as set forth in that letter dated January 9, 2020, "RE: Zion Crossroads Water & Sewer System, RFP 2015-03, Construction Services Scope of Work and Fee Proposal, Project Agreement #13 Change Order #1", attached hereto as **Exhibit 1**.

II. COST REDUCTION: The NOT-TO-EXCEED flat fee for the services on the Task Order for Project Agreement #13 is hereby **increased by THIRTY-TWO THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$32,500.00)**. Therefore, the **new increased not-to-exceed total cost for all work on the Task Order being all work required under Project Agreement #13 is \$131,625.00** (increased from the original not-to-exceed total of \$99,125.00). The Consultant is still to submit invoices at 20%, 40%, 60%, 80% and finally complete. Payment by the County shall still be payable installments; however, the installments for the services **are increased to five (5) installments of only \$26,325.00** (increased from \$19,825.00). To the extent any fees or installments have been paid to the Consultant in advance, in error or in excess of the costs allowable hereunder, such excess payments shall be refunded to the County (or applied to other proper outstanding invoices of the County, but only if specifically directed to do so by the County). The Consultant shall submit all invoices to County. All other

Architectural and Engineering Services
Fluvanna County, VA

invoicing and payments provisions of Project Agreement #13 remain and payment and invoicing shall be made in accordance with Section 47 "Payment" of the General Terms.

THIS AMENDMENT INCREASES THE COST OF PROJECT AGREEMENT 13. Notwithstanding anything to the contrary contained herein, Amendments to both Project Agreement #14 and Project Agreement #16 which collectively result in a total cost reduction and savings for the County of at least \$32,500.00 must be fully executed and enforceable for this Amendment to Project Agreement #13 to be enforceable; If the Amendments to either or both Project Agreements #13 and #16 are not executed by the Consultant and County than this Amendment shall be null and void and of no force or effect.

III. TERM: No change.

VI. DEFAULTS: The Consultant shall be in default hereunder if it fails to provide the services on the Task order consistent with the requirements of Project Agreement #13 as amended hereby. For additional termination provisions, please see the County's General Terms, including, but not limited to, Section 51 and 56 thereof.

VII. MISCELLANEOUS. The body of this Amendment controls over Exhibit 1 in terms of a Conflict. The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Agreement. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Agreement, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Agreement. **Except as specifically amended hereby, Project Agreement #13 and the Agreement remains in full force and effect.**

In witness whereof the undersigned duly authorized representatives have executed and sealed this Agreement on the dates set forth beside their respective signatures.

ARCHITECT/ENGINEER

Dewberry Engineers Inc.

By: Melanie Leckey (SEAL) Date: 1/13/20

Name: Melanie Leckey

Title: Project Manager

Approved as to form:

County:

Fluvanna County

By: _____ (SEAL) Date: _____

Name: _____

Title: _____

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant Fluvanna County Attorney



Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

January 9, 2020

Mr. Eric Dahl
 County Administrator
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water & Sewer System
 RFP # 2015-03
 Construction Inspection Services Scope of Work and Fee Proposal – Year 1
 Project Agreement #13 Change Order #1**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit Change Order #1 to Project Agreement #13 for the proposal to provide construction inspection services required for the Zion Crossroads Water and Sewer System project. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015; and the Project Agreements thereto including specifically Project Agreement #13 dated February 11, 2019.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction inspection services for the Zion Crossroads Water and Sewer System Project. Due to the increased need for construction inspection services under Project Agreement #13, inspection hours from Project Agreement #14 and Project Agreement #16 are being reduced and the same number of hours are being added to Project Agreement #13. Construction began in March 2019 and construction duration was originally anticipated to be eighteen (18) months. This Change Order for Project Agreement #13 proposal only covers services for 12 months of construction (through March 2020).

SCOPE OF SERVICES

1. Construction Inspection

- 1.1 Increase of inspection hours by five hundred (500) hours. These hours will be transferred from Project Agreement #14 Change Order #1 and Project Agreement #16 Change Order #1.

Exhibit 1

Mr. Eric Dahl
 Zion Crossroads Water & Sewer System
 Construction Inspection Services – PA 13, CO#1
 January 9, 2020
 Page 2 of 3

FEE (TIME AND MATERIALS BUDGET)

Dewberry will provide the services outlined in this proposal on a time and materials basis with a budget of **\$32,500**. A copy of our man-hour breakout estimate is included as Attachment A.

CLARIFICATIONS

This proposal includes services through the first year of construction. A subsequent proposal will be submitted for approval towards the conclusion of the first year of construction (March 2020). Construction Administration Services for this project are provided under a separate proposal.

EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
3. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

Mr. Eric Dahl
Zion Crossroads Water & Sewer System
Construction Inspection Services – PA 13, CO#1
January 9, 2020
Page 3 of 3

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,
Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

Attachment A: Manpower and Fee Estimate Breakout

Q:\PROPOSAL\2020\Fluvanna County\Zion Crossroads Inspection CO's\2020.01.07 Zion xroads W&S Inspection scope and fee proposal - CO#1.docx

FLUVANNA COUNTY

ZION CROSSROADS WATER & SEWER SYSTEM
 PROJECT AGREEMENT 13 CHANGE ORDER #1
 FEE ESTIMATE FOR CONSTRUCTION INSPECTION SERVICES - YEAR 1
 January 9, 2020

HOURS DEDICATED TO SUBTASK

PROJECT TASKS	HOURS DEDICATED TO SUBTASK										TOTAL COST	
	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	TECHNICIAN	CADD	ADMIN PROF	SURVEYOR	SURVEY PARTY		CONST INSPECTOR
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00		
1. Construction Inspection												
Full-time construction inspection (addition of 500 hours)										500		
Subtotal (Item 1)	0	0	0	0	0	0	0	0	0	500	0	\$0
TOTAL FOR ALL SERVICES (TIME AND MATERIALS BUDGET)	0	0	0	0	0	0	0	0	0	500	0	\$32,500

**1st AMENDMENT TO PROJECT AGREEMENT #14
TERM AGREEMENT FOR PROFESSIONAL SERVICES
ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This 1st Amendment to Project Agreement #14 (the "Amendment") made this _____ day of _____, 2020, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an amendment to that Project Agreement #14 ("Project Agreement #14") dated February 11, 2019, an addendum to the TERM AGREEMENT FOR PROFESSIONAL SERVICES both of which are dated the 12th day of November, 2015 (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Amendment except for terms specifically defined herein. The Agreement as used herein means the Agreement as modified by any prior amendments including without limitation the amendments set forth in Project Agreement 12.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas, the County entered into Project Agreement #14 dated February 11, 2019, for the Consultant complete "Elevated Water Storage Tank – Construction Services Scope of Work and Fee Proposal" and more specifically described therein as the Task Order; and

Whereas, the County and Consultant now desire to amend such Project Agreement #14 to lower the flat fee total cost because the hours required to complete the inspection services were lower than the estimated hours anticipated under Project Agreement #14.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

I. TASK ORDER SERVICES: The Consultant will complete all the services for the Task Order as currently provided for under Project Agreement #14. There is no change to the services required for the Task Order. The Consultant has determined that less hourly work will be necessary to complete the services on the Task Order for Project Agreement #14 than anticipated resulting in a savings for the County as set forth in that letter dated January 9, 2020, "RE: Zion Crossroads Elevated Water Storage Tank, RFP 2015-03, Construction Services Scope of Work and Fee Proposal, Project Agreement #14 Change Order #1", attached hereto as **Exhibit 1**.

II. COST REDUCTION: The NOT-TO-EXCEED flat fee for the Construction Inspection services on the Task Order for Project Agreement #14 is hereby **reduced by THIRTEEN THOUSAND AND NO/100 DOLLARS (-\$13,000.00)**. Therefore, the original not-to-exceed cost of \$38,025.00 based on actual time worked and materials for the Construction Inspection portion of the work on the Task Order is hereby reduced and **the new agreed not-to-exceed cost after the reduction is \$25,025.00 or lower based on actual time worked and materials for Construction Inspection portion of the work on the Task Order**. The not-to-exceed cost of \$60,415.00 for the Construction Administration portion of the services on the Task Order remains the same. **The new reduced not-to-exceed total cost for all work on the Task Order being all work required under Project Agreement #14 is \$85,440.00** (lowered from the original not-to-exceed total of \$98,440.00). The Consultant is still to submit invoices at 20%, 40%, 60%, 80% and finally complete. Payment by the County shall still be payable installments; however, the installments for the Construction Inspection related services **are**

reduced to five (5) installments of only \$5,005.00 (down from \$7,605.00). To the extent any fees or installments have been paid to the Consultant in advance, in error or in excess of the costs allowable hereunder, such excess payments shall be refunded to the County (or applied to other proper outstanding invoices of the County, but only if specifically directed to do so by the County). The Consultant shall submit all invoices to County. All other invoicing and payments provisions of Project Agreement #14 remain and payment and invoicing shall be made in accordance with Section 47 "Payment" of the General Terms.

THIS AMENDMENT REDUCES THE COST OF PROJECT AGREEMENT 14.

III. TERM: No change.

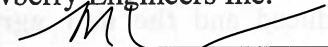
VI. DEFAULTS: The Consultant shall be in default hereunder if it fails to provide the services on the Task order consistent with the requirements of Project Agreement #14. For additional termination provisions, please see the County's General Terms, including, but not limited to, Section 51 and 56 thereof.

VII. MISCELLANEOUS. The body of this Amendment controls over Exhibit 1 in terms of a Conflict. The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Agreement. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Agreement, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Agreement. **Except as specifically amended hereby, Project Agreement #14 and the Agreement remains in full force and effect.**

In witness whereof the undersigned duly authorized representatives have executed and sealed this Agreement on the dates set forth beside their respective signatures.

ARCHITECT/ENGINEER
Dewberry Engineers Inc.

County:
Fluvanna County

By:  (SEAL) Date: 1/13/20

By: _____ (SEAL) Date: _____

Name: Melanie Leckey
Title: Project Manager

Name: _____
Title: _____

Approved as to form:

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant Fluvanna County Attorney



Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

January 9, 2020

Mr. Eric Dahl
 County Administrator
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Elevated Water Storage Tank
 RFP # 2015-03
 Construction Services Scope of Work and Fee Proposal
 Project Agreement #14 Change Order #1**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit Change Order #1 to Project Agreement #14 of the proposal to provide professional engineering services for construction administration and construction inspection services required for the Zion Crossroads Elevated Water Storage Tank project. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015; and the Project Agreements thereto including specifically Project Agreement #14 dated February 11, 2019.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services and construction inspection services for the Zion Crossroads Water and Sewer System Project. Due to the increased need for construction inspection services under Project Agreement #13, inspection hours from Project Agreement #14 are being reduced and the same number of hours are being added to Project Agreement #13. Construction began in March 2019 and construction duration was originally anticipated to be twelve (12) months. This Change Order for Project Agreement #14 proposal only covers services for 12 months of construction (through March 2020).

SCOPE OF SERVICES

1. Construction Inspection

- 1.1 Reduction of inspection hours by two hundred (200) hours. These reduced hours will be transferred to Project Agreement #13 via Change Order #1.

Exhibit 1

Mr. Eric Dahl
Zion Crossroads Elevated Water Storage Tank
Construction Administration and Inspection Services – PA 14, CO#1
January 9, 2020
Page 2 of 3

FEE (TIME AND MATERIALS BUDGET)

Dewberry will provide the scope of services outline in this proposal on a time and materials basis with a budget of **(\$13,000)**. A copy of our man-hour breakout estimate is included as Attachment A.

CLARIFICATIONS

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the elevated water storage tank and construction will be complete in March 2020. Should the duration of the construction contract change, Dewberry's fee for construction administration and inspection will be modified accordingly.

EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
3. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-04 for Zion Crossroads Elevated Water Storage Tank Design Services, and is incorporated into this proposal by reference.

Mr. Eric Dahl
Zion Crossroads Elevated Water Storage Tank
Construction Administration and Inspection Services – PA 14, CO#1
January 9, 2020
Page 3 of 3

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,
Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

Attachment A: Manpower and Fee Estimate Breakout

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FLUVANNA COUNTY

ZION CROSSROADS ELVATED WATER STORAGE TANK CONSTRUCTION SERVICES

PROJECT AGREEMENT 14 CHANGE ORDER #1

FEE ESTIMATE FOR CONSTRUCTION SERVICES

January 9, 2020

PROJECT TASKS	HOURS DEDICATED TO SUBTASK											TOTAL COST
	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSPECTOR	REIMBURSABLE	
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00		
1. Construction Inspection (Time and Materials)												
Full-time construction inspection (reduction of 200 hours)	0	0	0	0	0	0	0	0	0	-200		(\$13,000)
Subtotal (Item 1)	0	0	0	0	0	0	0	0	0	-200		(\$13,000)
GRAND TOTAL FOR ALL SERVICES	0	0	0	0	0	0	0	0	0	-200		(\$13,000)

**1st AMENDMENT TO PROJECT AGREEMENT #16
TERM AGREEMENT FOR PROFESSIONAL SERVICES
ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This 1st Amendment to Project Agreement #16 (the "Amendment") made this _____ day of _____, 2020, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an amendment to that Project Agreement #16 ("Project Agreement #16") dated February 11, 2019, an addendum to the TERM AGREEMENT FOR PROFESSIONAL SERVICES both of which are dated the 12th day of November, 2015 (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Amendment except for terms specifically defined herein. The Agreement as used herein means the Agreement as modified by any prior amendments including without limitation the amendments set forth in Project Agreement 12.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas, the County entered into Project Agreement #16 dated February 11, 2019, for the Consultant complete "WBPS and WWPS – Construction Inspection (Time and Materials)" and more specifically described therein as the Task Order; and

Whereas, the County and Consultant now desire to amend such Project Agreement #16 to lower the flat fee total cost because the hours required to complete the inspection services were lower than the estimated hours anticipated under Project Agreement #16.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

I. TASK ORDER SERVICES: The Consultant will complete all the services for the Task Order as currently provided for under Project Agreement #16. There is no change to the services required for the Task Order. The Consultant has determined that less hourly work will be necessary to complete the services on the Task Order for Project Agreement #16 than anticipated resulting in a savings for the County as set forth in that letter dated January 9, 2020, "RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station, RFP 2015-03, Construction Inspection Services Scope of Work and Fee Proposal - Year 1, Project Agreement #16 Change Order #1", attached hereto as **Exhibit 1**.

II. COST REDUCTION: The NOT-TO-EXCEED flat fee for services on the Task Order for Project Agreement #16 is hereby **reduced by NINETEEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (-\$19,500.00)**. Therefore, **the new reduced not-to-exceed total cost for all work on the Task Order being all work required under Project Agreement #16 is \$79,950.00** (lowered from the original not-to-exceed total of \$99,450.00). The Consultant is still to submit invoices at 20%, 40%, 60%, 80% and finally complete. Payment by the County shall still be payable installments; however, the installments for the services **are reduced to five (5) installments of only \$15,990.00** (down from \$19,890.00). To the extent any fees or installments have been paid to the Consultant in advance, in error or in excess of the costs allowable hereunder, such excess payments shall be refunded to the County (or applied to other proper outstanding invoices of the County, but only if specifically directed to do so by the County). The Consultant shall submit all invoices to County. All other invoicing and

Architectural and Engineering Services
Fluvanna County, VA

payments provisions of Project Agreement #16 remain and payment and invoicing shall be made in accordance with Section 47 "Payment" of the General Terms.

THIS AMENDMENT REDUCES THE COST OF PROJECT AGREEMENT 16.

III. TERM: No change.

VI. DEFAULTS: The Consultant shall be in default hereunder if it fails to provide the services on the Task order consistent with the requirements of Project Agreement #16. For additional termination provisions, please see the County's General Terms, including, but not limited to, Section 51 and 56 thereof.

VII. MISCELLANEOUS. The body of this Amendment controls over Exhibit 1 in terms of a Conflict. The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Agreement. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Agreement, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Agreement. **Except as specifically amended hereby, Project Agreement #16 and the Agreement remains in full force and effect.**

In witness whereof the undersigned duly authorized representatives have executed and sealed this Agreement on the dates set forth beside their respective signatures.

ARCHITECT/ENGINEER

Dewberry Engineers Inc.

By: Melanie Leckey (SEAL) Date: 1/13/20

Name: Melanie Leckey

Title: Project Manager

Approved as to form:

County:

Fluvanna County

By: _____ (SEAL) Date: _____

Name: _____

Title: _____

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant Fluvanna County Attorney



Dewberry Engineers Inc.
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060

804.290.7957
804.290.7928 fax
www.dewberry.com

January 9, 2020

Mr. Eric Dahl
County Administrator
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station
RFP # 2015-03
Construction Inspection Services Scope of Work and Fee Proposal – Year 1
Project Agreement #16 Change Order #1**

KHA
ML
/

Dear Mr. ~~Stephens~~ *Dahl*:

Dewberry Engineers Inc. (Dewberry) is pleased to submit Change Order #1 to Project Agreement #16 of the proposal to provide construction inspection services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project for the first year of construction. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015; and the Project Agreements thereto including specifically Project Agreement #16 dated February 11, 2019.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services and construction inspection services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Project. Due to the increased need for construction inspection services under Project Agreement #13, inspection hours from Project Agreement #16 are being reduced and the same number of hours are being added to Project Agreement #13. Construction began in March 2019 and construction duration was originally anticipated to be twelve (12) months for the WBPS and eighteen (18) months for the WWPS. Based on current construction progress, it is anticipated that construction for the WWPS will be completed within approximately twelve (12) months or March 2020. This Change Order for Project Agreement #16 proposal only covers services for 12 months of construction (through March 2020).

SCOPE OF SERVICES

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KHA
ML

1. Construction Inspection

1.1 Reduction of inspection hours by three hundred (300) hours. These reduced hours will be transferred to Project Agreement #13 via Change Order #1.



Dewberry Engineers Inc. | 804.290.7957
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
 Glen Allen, VA 23060 | www.dewberry.com

January 9, 2020

Mr. Eric Dahl
 County Administrator
 County of Fluvanna
 132 Main Street
 Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station
 RFP # 2015-03
 Construction Inspection Services Scope of Work and Fee Proposal – Year 1
 Project Agreement #16 Change Order #1**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit Change Order #1 to Project Agreement #16 of the proposal to provide construction inspection services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project for the first year of construction. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015; and the Project Agreements thereto including specifically Project Agreement #16 dated February 11, 2019.

PROJECT UNDERSTANDING

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services and construction inspection services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Project. Due to the increased need for construction inspection services under Project Agreement #13, inspection hours from Project Agreement #16 are being reduced and the same number of hours are being added to Project Agreement #13. Construction began in March 2019 and construction duration was originally anticipated to be twelve (12) months for the WBPS and eighteen (18) months for the WWPS. Based on current construction progress, it is anticipated that construction for the WWPS will be completed within approximately twelve (12) months or March 2020. This Change Order for Project Agreement #16 proposal only covers services for 12 months of construction (through March 2020).

SCOPE OF SERVICES

1. Construction Inspection

- 1.1 Reduction of inspection hours by three hundred (300) hours. These reduced hours will be transferred to Project Agreement #13 via Change Order #1.

Mr. Eric Dahl
Zion Crossroads WBPS & WWPS
Construction Inspection Services – PA 16, CO#1
January 9, 2020
Page 2 of 3

FEE (TIME AND MATERIALS BUDGET)

Dewberry will provide the scope of services outline in this proposal on a time and materials basis with a budget of **(\$19,500)**. A copy of our man-hour breakout estimate is included as Attachment A.

CLARIFICATIONS

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the Water Booster Pump Station and Wastewater Pump Station and construction will be complete in March 2020. Should the duration of the construction contract change, Dewberry’s fee for construction administration and inspection will be modified accordingly.

EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry’s control.
2. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
3. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR’s material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County’s RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

Mr. Eric Dahl
Zion Crossroads WBPS & WWPS
Construction Inspection Services – PA 16, CO#1
January 9, 2020
Page 3 of 3

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE
Associate

Attachment A: Manpower and Fee Estimate Breakout

Q:\PROPOSAL\2020\Fluvanna County\Zion Crossroads Inspection CO's\2020.01.09 Zion xroads WBPS WWPS Inspection scope and fee proposal - CO#1.docx

FLUVANNA COUNTY ZION CROSSROADS WATER BOOSTER PUMP STATION AND WASTE WATER PUMP STATION PROJECT AGREEMENT 16 CHANGE ORDER #1 FEE ESTIMATE FOR CONSTRUCTION INSPECTION SERVICES - YEAR 1 January 9, 2020															
PROJECT TASKS	CONTRACT MANAGER		PROJECT MANAGER		PROJECT ENGINEER		STAFF ENGINEER		HOURS DEDICATED TO SUBTASK				CONST INSPECTOR	REIMBURSABLE	TOTAL COST
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00					
1. Construction Inspection Full-time construction inspection (reduction of 300 hours)															
GRAND TOTAL FOR ALL SERVICES (TIME AND MATERIALS BUDGET)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(\$19,500)


 Dewberry
 Drive A
 Suite 200
 Raleigh, NC 27601
 Tel: 919.875.2000
 Fax: 919.875.2001
 www.dewberry.com



Capital Reserve Maintenance Fund Request Form 3.10

TAB J

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$4,370.00** for the purpose(s) of:
Paint and re-carpet of Social Services Conference Room

Section 1 - REQUEST

Requesting Department/Agency Public Works PW20-007	Dept/Agency Contact Dale Critzer	Date of Request 01/07/2020
Phone (434) 591-1925	Fax (434) 591-1924	Fiscal Year FY20

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
Re-Carpet Social Services Conference Room	1	\$2,950.00	\$2,950.00
Repainting of Social Services Conference Room	1	\$920.00	\$920.00
Contingency for unforeseen repairs	1	\$500.00	\$500.00
			\$0.00

Total Request: **\$4,370.00**

Description and justification for proposed use.

The Social Services Conference Room is used several times weekly and is in need of maintenance . Walls and trim are showing numerous scratches and the carpet seams have separated causing trip hazards and have numerous stains .

Department/Agency Head Name Dale Critzer/Assistant Director	Signature Dale Critzer <small>Digitally signed by Dale Critzer Date: 2020.01.13 12:19:22 -05'00'</small>	Date 01/07/2020
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2020.01.13 14:06:39 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2020.01.13 15:41:36 -05'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request Form 3.10

TAB K

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$5,000.00** for the purpose(s) of:
A stand by replacement water pump for Geo - Thermal HVAC system at the Fluvanna County Library

Section 1 - REQUEST

Requesting Department/Agency Public Works PW20-008	Dept/Agency Contact Dale Critzer	Date of Request 01/08/2020
Phone (434) 591-1925	Fax (434) 591-1924	Fiscal Year FY20

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
Bell & Gossett 5 horsepower water pump	1	\$4,748.00	\$4,748.00
Various items to install new water pump	1	\$252.00	\$252.00
			\$0.00
			\$0.00

Total Request: **\$5,000.00**

Description and justification for proposed use.

The Fluvanna County Library's source of cooling and dehumidification in the summer months is a Geo-Thermal HVAC system that takes water circulating in piping underground and using the earth's natural temperature to remove the heat thus creating cool air to supply the building. Right now there is only one single circulating water pump installed with no back up. If it were to fail the library would not have cooling or dehumidification. So an extra stand by pump is needed as there is a 4-6 week wait time on delivery of a new circulator pump.

Department/Agency Head Name Dale Critzer/ Assistant Director	Signature Dale Critzer <small>Digitally signed by Dale Critzer Date: 2020.01.13 12:20:13 -05'00'</small>	Date 01/08/2020
------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------	---------------------------

Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2020.01.13 14:07:19 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2020.01.13 15:44:41 -05'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB L

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	North 640 Agricultural/Forestal District Review and Renewal				
MOTION(s):	I move to renew the North 640 Agricultural/Forestal District, which consists of 57 parcels totaling 2369.946 acres, for an additional 10 year period, expiring on November 17, 2029.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Brad Robinson, Senior Planner				
PRESENTER(S):	Brad Robinson, Senior Planner				
RECOMMENDATION:	Approval				
TIMING:	Immediate decision requested				
DISCUSSION:	Request to renew the North 640 Agricultural/Forestal District for an additional ten (10) year period. Section 15.2-4311 of the Code of Virginia states if the local governing body determines that a review is necessary, it shall ask for the recommendations of the local advisory committee and the planning commission in order to determine whether to terminate, modify or continue the district. If the local governing body determines that a review is unnecessary, it shall set the year in which the next review shall occur.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	<p>The Board of Supervisors approved the creation of the North 640 Agricultural/Forestal District on November 17, 1999.</p> <p>The Board of Supervisors approved the renewal of the North 640 Agricultural/Forestal District on October 7, 2009.</p> <p>The district expired on November 17, 2019 and is currently up for renewal for an additional ten (10) year period.</p>				
ENCLOSURES:	Memo with resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



COUNTY OF FLUVANNA

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132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

Memo

To: Fluvanna County Board of Supervisors

From: Brad Robinson, Senior Planner

Date: January 22, 2020

Re: North 640 Agricultural/Forestal District Review and Renewal

In accordance with Section 15.2-4311 of the Code of Virginia, the Planning Department contacted the current property owners of parcels identified in the above referenced agricultural and forestal district and advised them that the approved district would expire on November 17, 2019. This letter also advised the property owners that if the Planning Department did not receive a response, it would be determined that the property owner desired their property to remain in the existing district.

There were fifty-seven (57) parcels that comprised the North 640 Agricultural/Forestal District. A response was received from thirty-eight (38) of these parcels with no requests for removal from the district. It is the recommendation of the Planning Department that the Board of Supervisors renew the North 640 Agricultural/Forestal District for an additional ten (10) year period.

The North 640 District will consist of the following property owners and tax parcels after renewal:

OWNER'S NAME	TAX MAP PARCEL #	ACREAGE	RECEIVED FORM
Aldridge, Larry S. & Darlene W.	28 A 27I	20.918	
Antol, Theodore D. & Korry H.	29 A 39	78	X
Bossong, Donald G. & Rebecca W.	30 A 52	37.834	X
Bossong, Donald G. & Rebecca W.	30 A 53	28.02	X
Brookman Asset Protection Trust	30 A 33	25.186	X
Brookman Asset Protection Trust	30 A 34	1.5	X
Cavanaugh, Burdell D.	30 A 40	15	X
Cavanaugh, D. Burdell Sr	30 A 43	14.586	X
Ch Krammes & Co Inc	29 A 111	16.553	
Cioban, James R & Lisa B	40 10 2	14.5	
Cox, Robert D. & Toni C.	30 A 38	22.234	X
Critzer, Dale L. & Lori A.	28 A 27D	6	
Critzer, Dale L. & Lori A.	28 A 27E	24.247	
Demarco, Robert & Deborah A.	28 A 27H	20	
Dimmie, Gene Austin & Robert C/o Robert F Dimmie Jr	30 A 56	32	

Dimmie, Gene Austin & Robert C/o Robert F Dimmie Jr	30 A 57	7.3	
Dimmie, Gene Austin & Robert C/o Robert F Dimmie Jr	41 A 1	15	
Feisner, David C. & Edith A.	40 10 3	14.5	
Haislip, Edward F. & Wife	30 A 21	2	
Haley, Sherron J. Le Et Al C/o Sylvia Marie Johnson	29 A 45	30	X
Hawthorne, Sammy N.	28 A 35	86	X
Hawthorne, Sammy N.	28 A 37	29.8	X
Hawthorne, Sammy N.	28 A 37A	1.25	X
Higgins, William E. & Mary K.	30 16 B2	8.508	
Johnson, Sylvia M.	29 A 44	155.5	X
Johnson, Sylvia M.	39 A 91	100	X
Johnson, Sylvia M.	40 A 3A	72.63	X
Johnson, Sylvia Marie Et Al	29 A 47	3	X
Johnson, Sylvia Marie Et Al	40 A 9	70	X
Johnson, Sylvia Marie Et Al	40 A 10	95.128	X
Kennedy, Sandra Phanelson	30 A 28	82.947	X
Krammes, Clifford H. & Verna M.	29 A 112	74.169	
Landes, Dalene Maude Johnson	39 A 93	80	X
Miller, Jack B. & Angela M.	30 12 2	47.98	
O'Malley Living Trust % George & Janice O'Malley	40 13 5	27.334	
O'Malley Living Trust % George & Janice O'Malley	40 A 57	56.71	
Park, Sidney A. & Ann L.	30 12 3A	6.78	
Staton, Howard L. & Virginia J.	39 A 92	61.53	X
Stockton, Eugene Andre	40 10 4	22.84	X
Stockton, Eugene Andre	40 10 5	4.5	X
Sweeters, Christine	29 17 1	2.589	X
Sweeters, Christine	29 A 70	58.706	X
Sweeters, Christine	29 A 74	134.543	X
Tapscott Brothers Logging, Inc	39 3 1	41.26	X
Trentacosta, Eugene E. & Cindy	30 8 A	23.14	X
Trentacosta, Eugene E. & Cindy	30 8 C	10.021	X
Tucker, Frederic L. & Jeri Lynn	30 A 17	28.653	X
Tucker, Frederic L. & Jeri Lynn	30 A 18A	3.349	X
Webb, Kenneth O. & M Ruth	30 A 20	22	X
Webb, Kenneth O. & Webb, Nancy	29 A 37	133.951	X
Webb, Kenneth O. & Webb, Nancy	29 A 42	13	X
Webb, Kenneth O. & Webb, Nancy	29 A 77	240	X
Webb, Kenneth O. & Webb, Nancy	29 A 78	0.75	X
Webb, Kenneth O. & Webb, Nancy	30 A 35	68	X
Webb, Kenneth O. & Webb, Nancy	30 A 41	5	X

Webb, Nancy J.	29 A 37A	60	
Webb, Nancy J.	29 A 64	13	
Total		2369.946	

The 2015 Comprehensive Plan designates this area of Fluvanna County as within the Rural Residential and Rural Preservation Planning Areas.

Please be advised that Section 15.2-4311 of the Code of Virginia states in part that “*the local governing body may complete a review of any district created under this section. If the local governing body determines that a review is necessary, it shall ask for the recommendations of the local advisory committee and the planning commission in order to determine whether to terminate, modify or continue the district.*” It further states “*if the local governing body determines that a review is unnecessary, it shall set the year in which the next review shall occur.*” This is interpreted to mean that the Board of Supervisors has the authority to discuss the disposition and renew the qualifying districts without the recommendation of the advisory committee and the planning commission; however, if the Board feels that a review is necessary, the normal process, inclusive of a public hearing, shall be required.

If you have any questions or comments regarding this information, please contact me at (434) 591-1910 x 1061, or at brobinson@fluvannacounty.org.

Attachments:

- A. Resolution renewing AFD for an additional ten (10) year period



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 05-2020

A RESOLUTION TO AUTHORIZE RENEWAL OF THE NORTH 640 AGRICULTURAL/FORESTAL DISTRICT FOR AN ADDITIONAL TEN-YEAR PERIOD TO EXPIRE NOVEMBER 17, 2029

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Courts Building at 7:00 p.m. on the 22nd of January 2020, 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 Fluvanna County Board of Supervisors approved the creation of the North 640 Agricultural/Forestal District on November 17, 1999 for a ten-year period; and

WHEREAS, the Fluvanna County Board of Supervisors approved the renewal of the North 640 Agricultural/Forestal District on October 7, 2009; and

WHEREAS, the district expired on November 17, 2019; and

WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, the Fluvanna County Planning & Community Development Department contacted the current property owners of parcels identified in the North 640 Agricultural/Forestal District and advised them that the approved district would expire on November 17, 2019 and inquired whether the owners desired that the property remain in or be removed from the district.

NOW, THEREFORE BE IT RESOLVED on this 22nd day of January 2020 that the Fluvanna County Board of Supervisors hereby renews the North 640 Agricultural/Forestal District for an additional ten-year period to expire on November 17, 2029.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 22nd day of January, 2020;

	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
 Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 05-2020

A RESOLUTION TO AUTHORIZE RENEWAL OF THE NORTH 640 AGRICULTURAL/FORESTAL DISTRICT FOR AN ADDITIONAL TEN-YEAR PERIOD TO EXPIRE NOVEMBER 17, 2029

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	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
 Fluvanna County Board of Supervisors

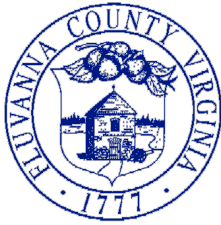
**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB M

MEETING DATE:	January 22, 2020				
AGENDA TITLE:	Pleasant Grove Rental Fee Waiver Request – Free Rabies Clinic				
MOTION(s):	<p>Motion #1 I move the Board of Supervisors ratify a \$50.00 rental fee waiver for the free rabies vaccination clinic held at Pleasant Grove on January 4, 2020.</p> <p>Motion #2 I move the Board of Supervisors [approve/deny/defer] the \$50.00 rental fee waiver for the free rabies vaccination clinic at Pleasant Grove to be held on February 8, 2020.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	Due to a Rabies exposure in the County and in the interest of public safety, the Pleasant Grove rental fee waiver is proposed for the free rabies clinic scheduled on February 8, 2020 and the clinic held on January 4, 2020 where pets were vaccinated at no cost to the owners.				
FISCAL IMPACT:	Minimum reduction on rental fee revenue.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			

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

Incl?	Item
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balances
<input checked="" type="checkbox"/>	Building Inspections Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



COUNTY OF FLUVANNA

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BOS2020-01-22 p.101/108
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: January 22, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY19 Year End Audited Total Unassigned Fund Balance:	\$16,632,750
Unassigned Fund Balance – 12% Target Per Policy:	\$9,125,690
Unassigned Fund Balance – Excess Above Policy Target:	\$7,507,060
Less: FY20 ZXR Waterworks Operations Plan Development – 07.02.19	-\$53,250
Less: FY20 Water and Sewer Master Plan – 07.02.19	-\$235,570
Less: FY20 Fluvanna Rescue Ambulance CIP – 08.21.19	-\$190,000
Less: FY20 Support 56 Water Rescue Truck – 11.04.19	-\$83,000
Less: FY20 Self Contained Breathing Apparatus Funding – 11.04.19	-\$618,000
Less: FY20 Water Distribution System Optimization Study – 11.20.19	-\$22,366
Less: FY19-20 County Carryover Request – 12.4.19	-\$40,635
Less: FY19-20 Schools Carryover Request – 12.4.19	-\$250,000
Current FY20 Unassigned Fund Balance – Excess Above Policy Target:	\$6,014,239
Less: FY20 Zion Crossroads Water Project (Future Commitment)	-\$3,000,000
Current FY20 Unassigned Fund Balance – Including Zion Crossroads	\$3,014,239



COUNTY OF FLUVANNA

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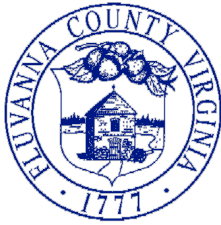
BOS2020-01-22 p.103/108
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: January 8, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: FY20 BOS Contingency Balance

The FY20 BOS Contingency line balance is as follows:

Beginning Budget:	\$211,744
Less: FY20 Purchase of TMP 51-A-130 – 08.07.19	-\$60,985
Less: FY20 Sheriff's Office Evidence Storage Building – 09.18.19	-\$28,500
Available:	\$122,259



COUNTY OF FLUVANNA

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MEMORANDUM

BOS2020-01-22 p.105/108
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

Date: January 22, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: FY20 Capital Reserve Balances

The FY20 Capital Reserve account balances are as follows:

County Capital Reserve:

FY20 Budget Allocation:	\$250,000
FY19 Carryover	\$86,389
Add: FY19 Closed CRM Projects 6/30/19	\$51,538
Total FY20 Budget:	\$387,927
Less: Skid Steer - 07.02.19	-\$3,500
Less: Library Roof Repair - 08.07.19	-\$12,000
Less: Energy Recovery Unit Repair – 08.21.19	-\$5,489
Less: Additional excavation & material for ADA Trail erosion repair – 10.16.19	-\$4,983
Less: John Deere Backhoe/Bobcat Mini Excavator Repair – 10.16.19	-\$14,000
Less: E911 UPS Battery Replacement – 11.06.19	-\$16,600
Less: Treasurer's Office Front Lobby Concrete Floor – 11.06.19	-\$18,663
FY20 Available:	\$312,692

Schools Capital Reserve:

FY20 Budget Allocation:	\$250,000
FY19 Carryover	\$194,149
Total FY20 Budget:	\$444,149
Less: Bus Garage Fencing – 08.07.19	-\$18,500
Less: Flashing Speed Limit Sign – 08.07.19	-\$6,500
Less: Replace Diesel and Gas Pump – 08.07.19	-\$14,000
Less: FCHS Turf Inspection and Leveling – 11.06.19	-\$9,800
Less: FCHS Track Repair – 01.08.20	-\$4,425
Less: FCHS Grinder Pump Replacement – 01.08.20	-\$12,014
FY20 Available:	\$378,910



BUILDING INSPECTIONS MONTHLY REPORT
County of Fluvanna

Building Official:	Period:
Kevin Zoll	December, 2019

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits)	2015	4	5	10	9	12	12	14	13	2	4	7	3	95
	2016	11	11	8	15	9	18	6	5	9	2	6	8	108
	2017	3	2	16	6	4	10	6	5	14	5	7	13	91
	2018	8	3	15	11	13	17	13	10	8	8	6	9	121
	2019	8	10	14	9	12	9	10	14	13	2	11	7	119
NEW - Single Family Attached	2015	2	0	0	0	0	0	0	2	0	0	0	0	4
	2016	0	0	0	0	0	5	0	0	0	0	0	0	5
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW - Mobil Homes	2015	0	0	0	0	1	1	0	2	0	0	0	0	4
	2016	0	1	0	0	0	0	0	1	0	0	0	0	2
	2017	0	0	0	0	2	1	0	1	0	0	0	0	4
	2018	0	0	1	1	0	0	0	0	0	0	0	1	3
	2019	0	0	0	0	0	0	0	0	1	1	0	0	2
Additions and Alterations	2015	21	30	38	28	21	30	22	25	23	27	35	18	318
	2016	13	10	31	27	29	29	15	32	31	28	27	27	299
	2017	29	20	29	43	20	29	32	18	23	27	43	28	341
	2018	19	6	10	19	8	13	26	25	32	42	22	21	243
	2019*	35	33	37	27	38	38	44	34	34	36	35	31	422
* Trade permits count not included as in previous years														
Accessory Buildings	2015	4	4	3	4	1	0	0	2	6	0	0	3	27
	2016	3	4	4	6	2	2	1	2	1	3	3	6	37
	2017	0	4	2	3	2	2	2	4	2	0	2	2	25
	2018	2	3	3	6	2	1	4	2	1	2	2	2	30
	2019	2	4	6	4	4	3	3	8	2	8	4	4	52
Swimming Pools	2015	0	0	0	0	0	0	0	1	1	0	0	0	2
	2016	0	0	0	0	0	1	1	0	0	0	0	0	2
	2017	0	0	0	0	0	1	1	0	0	1	1	0	4
	2018	0	1	1	1	0	1	2	0	1	2	0	0	9
	2019	0	0	0	3	2	2	0	1	0	1	0	1	10
Commercial/Industrial Build/Cell Towers	2015	1	0	0	0	0	0	2	0	0	1	1	1	6
	2016	0	0	2	2	0	0	1	0	1	1	1	1	9
	2017	1	2	0	0	0	0	2	2	1	1	0	0	9
	2018	0	0	0	0	0	2	0	0	0	0	0	0	2
	2019	0	0	1	1	0	2	0	0	0	0	0	0	4
TOTAL BUILDING PERMITS	2015	32	39	51	41	35	43	38	45	32	32	43	25	456
	2016	27	26	45	50	40	55	24	40	42	34	37	42	462
	2017	33	28	47	52	28	43	43	30	40	34	53	43	474
	2018*	29	13	30	38	23	34	45	37	42	54	30	33	408
	2019*	45	47	58	44	56	54	57	57	50	48	50	43	609
* Trade permits count not included as in previous years														

BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	2015	\$1,384,631	\$1,560,716	\$2,916,520	\$3,567,237	\$2,999,918	\$4,280,357	\$5,272,378	\$3,107,731	\$2,625,563	\$2,303,913	\$1,931,893	\$6,252,403	\$ 38,103,260
	2016	\$1,817,981	\$2,555,455	\$5,542,458	\$3,711,821	\$2,447,891	\$5,181,921	\$3,611,179	\$1,817,783	\$3,089,971	\$1,889,279	\$2,028,590	\$2,937,783	\$ 36,632,112
	2017	\$857,767	\$827,724	\$4,859,777	\$2,066,132	\$1,512,789	\$3,676,118	\$1,904,915	\$2,359,988	\$2,846,545	\$1,957,646	\$1,897,110	\$3,479,285	\$ 28,245,796
	2018	\$2,541,433	\$1,075,551	\$3,544,096	\$2,513,241	\$3,834,995	\$5,693,348	\$3,156,593	\$4,729,005	\$3,637,992	\$1,791,222	\$2,169,284	\$2,421,169	\$ 37,107,929
	2019	\$1,991,054	\$2,502,719	\$5,639,238	\$4,695,173	\$3,057,597	\$3,228,152	\$3,360,952	\$3,926,015	\$3,457,214	\$2,636,194	\$3,148,369	\$2,960,579	\$ 40,603,257

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2015	6	5	9	10	10	12	15	16	3	5	10	5	106
	2016	12	11	8	14	10	17	7	6	11	3	9	9	117
	2017	3	2	17	7	7	9	6	6	15	8	7	14	101
	2018	10	4	16	13	11	17	13	7	9	6	7	8	121
	2019	8	12	16	9	14	10	12	14	13	2	11	8	129
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2015	105	137	146	214	113	232	193	181	208	206	149	149	2,033
	2016	116	91	153	157	155	214	249	230	197	181	184	172	2,099
	2017	159	144	171	141	177	152	202	182	153	183	181	169	2,014
	2018	163	148	173	186	215	176	164	220	144	221	154	141	2,105
	2019	237	207	232	297	305	246	324	332	295	298	204	216	3,193
FEES COLLECTED														
Building Permits	2015	\$6,731	\$8,351	\$13,711	\$16,037	\$13,508	\$16,628	\$14,931	\$18,895	\$10,411	\$8,558	\$10,381	\$9,575	\$ 147,717
	2016	\$11,850	\$11,954	\$11,576	\$14,889	\$8,447	\$18,588	\$12,947	\$7,537	\$11,285	\$12,548	\$8,361	\$11,213	\$ 141,195
	2017	\$4,060	\$3,660	\$22,692	\$9,249	\$6,703	\$11,948	\$9,494	\$7,790	\$13,169	\$6,895	\$9,022	\$12,886	\$ 117,568
	2018	\$8,988	\$4,311	\$9,939	\$14,765	\$13,796	\$23,633	\$14,993	\$8,748	\$10,826	\$12,613	\$9,556	\$14,570	\$ 146,738
	2019	\$11,377	\$13,617	\$14,005	\$14,308	\$11,228	\$16,260	\$13,778	\$18,772	\$14,375	\$8,468	\$14,747	\$11,059	\$ 161,994
Land Disturbing Permits	2015	\$1,775	\$875	\$1,425	\$3,425	\$1,750	\$1,850	\$2,325	\$3,338	\$1,085	\$2,819	\$10,450	\$2,298	\$ 33,415
	2016	\$3,200	\$2,575	\$1,700	\$1,950	\$2,250	\$2,200	\$4,020	\$875	\$28,074	\$2,000	\$1,450	\$1,100	\$ 51,494
	2017	\$475	\$800	\$7,000	\$1,523	\$2,366	\$2,425	\$1,733	\$7,784	\$2,100	\$2,050	\$1,000	\$1,625	\$ 30,881
	2018	\$1,450	\$5,975	\$1,890	\$1,625	\$1,625	\$2,850	\$1,625	\$1,175	\$1,125	\$875	\$10,675	\$2,150	\$ 33,040
	2019	\$1,000	\$1,500	\$1,625	\$1,125	\$3,553	\$1,250	\$2,975	\$6,556	\$1,920	\$250	\$1,375	\$1,125	\$ 24,251
Zoning Permits/ Proffers	2015	\$1,200	\$1,000	\$1,650	\$2,600	\$1,500	\$1,850	\$1,850	\$2,400	\$1,650	\$1,050	\$900	\$850	\$ 18,500
	2016	\$1,150	\$1,250	\$1,800	\$2,450	\$1,650	\$2,700	\$1,150	\$1,150	\$1,900	\$1,050	\$900	\$850	\$ 18,000
	2017	\$400	\$1,000	\$2,400	\$950	\$1,500	\$1,800	\$1,245	\$1,250	\$1,600	\$1,050	\$1,250	\$1,550	\$ 15,995
	2018	\$1,400	\$800	\$1,750	\$1,600	\$1,400	\$2,200	\$2,050	\$1,400	\$1,050	\$1,400	\$700	\$1,400	\$ 17,150
	2019	\$1,200	\$1,800	\$2,200	\$1,550	\$2,050	\$1,350	\$1,950	\$2,300	\$1,700	\$1,150	\$1,450	\$1,400	\$ 20,100
TOTAL FEES	2015	\$9,706	\$10,226	\$16,786	\$22,062	\$16,758	\$20,328	\$19,106	\$24,633	\$13,146	\$12,427	\$21,731	\$12,723	\$ 199,632
	2016	\$16,200	\$15,779	\$15,076	\$19,289	\$12,347	\$23,488	\$18,117	\$9,562	\$41,259	\$15,598	\$10,711	\$13,263	\$ 210,689
	2017	\$4,935	\$5,460	\$32,092	\$11,722	\$10,569	\$16,173	\$12,472	\$16,824	\$16,869	\$9,995	\$11,272	\$16,061	\$ 164,444
	2018	\$11,838	\$11,086	\$13,579	\$17,990	\$16,821	\$28,683	\$18,668	\$11,323	\$13,001	\$14,888	\$20,931	\$18,120	\$ 196,928
	2019	\$13,577	\$16,917	\$17,830	\$16,983	\$16,831	\$18,860	\$18,703	\$27,628	\$17,995	\$9,868	\$15,028	\$13,584	\$ 203,804