



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING AGENDA**  
 Regular Meeting at 5:00 pm  
 Circuit Courtroom, Fluvanna Courts Building  
 February 5, 2025

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>APPOINTMENTS</b>
<b>7</b>	<b>PRESENTATIONS (normally not to exceed 10 minutes each)</b>
<b>8</b>	<b>ACTION MATTERS</b>
A	Incentive Plan for Fluvanna County Fire and EMS Volunteers – Eric Dahl, County Administrator
B	Project Agreement with Enteros Design, P.C. for Space Needs Study – Dan Whitten, County Attorney
C	Authorization to Advertise for a Public Hearing to Adopt the Thomas Jefferson Solid Waste Management Plan – Isabella O'Brien, Planner II, Thomas Jefferson Planning District Commission
D	Bike Repair and Information Station in Palmyra Village – Jennifer Schmack, Director of Economic Development
<b>9</b>	<b>PUBLIC HEARING</b>
<b>10</b>	<b>CONSENT AGENDA</b>
E	Minutes of January 22, 2025 – Caitlin Solis, Clerk to the Board
F	CRMF - FCHS Bleachers and Gym – Don Stribling, FCPS Executive Director
G	CRMF - FMS Recess Field Netting – Don Stribling, FCPS Executive Director
<b>11</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>12</b>	<b>NEW BUSINESS</b>
	TBD
<b>13</b>	<b>PUBLIC COMMENTS #2</b> (5 minutes each)
<b>14</b>	<b>CLOSED MEETING AND DINNER RECESS</b>
	TBD
<b>15</b>	<b>ADJOURN</b>

County Administrator Review

*Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.*

## **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 STAFF REPORT**

TAB A

<b>MEETING DATE:</b>	February 5, 2025				
<b>AGENDA TITLE:</b>	Incentive Plan for Fluvanna County Fire and EMS Volunteers				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Incentive Plan for Fluvanna County Fire and EMS Volunteers with an effective date of _____.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>	H1	
	X				
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve and recommend the effective date to begin July 1, 2025 (FY26).				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Fluvanna County has been working on an incentive plan for County Fire and EMS volunteers. The goal is to drive recruitment, retention and increased participation of Fluvanna County Volunteers by providing an increased incentive plan for volunteers to staff fire houses and rescue stations more often for immediate response to calls. This will also decrease response times to fire and ems calls.</p> <p>After considering different options that relate to personal property tax incentives and discussions with the Fire and Rescue Association, a standard Incentive Plan was created that is based upon duty crew hours and/or call hours.</p> <p>The Incentive Plan provides three different tier incentive amounts based upon duty crew hours and/or call hours served and for leadership and administration.</p>				
	Tier	Incentive Amount	Hour Requirement		
	1	\$595	288 Duty Crew Hours/year (minus number of call hours while on Duty Crew).		
	2	\$300	144 Duty Crew Hours/year (minus number of call hours while on Duty Crew).		
	3	\$175	Leadership / Administration (limit to 3 per station)		
<p>More specific guidelines and criteria can be found in the enclosed Incentive Plan for Fluvanna County Fire and EMS Volunteers.</p> <p>The implementation date is a major consideration, for when to start the Incentive Plan. The ideal start date would occur for FY26, which would give plenty of time to have the necessary administrative components in place for tracking. If the BOS chooses to start</p>					

	the plan sooner, there would be a lot of administrative work to retroactively make the plan effective for January 1, 2025.				
<b>FISCAL IMPACT:</b>	\$37,500 has been budgeted for FY25 and also for previous years. The actual amount needed for the Incentive Plan is still being developed.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Incentive Plan for Fluvanna County Fire and EMS Volunteers				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X

## Incentive Plan for Fluvanna County Fire and EMS Volunteers

Goal: To drive recruitment, retention and increased participation of Fluvanna County Volunteers by providing an increased incentive plan for volunteers to staff more often for immediate response to calls. This will also decrease response times to fire and ems calls.

Proposal:

Tier	Incentive Amount	Hour Requirement
1	\$595	288 Duty Crew Hours/year (minus number of call hours while on Duty Crew).
2	\$300	144 Duty Crew Hours/year (minus number of call hours while on Duty Crew).
3	\$175	Leadership / Administration (limit to 3 per station)

Guidelines:

- Duty crews must be signed up at least 12-hours prior to their shift. The use of the county Emergency Service computer software will track the hours for each of the members of the departments.
- Hours are based on annual participation, not monthly average.
- Volunteer can receive credit for hours at any station within Fluvanna County, but will only qualify for one incentive.
- Duty crew hour credit is only awarded for hours physically in station.
- There must be a minimum of 4 hours while on duty crew.
- Credit for calls are only awarded if member either:
  - Arrives at station and responds on apparatus
  - Responders that have to drive by the incident to reach an apparatus may respond directly in POV
  - EMS Response assistance (lift assist) and may respond directly in POV
  - Fire and EMS volunteer training

Criteria for Fire unit (max of 4 positions per unit for duty crew credit):

- Fire Apparatus – FF1, Haz-Mat Awareness, EVOC 3 (if driving), and must be staffed with a minimum of two personnel fitting this criteria for a duty crew.

Criteria for EMS unit (max of 4 positions per unit for duty crew credit):

- Certified as EVOC, EMT, AEMT, Intermediate, or Paramedic
  - Additional members with CPR, EMT, AEMT, Intermediate or Paramedic or Students in EMS classes including personnel precepting for release.

Payout:

• FY25 - Tracking of time will be January 1, 2025 to June 30, 2025. Requirement hours for this period will be half of the above yearly totals and the incentive amount will be half the amount as well.

• FY26 and beyond - Tracking of time will be July 1, 2025 to June 30, 2026. Tracking will continue following the fiscal year thereafter.

- Payout once per year, typically 3-4 weeks after finance receives all verified data from all volunteer companies and stations.
- If volunteers don't make the Tier 1 requirements, they could qualify for Tier 2, but can only qualify for one tier per calendar year.
- Tier 3 – 3 support members to be chosen by the department leadership. Members must remain the same within the calendar year.

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB B

<b>MEETING DATE:</b>	February 5, 2025				
<b>AGENDA TITLE:</b>	Project Agreement with Enteros Design, P.C. for Space Needs Study				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b>  <b>I move the Board of Supervisors approve Project Agreement # 01 between Fluvanna County and Enteros Design, P.C. for the Space Needs Study for the Administration and Social Services Buildings totaling no more than \$136,295.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b></p> <p><b><u>Motion #2:</u></b>  <b>I move the Board of Supervisors approve a supplemental appropriation in the amount of \$136,295.00 from Unassigned Fund Balance to provide funding to complete the Space Needs Study with Enteros Design, P.C.</b></p>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list items(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• The Board approved a Term Agreement with Enteros Design, P.C. on January 22, 2025 for professional services related to Architecture/Engineering Services for the new Administration &amp; Social Services Building and the Renovation of the Existing Administration and Social Services Buildings</li> <li>• It is anticipated that the proposed services under this proposal will include a space study and conceptual evaluation of the identified government buildings.</li> <li>• The scope of services will include (i) programming; (ii) existing conditions assessment; (iii) preparing conceptual diagrams and narratives; and (iv) budget estimates and final report.</li> <li>• The cost for the Space Study and Evaluation for the new building(s) is \$136,295.</li> </ul>				
<b>FISCAL IMPACT:</b>	\$136,295.00 to come from Unassigned Fund Balance.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Space Study and Conceptual Evaluation proposal with rate sheets</li> <li>• Project Agreement # 01</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		





January 3, 2025

Ms. Karis White  
 County of Fluvanna  
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 Richmond, VA 23223

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Ms. White:

Enteros Design is pleased to present this proposal for a Space Study and Conceptual Evaluation of the County of Fluvanna government buildings identified in RFP #2024-11. This proposal incorporates the scope of services identified in the RFP for the Space Study and our recommendations for a conceptual evaluation needed to define the project parameters. The following proposal summarizes our project understanding, Scope of Services, and proposed fees.

The County has requested an update to the 2019 space study completed by Crabtree, Rohrbaugh & Associates to more accurately define the needs for the new County Administration building, new Social Services building, renovation of the existing Administration building, renovation of the existing Social Services building, potential expansion of the Sheriff's office, and improvements to access and security in the Courthouse. We anticipate the following Scope of Services for the study.

## **SCOPE OF SERVICES**

### Programming

- Conduct a kickoff meeting with County officials and key stakeholders
- Gather any existing documents and information provided by the County
- The departments listed in the RFP will be included in the programming effort
- Develop a questionnaire to be completed by the department heads
- Review the questionnaire and interview the department heads to define the space requirements
- Develop a preliminary list of spaces, square footages, and requirements for each department
- Prepare building programs for each department listing the spaces, square footage, and support facilities needed for each building.
- Review the building program with County officials and department heads and revise based on comments received in the review meeting

### Existing Conditions Assessment

- Review existing documents and reports for each building and site
- Visit each building and site to review existing conditions
- Provide a written report summarizing the general condition of each building and site
- Provide a summary of existing factors which could influence the building or site design

### Prepare Conceptual Diagrams and Narratives

- Prepare conceptual diagrams showing the location of each department and its size relative to new or existing buildings

- Prepare diagrams showing the size and conceptual shape of each building on a site plan
- Show conceptual site improvements and parking
- Provide conceptual design narratives summarizing the anticipated architectural, civil, structural, mechanical, electrical, and plumbing requirements for each building
- Review the Conceptual Diagrams with County officials and department heads and revise based on comments received in the review meetings

#### Budget Estimates and Final Report

- Prepare conceptual budget estimates for each building
- Review the budget estimates with the County
- Prepare a final compiled report
- Present the report to the County

We will use the services of Timmons Group, Dunbar, and Pace Collaborative for conceptual engineering evaluations. The proposals from these engineering firms are included in this proposal and their Scopes of Service are incorporated into this agreement.

We anticipate a total of 10 days of onsite meetings or site visits for this phase of the project. These visits will be used for programming meetings, existing conditions assessments, and presentations. Additional meetings can be arranged through Zoom as needed. We will rely on the County to efficiently schedule meetings with department heads to accommodate a maximum of 10 days of onsite meetings.

#### **PROPOSED FEES**

We have developed the enclosed fee schedule for review and consideration by the County. We have incorporated the services we feel are appropriate at this phase of the project, but we can adjust as needed to meet the County's needs. The services listed will provide the County with a good understanding of the project parameters, the size and scope of each building, and the potential costs. This study will form the basis for moving forward with full design and construction documents for the project.

For reimbursable expenses such as mileage, printing, shipping, etc. we will bill our cost plus 15%. We do not anticipate a significant amount of reimbursable expenses on this phase of the project.

I hope that this proposal meets your expectations, but please let me know if you have any questions or adjustments are needed. We look forward to working with the County of Fluvanna on these important civic buildings.

Sincerely,  
Enteros Design, PC



Gil Entzminger, AIA, LEED AP

## Enteros Design Fee Schedule Summary - Space Study and Concept Evaluation

1/3/2025

	Architectural	Civil	Structural	MEP	Cost Estimate	Total
<b>Programming</b>						
County Administration (16 Departments)	\$27,200					\$27,200
Social Services	\$3,695					\$3,695
Health Department	\$3,695					\$3,695
Courts, Judicial, Sheriff	\$8,540					\$8,540
<b>Sub-Total</b>	<b>\$43,130</b>					<b>\$43,130</b>
<b>Existing Conditions Assessment</b>						
Existing Courthouse	\$2,240	\$2,180	\$582	\$2,900		\$7,902
Existing Administration Building	\$2,240	\$2,180	\$776	\$2,900		\$8,096
Existing Social Services Building	\$2,240	\$1,730	\$776	\$2,900		\$7,646
Existing Sheriff Building	\$2,240	\$1,955	\$582	\$2,900		\$7,677
Proposed New Building Sites	\$1,535	\$2,630	\$388			\$4,553
<b>Sub-Total</b>	<b>\$10,495</b>	<b>\$10,675</b>	<b>\$3,104</b>	<b>\$11,600</b>		<b>\$35,874</b>
<b>Concept Diagrams and Narrative</b>						
New County Administration	\$4,130	\$2,840	\$970	\$1,200		\$9,140
New Social Services Department	\$4,130	\$2,840	\$970	\$1,200		\$9,140
Existing Sheriff Building	\$2,400	\$2,135	\$970	\$1,200		\$6,705
Courts/Existing Admin. Building	\$7,020	\$2,840	\$1,164	\$1,200		\$12,224
Existing Social Services Building	\$3,140	\$1,590	\$970	\$1,200		\$6,900
<b>Sub-Total</b>	<b>\$20,820</b>	<b>\$12,245</b>	<b>\$5,044</b>	<b>\$6,000</b>		<b>\$44,109</b>
<b>Budget Estimate and Final Report</b>						
Budget Estimates	\$790				\$6,572	\$7,362
Final Report and Presentations	\$5,820					\$5,820
<b>Sub-Total</b>	<b>\$6,610</b>				<b>\$6,572</b>	<b>\$13,182</b>
<b>Total Fee for Space Study and Concept Evaluation</b>						<b>\$136,295</b>

\* Transportation Preliminary Assessment \$5,000 \$5,000

The Transportation Engineering Preliminary Site Assessment may not be required at this phase; however, Timmons Group can provide the services as an option if needed.

**2024 HOURLY RATES SCHEDULE****Enteros Design, PC**

<b>Title</b>	<b>Hourly Billing Rate</b>
Principal	\$210
Project Manager	\$185
Project Architect II	\$150
Project Architect I	\$145
Architectural Staff III	\$135
Architectural Staff II	\$125
Architectural Staff I	\$115
Interior Designer III	\$150
Interior Designer II	\$135
Interior Designer I	\$115
Project Coordinator	\$115



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## NON-BINDING PROPOSAL

Client:	Enteros Design, PC	Date:	January 2, 2025
Contact:	Gil Entzminger	Principal:	Craig Kotarski
Phone No:	804.861.1200 x101	Project Manager:	Bryan Cichocki
E-mail:	<a href="mailto:gil@enterosdesign.com">gil@enterosdesign.com</a>	Project Name:	Fluvanna Admin/DSS

Dear Mr. Entzminger:

Timmons Group is pleased to offer this non-binding proposal to support Enteros Design, PC in their efforts to prepare a space needs assessment, site assessments, and conceptual studies of the site for new construction. It is our understanding this proposal is for budgetary purposes as requested by Fluvanna County with a general scope to perform the space needs assessment. At this time Timmons has excluded supplementary services such as geotechnical exploration, wetland delineation, and topographic survey. These along with other supporting services may be provided as requested and are recommended as early as the project budget and schedule allow for a more informed approach to the concept planning particularly on the site for new construction. Of the three listed, Geotechnical and wetland delineation may be the most rewarding early due diligence investments to make. The site is forested and GIS topography should suffice for planning purposes making survey less critical at this stage. We appreciate the opportunity and look forward to working with you to achieve the vision for this project.

We will proceed only after a signed Agreement is reached. Please note that fees quoted are valid for sixty (60) days from the date first written above.

### SCOPE AND SCHEDULE OF SERVICES:

Timmons Group is happy to estimate the services and fees as detailed on the Scope of Services attached as Exhibit A (the "Scope of Services").

Timmons Group

1/2/25

Date



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## EXHIBIT A

### SCOPE OF SERVICES

Timmons Group is providing the following engineering services and budgets relative to the Fluvanna Admin/DSS new construction and renovations of their existing Admin, Court (partial), and DSS buildings, located within Fluvanna County, VA. Individual tasks and services are noted below as fixed fees with non-binding budgets estimated for the scope of work.

#### Engineering Support Services

##### **Task 1: New Construction Preliminary Site Assessment**

- It is understood there is only one (1) site for the new construction under consideration with this project located on TM 30-A-3. The new build site is generally located just west of the existing roundabouts on site and north of Thomas Jefferson Parkway utilizing the existing site access. Only this Should additional sites be considered additional fees will be required.
- Review of available past reports and drawings relevant to the new construction site
- Site visit to visually assess the existing site conditions
- No exhibits of proposed concepts will be prepared by Timmons Group as a part of this task. It is understood Enteros will produce all concept drawings. Timmons will consult on the graphics prepared by Enteros for site impacts and planning.
- Summary of site requirements for proposed new construction to be provided to Enteros in written or tabular form for their use in planning and preparation of graphics
- Written narrative summarizing site assessment findings to include elements such as: topography, utilities, stormwater, parking, site access, grading, etc. It is assumed Enteros will provide a format of the written deliverables for Timmons to enter site data as a sub section of an overall report. Narratives to be provided in word format.
- Preliminary SWM evaluations for spatial planning purposes.
- It is assumed site cost data will be provided by others and is thus excluded.

##### **Task 2: Three Existing Sites (Admin & Court, DSS, Sheriff) Preliminary Assessment**

- Review of available past reports and drawings relevant to the existing sites.
- Timmons Group will perform a site visit of each existing site to visually assess the built condition. This visit will produce an annotated diagram of important findings produced in Bluebeam utilizing available record drawings provided for each site by the owner.
- The site assessment relevant to the Admin & Court site will be primarily focused on a potential connection between the two buildings. Additionally it is expected consideration will be needed for potential security improvements on site for the parking and ramifications to vehicular site access points.
- ADA accessibility will be assessed visually for general compliance and may be supplemented by a digital smart scale as needed. This scope does not provide a full and robust ADA evaluation to confirm compliance. Detailed topographic survey data would be required for such an evaluation. Rather this effort is intended to identify and fatal flaws or glaring issues with ADA access for the existing buildings.
- No exhibits of proposed concepts will be prepared by Timmons Group as a part of this task. It is understood Enteros will produce all concept drawings. Timmons will consult on the graphics prepared by Enteros for site impacts and planning.
- It is assumed site cost data will be provided by others and is thus excluded.



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## EXHIBIT A

### SCOPE OF SERVICES

**Task 3: Transportation Engineering Preliminary Site Assessments**

- Timmons Group will perform a preliminary trip generation study for the new uses/construction on the new build site (TM30-A-3) to determine if any transportation-oriented improvements may be necessary for the existing site entrance along Thomas Jefferson Parkway.
- Evaluations will be conducted on the existing site entrances of the Admin & Court site and DSS for planning purposes to identify and existing deficiencies or non-conforming access.
- This task specifically excludes performing any trip counts in the field. VDOT data will be utilized as available for evaluation of site access from VDOT roads
- This task specifically excludes the preparation of a TIA report or similar. This task is only a preliminary study to identify potential/probably high-cost transportation improvements for the project.
- Findings of this task will be summarized within the same word document(s) of the above written narratives to be provided to the Architect in digital format for use at their discretion.

**Task 4: Meetings**

- Timmons group will actively participate in up to five (5) virtual team meetings and owner meetings. The availability for meetings under this task fee will be reduced to three (3) meetings should they be in person.
- This task will also support the efforts to discuss with Fluvanna County staff as needed in the planning process.

**SUMMARY OF SERVICES**

**Engineering Support Services**

All services are Fixed Fee unless otherwise noted below as T&M (hourly)

<b>Task 1: New Construction Preliminary Site Assessment .....</b>	<b>\$9,745</b>
<b>Task 2: Three Existing Sites (Admin &amp; Court, DSS, Sheriff) Preliminary Assessment .....</b>	<b>\$10,675</b>
<b>Task 3: Transportation Engineering Preliminary Site Assessments.....</b>	<b>\$5,000</b>
<b>Task 4: Meetings .....</b>	<b>\$2,500</b>
<b>Reimbursable Expenses.....</b>	<b>\$1,000</b>
	<b>Total: \$28,920</b>

**Items not included in the Scope of Services of this Proposal:**

Items not specifically included within this agreement are thus excluded with some specific tasks detailed below:

1. Geotechnical Investigation Services
2. Wetland delineation and/or permitting
3. Survey services
4. Infrastructure Engineering (regional water/sewer service design)
5. Entitlement work such as rezoning, special exceptions, special use permit, etc.





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**EXHIBIT B  
 RATE SHEET**



**2025 BILLING RATES\***  
 Rates in effect 1/1/2025 - 12/31/2025

**Civil Engineering & Surveying**

<u>TEAM MEMBER</u>	<u>Hourly Rate</u>	<u>TEAM MEMBER</u>	<u>Hourly Rate</u>
<b><u>Engineering</u></b>		<b><u>Environmental</u></b>	
Engineer Technician	\$105.00	Environmental Technician	\$95.00
Project Engineer I	\$125.00	Environmental Scientist I	\$115.00
Project Engineer II / Designer	\$135.00	Environmental Scientist II	\$125.00
Project Engineer III / Sr. Designer	\$160.00	Environmental Scientist III	\$135.00
Project Manager / Sr. Project Engineer	\$185.00	Sr. Environmental Scientist	\$150.00
Sr. Project Manager	\$225.00	Environmental Project Manager	\$185.00
Principal	\$275.00		
Senior Principal	\$325.00		
<b><u>Construction Services</u></b>		<b><u>Right of Way</u></b>	
Laboratory Manager	\$105.00	Right of Way Manager	\$155.00
Materials Technician	\$80.00	Right of Way Specialist	\$140.00
Sr. Materials Technician	\$90.00	Document Specialist	\$95.00
Construction Inspector	\$100.00		
Sr. Construction Inspector	\$110.00		
Const. Material Testing Manager	\$140.00		
<b><u>Survey</u></b>		<b><u>Support Staff</u></b>	
Survey Technician	\$110.00	Field Intern	\$65.00
Sr. Survey Technician	\$140.00	Engineering Intern	\$75.00
SUE Project Manager	\$155.00	Clerical	\$100.00
Licensed Land Surveyor	\$180.00		
1 Person Crew w/ Robot	\$160.00		
2 Person Crew	\$180.00		
3 Person Crew	\$250.00		

Rates shown are for the Central Virginia, Hampton Roads, Western Virginia and North Carolina.  
 \*Rates are subject to change annually.

Updated: 11/01/2024





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[www.timmons.com](http://www.timmons.com)

**EXHIBIT C**  
**PROJECT REIMBURSEMENT SCHEDULE**

<u>Resource</u>	<u>Unit Description</u>	<u>Unit Charge</u>
Printing – Plotter Bond B&W	Per Sq. Ft.	\$0.22
Printing – Plotter Bond Color	Per Sq. Ft.	\$0.72
Printing – Small Format B&W	11x17	\$0.16
Printing – Small Format B&W	8.5x14	\$0.08
Printing – Small Format B&W	8.5x11	\$0.08
Printing – Small Format Color	11x17	\$0.80
Printing – Small Format Color	8.5x14	\$0.40
Printing – Small Format Color	8.5x11	\$0.40
Mileage	per mile	IRS approved rate
Postage	N/A	Cost

\* Accounting applies an additional 15% onto all reimbursable charges



1025 Boulders Parkway  
Suite 310  
Richmond, VA 23225

p 804.323.0656  
e [info@dunbarstructural.com](mailto:info@dunbarstructural.com)  
[dunbarstructural.com](http://dunbarstructural.com)

January 2, 2025

Gil Entzminger, AIA  
Enteros Design, PC  
[Gil@enterosdesign.com](mailto:Gil@enterosdesign.com)

Re: Fluvanna Government Complex – Building Space Study Phase  
Dunbar #2501-03.00

Dear Gil,

We understand that the county has asked our team for a fee proposal for only the Space-Study portion of the project. We believe the scope of structural engineering work to be confined to the following tasks and have indicated the estimated number of hours to complete those tasks.

1. Review available past reports and drawings. (6 hours)
2. Review existing buildings and sites in person. (10 hours)
3. Review and collaborate with team on proposed concepts. (8 hours)
4. Provide a written narrative of existing structural conditions. (8 hours)
5. Provide a summary of structural requirements for proposed concepts. (10 hours)
6. Provide Word document and any diagrams to architect for report. Dunbar will provide 8.5x11 technical specification sections for structural construction work. (Covered in 1-5 above)

Based on our assumptions above, we estimate a total work effort of 42 hours x \$194/hr. (Sr. EGR) = **\$8,148 Fixed Fee**

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey S. Davis".

Jeffrey S. Davis, PE, LEED AP BD+C  
Enclosures: 2025 Dunbar Billing Rates



1025 Boulders Parkway  
Suite 310  
Richmond, VA 23225

p 804.323.0656  
e [info@dunbarstructural.com](mailto:info@dunbarstructural.com)  
[dunbarstructural.com](http://dunbarstructural.com)

## 2025 Billing Rates (Hourly)

---

Project Manager (PE)	\$240.00
Senior Engineer (PE)	\$194.00
Staff Engineer (PE)	\$167.00
Engineer (EIT)	\$146.00
BIM Technician	\$110.00
Clerical	\$70.00

January 2, 2025

Enteros Design  
 7 North 25th Street, Suite 100  
 Richmond, VA 23223

Attention: Gil Entzminger

Reference: Fluvanna County Existing Building Condition Assessment  
 Non-Binding Fee Proposal

Dear Gil:

We write to offer our non-binding fee proposal to provide Mechanical and Electrical Engineering Services for the referenced project. Our scope of work will include a condition assessment of the MEP systems of the existing Fluvanna County Admin Building, Social Services Building, and existing Sheriff Building at the existing Fluvanna County Courthouse Complex, in Fluvanna County, Virginia. Our efforts will consist of a review of the existing condition report and supporting documentation, a visual survey of the readily accessible MEP systems and components within the space, as well as the major equipment that serves the space. A report will be developed outlining the system conditions, and will include recommendations for repairs, replacement, or upgrades. Our effort does not include dismantling or disassembling any systems, or evaluations of water damage, mold, mildew, etc. In addition, PACE will provide input on the proposed MEP systems as it relates to the proposed conceptual utilization plans developed by the architect for the new County Administration Building, new Health Building, existing Sheriff Building, existing Courts/Administration Building and existing Social Services Building.

The evaluation of the following systems is included in our scope of work:

- A. Interior plumbing systems.
- B. Sprinkler systems.
- C. Heating, ventilation, and air conditioning systems.
- D. Electrical service, power distribution and general power systems.
- E. Interior lighting systems and controls.
- F. Fire alarm systems.

Our fees for these services are as follows:

Existing Condition Assessment (including Field Investigation) .	\$ 11,600.00
Proposed Conceptual MEP Narratives .....	<u>\$ 6,000.00</u>
<b>Total Engineering Services .....</b>	<b>\$ 17,600.00</b>

We hope this meets your understanding and approval. Should you have any questions or concerns regarding these matters, please do not hesitate to contact us. Thank you once again for your consideration of PACE Collaborative on this project.

Respectfully,  
**PACE Collaborative**



Keith Neubert, P.E., RCDD, LEED AP  
Electrical Engineer/Vice President

\_\_\_\_\_  
Agreed – Enteros Design

\_\_\_\_\_  
Date

*Attachment: Standard Agreement for Provision of Engineering Services*



## Hourly Rates

(Effective Jan. 2025)

Project Manager	\$ 215.00/hr
Mechanical Engineer	\$ 150.00/hr
Electrical Engineer	\$ 150.00/hr
Plumbing Designer	\$ 150.00/hr
Fire Protection Engineer	\$ 150.00/hr
Drafting Technician	\$ 100.00/hr
Typist/Clerical	\$ 75.00/hr

**PROJECT AGREEMENT # 01**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**

**Space Needs Study for Administration and Social Services Buildings**

This Project Agreement #01 (the "Project Agreement") made this \_\_\_ day of \_\_\_\_\_, 2025 between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Enteros Design, P.C. ("A/E"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the \_\_\_ day of \_\_\_\_\_, 2025 (including all exhibits, and as modified by any amendments or addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

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

Whereas, the A/E submitted a proposal letter dated January 3, 2025 for a Space Study and Conceptual Evaluation of the Fluvanna County Administration and Social Services buildings (the "Proposal") which is attached hereto as **Exhibit 1** and made a material part hereof;

Whereas, the County desires that the Consultant complete the work and services set forth in the Proposal, including, without limitation, the services described in the "Scope of Services" section, which services are generally described therein as:

- The purpose of this task order ("Task Order") will be to accurately define the needs for the new Administration and Social Services building(s), renovation of the existing Administration and Social Services buildings, potential expansion of the Sheriff's office, and improvements to access and security in the Courthouse.

Now therefore, 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.

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**

Consultant shall provide all work and services as needed and necessary or desired to complete Services on the Task Order consistent with all provisions of this Project Agreement, the Proposal, and the Agreement.

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

Dale Critzer  
Director of Public Works  
197 Main Street  
P.O. Box 540  
Palmyra, VA 22963

Phone: (434) 591-1925 Ext. 1008  
 Email: dcritzer@fluvannacounty.org

Billing inquiries should be directed to Victoria Melton, Finance Director, whose contact information appears below in Article VI.

### **ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS**

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

- i. This Project Agreement;
- ii. Exhibit 1 hereto, being the Proposal;
- iii. Exhibit 2 hereto, being the Term Contract for Professional Services dated \_\_\_\_\_, 2025 and including exhibits thereto; and
- iv. Exhibit 3 hereto, being the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors

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 Document will control. In other words, (i) shall control over (ii) to (iv) above, and (ii) shall control over (iii) and (iv) and so forth.

### **ARTICLE IV: FEES**

The A/E shall receive up to a not-to-exceed total of ONE HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED NINETY-FIVE DOLLARS (\$136,295.00) based on actual time worked, which shall be payable by the County MONTHLY based on actual time worked upon Final Completion of the Services.

The flat fee is a not-to exceed amount. The hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the A/E as described herein. The A/E shall submit invoices to the County monthly for services actually rendered on each subtask and upon final completion. The invoice shall describe the services rendered to date with specificity. The A/E will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County in the County's sole discretion ("Final Completion"). No invoice may be provided by the A/E 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 invoiced or due under this Project Agreement exceed \$136,295.00 total.

Notwithstanding anything to the contrary contained in the Proposal, the A/E shall be paid the lower of the hourly rate for the title/type of person actually performing the work set forth in the Proposal hereto or the hourly rate set forth in **Exhibit 2** to this Agreement, up to the not-to-exceed fees for the Task Order Services set forth in this Project Agreement. The County shall be billed for increments of an hour based on A/E's standard procedure except as otherwise required by the Agreement.

The 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.

### **ARTICLE V: TERM**

A/E shall with due diligence and dispatch assiduously pursue this Task Order to completion. In any event such Services and work on this Task Order must be completed to the sole satisfaction of the County



no later than two (2) months from the date the County executes this Project Agreement, time being of the essence.

#### **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 Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

**County:**

ATTN: Victoria Melton, Finance Director

Fluvanna County

P.O. Box 540

Palmyra, VA 22963

Telephone: (434) 591-1930

Facsimile: (434) 591-1931

[vmelton@fluvannacounty.org](mailto:vmelton@fluvannacounty.org)

**A/E:**

Enteros Design, P.C.

ATTN: Gil Entzminger

7 North 25<sup>th</sup> Street, Suite 100

Richmond, VA 23223

Telephone: (804) 861-1200

Facsimile: (804) 861-1253

[gil@enterosdesign.com](mailto:gil@enterosdesign.com)

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 (5<sup>th</sup>) 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.

**[Signature page to follow.]**

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

A/E:  
Enteros Design, P.C.

County:  
Fluvanna County:

By: \_\_\_\_\_  
Name: Gil Entzminger  
Title: Principal

Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Eric M. Dahl  
Title: County Administrator

Approved as to form:

By: \_\_\_\_\_  
Fluvanna County Attorney

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

<b>MEETING DATE:</b>	February 5, 2025				
<b>AGENDA TITLE:</b>	Authorization to Advertise for a Public Hearing to Adopt the Thomas Jefferson Solid Waste Management Plan				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Authorization to Advertise for a Public Hearing to Adopt the Thomas Jefferson Solid Waste Management Plan.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Isabella O'Brien, Planner II, Thomas Jefferson Planning District Commission				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Public Hearing to be held March 19, 2025				
<b>DISCUSSION:</b>	<p>Legislation passed during the 2019 Virginia General Assembly requires Dominion Energy to remove all coal ash currently stored in the North Ash Pond at Bremono Power station within 15 years.</p> <p>In keeping with the statute, Dominion Energy has submitted rezoning and Special Use Permit applications to Fluvanna County with plans to construct and operate a state-of-the-art, lined landfill on Dominion Energy property beside Bremono Power Station.</p> <p>The TJPDC is requesting that Fluvanna County hold a public hearing and provide public notice regarding a major amendment to the Thomas Jefferson Solid Waste Management Plan to include Dominion's proposed captive industrial landfill in Bremono Bluff in the plan.</p>				
<b>FISCAL IMPACT:</b>	None.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Bremono Power Station Coal Ash Removal Project Information Flyer</li> <li>• 9VAC20-130-175. Amendments to plans</li> <li>• 9VAC20-130-130. Public participation</li> <li>• TJPDC-SWPU Major Amendment Extract</li> <li>• Major Amendment Memo</li> <li>• Public Hearing Ad</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## **Adoption & Amendment History**

The Solid Waste Management Plan was adopted by the Thomas Jefferson Planning District Commission (TJPDC) on June 29, 2004. Further planning work was required beyond 2004 because the planning unit did not achieve the required 25% recycling rate. The plan was considered final by the DEQ in 2006 when the planning unit reached the required recycling rate. The required five-year update of the plan was adopted by the TJPDC on October 6, 2011 with a subsequent update and adoption by the TJPDC on October 6, 2016. The 2021 update was adopted by the TJPDC on October 7, 2021. Amendments include:

- A major amendment for a Dominion Energy captive industrial landfill in Fluvanna County to be added to the plan. On March 3, 2022, a public comment period was held during the Thomas Jefferson Planning District Commission's meeting. The TJPDC Commission passed the resolution and adopted the plan on March 3, 2022. DEQ notified the TJPDC in 2025 that this did not meet major amendment requirements. Fluvanna County is providing public notice, holding a public comment period in March of 2025, and holding the required Public Hearing at the regularly scheduled Board of Supervisors Meeting on March 19, 2025.
- A minor amendment regarding the change of ownership for a transfer station in Troy (from Republic to GFL of Virginia), as well as an increase in operating capacity (from 500 to 850 tons per day). The amendment was shared with DEQ in November of 2024. GFL is in the process of submitting both permit modifications.

informally or were not permitted. The closed facilities identified on this table are those for which the locality or authority is responsible for any necessary remediation.

**TABLE 4. EXISTING SOLID WASTE MANAGEMENT FACILITIES IN THE TJSWPU: ACTIVE & CLOSED BY LOCALITY**

Locality	Facility name	Type	Status	Permit Year
RSWA	Ivy Material UtilizationCtr.	Transfer Station	Active	1997
	Ivy Sanitary Landfill	Sanitary Landfill	Closed	1997
	RSWA Compost Facility	MSW Composting Facility	Closed (2001)	1998
Albemarle	Keene Sanitary Landfill	Sanitary Landfill	Closed	1974
Charlottesville	Eldercare Gardens	Regulated Medical Waste (RMW) Incineration	Permitted by Right (PBR) prior to 1994	
	HCMF Heritage Hall	RMW Storage Only	PBR prior to 1994	
	Martha Jefferson Hospital	RMW Incineration	PBR prior to 1994	
	University of Virginia	RMW Incineration	Closed	
	Virginia Ambulatory Surgery Center	RMW Storage only	Active	1998
	Old 5 <sup>th</sup> Street Landfill	Unlined landfill	Closed	1960's
	Fluvanna	GFL of Virginia, LLC Troy Transfer Station	Transfer Station	Active
Fluvanna Correctional Unit#5		RMW Steam Sterilization	PBR prior to 1994	
Fluvanna County Sanitary Landfill		Sanitary Landfill	Closed	1974
Fluvanna County Sanitary Landfill		Sanitary Landfill	Closed	1983
Zion Crossroads (MSWMRF)		Transfer Station	Active	2018
Van der Linde Recycling (CDD)		Materials Recovery Facility	Active	CDD: 2007
Bremo Bluff FFCP Management Facility (Dominion Energy)		Captive Industrial Landfill	Planned (Permit #627)	2025
Greene	Greene County MRF &Co - Compost	Materials Recovery Facility	Closed	1994
	Greene County Transfer Station	Transfer Station	Active	1994
	Greene County Sanitary Landfill	Sanitary Landfill	Closed	1974
	Greene County Sanitary Landfill	Sanitary Landfill	Closed	1978

Source: Virginia Department of Environmental Quality and local governments

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**WASTE REDUCTION AND REUSE**

The Encore Shop, part of the Ivy MUC, provides a protected area where people can leave reusable items and pick up items for re-use. Mulch from the grinding of stumps and brush is sold there as well. Household hazardous waste and amnesty days (furniture, mattresses, appliances, and tires) are held at the Ivy MUC during advertised special events. A book exchange is offered at the McIntire Recycling Center. Regular disposal is also available for household paint, motor oil, and antifreeze.

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**Fluvanna County****COLLECTION AND TRANSPORTATION**

Individuals, businesses, and industries are generally responsible for waste hauling and recycling activities via either contract with a private firm or self-delivery to the convenience center located in Fork Union. The convenience center is open to the public Tuesday from 9:00am to 4:00pm, Thursday from 11:00am to 7:00pm, and Saturday - 8:00am to 5:00pm. It accepts newspaper, cardboard, telephone books, aluminum cans, plastic bottles, glass, and used motor oil free of charge, and MSW at \$57/ton, with an \$8 minimum. Tires and appliances are also accepted at a charge. The convenience center is closed to any commercial waste. The Van der Linde Zion Crossroads Recycling Center accepts construction and demolition debris and MSW. At Lake Monticello, a private hauler collects MSW; curbside recycling is included for plastics, glass, metal, and newspaper. County residents can also self-haul recyclable materials to the Van der Linde Zion Crossroads Recycling Center, which provides a convenience center type drop-off area at no charge. The GFL of Virginia, LLC Troy Transfer Station operates as a transfer station for the delivery, handling, storage and transfer of MSW and single-stream recyclables.

**STORAGE, TREATMENT AND DISPOSAL**

The Zion Crossroads Recycling Center operates as a materials recovery facility, hauling processed materials to secondary market recyclers and unacceptable materials to the Amelia County landfill. RSWA has a contract with Fluvanna to bring its wood grinding operation to Fluvanna on an as-needed basis.

There is a private Captive Industrial Landfill planned in Bremono Bluff in Fluvanna County to manage coal ash from Dominion Energy beside the Bremono Power Station, as required by VA Legislation. Information about the project is available here: [www.dominionenergy.com/BremonoCCR](http://www.dominionenergy.com/BremonoCCR).

**WASTE REDUCTION AND REUSE**

Fluvanna encourages citizens to recycle by offering free recycling collection at the convenience center while charging for MSW collection. The County also oversees a low-maintenance reuse facility consisting of a covered lot where citizens can leave reusable items that others are free to pick up, free of charge.

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**Greene County****COLLECTION AND TRANSPORTATION**

Individuals, businesses, and industries are generally responsible for waste hauling and recycling activities via either contract with a private firm or self-delivery. County residents may use the transfer station and recycling center located off Route 33 at 358 Mays Road, southeast of Stanardsville. The facility is open Monday through Saturday from 8 am to 4 pm. Recyclables collected include plastic, paper (newsprint, magazines, and phone books), metals, and corrugated cardboard. White goods, appliances, tires, furniture, and construction and demolition debris are also accepted. The transfer station accepts MSW from county residents, private haulers, and commercial sources.



## Memorandum

**To:** The Fluvanna County Board of Supervisors

**From:** Isabella O'Brien, Regional Planner 2

**Date:** January 28th, 2025

**Subject: Major Amendment to Thomas Jefferson Solid Waste Management Plan Regarding Dominion's Planned Captive Industrial Landfill**

Pursuant to the requirements of 9VAC20-130-175 and 9VAC 20-130-130 of the Virginia Solid Waste Planning and Recycling Regulations, the Thomas Jefferson Solid Waste Planning Unit is required to provide public notice and hold a public hearing in Fluvanna County to provide the public the opportunity to comment on the proposed Major Amendment regarding the addition of Dominion Energy's captive industrial landfill in Bremono Bluff to the Thomas Jefferson Solid Waste Management Plan (SWMP).

A major amendment is required when there is an addition of any solid waste disposal facility within the planning unit. This amendment includes adding information about the captive industrial landfill to the plan and recording the major amendment process. Pages of the plan that were edited to incorporate the major amendment include pages 2, 10, and 15, which are attached. The entire Thomas Jefferson Solid Waste Management Plan can be accessed at <https://tjpd.org/our-work/solid-waste/>.

The major amendment to the SWMP must be submitted to the Department of Environmental Quality for approval following the public hearing. It is important to note that DEQ approval of this major amendment does not constitute DEQ approval of the facility permit application for the landfill. Virginia DEQ will have a separate review process for the permit application. The proposed hearing date is March 19<sup>th</sup>, 2025, during the regularly scheduled Fluvanna County Board of Supervisors meeting.

Further information about the project can be found on Dominion's website:

<https://www.dominionenergy.com/BremoCCR>.

**Recommendation:** The TJPDC recommends the Fluvanna County Board of Supervisors authorize advertising the public hearing, through public notice, and hold the public hearing in accordance with state requirements.



Virginia Administrative Code  
Title 9. Environment  
Agency 20. Virginia Waste Management Board  
Chapter 130. Solid Waste Planning and Recycling Regulations

### **9VAC20-130-100. Amendment of solid waste planning unit boundaries.**

The director may amend a solid waste planning unit's boundary based on an application from the governing body of the solid waste planning unit. Along with the application, each locality (within the original region and any locality being added) must submit a letter acknowledging the change in the boundary. Once the director amends a solid waste planning unit's boundary, the solid waste planning unit must amend the solid waste management plan as required by [9VAC20-130-175](#). Any locality that withdraws membership from a regional solid waste planning unit must become a member of an existing solid waste planning unit or develop and submit a solid waste management plan for approval as specified in [9VAC20-130-110](#).

#### Statutory Authority

§ [10.1-1411](#) of the Code of Virginia; 42 USC § 6942(b), 40 CFR Parts 255 and 256.

#### Historical Notes

Derived from Virginia Register [Volume 35, Issue 9](#), eff. February 7, 2019.

Website addresses provided in the Virginia Administrative Code to documents incorporated by reference are for the reader's convenience only, may not necessarily be active or current, and should not be relied upon. To ensure the information incorporated by reference is accurate, the reader is encouraged to use the source document described in the regulation.

As a service to the public, the Virginia Administrative Code is provided online by the Virginia General Assembly. We are unable to answer legal questions or respond to requests for legal advice, including application of law to specific fact. To understand and protect your legal rights, you should consult an attorney.

Virginia Administrative Code  
Title 9. Environment  
Agency 20. Virginia Waste Management Board  
Chapter 130. Solid Waste Planning and Recycling Regulations

### **9VAC20-130-175. Amendments to plans.**

- A. Amendments to the plans shall be classified as major or minor as described in this section.
- B. Major amendments.
1. Major amendments shall include:
- a. Any addition, deletion, or cessation of operation of any solid waste disposal facility;
  - b. Any increase in landfill capacity;
  - c. Any change that moves toward implementation of a waste management strategy that is lower in the waste management hierarchy;
  - d. Action plans, including an action plan to address a planning unit's recycling rate that has fallen below the statutory minimum; or
  - e. Any change to membership in the approved area. Director approval of changes to planning unit boundaries, as described in [9VAC20-130-100](#), shall occur prior to submission of solid waste plan amendments to revise plan membership.
2. Major amendments shall require the same public participation as detailed in [9VAC20-130-130](#) B before being submitted, by mail or electronic mail, to the department for approval prior to implementation.
3. The department shall review major amendments and approve or return comments on any deficiencies no later than 90 days from the date the amendments are received. In the event the department is unable to complete its review within 90 days, the applicant will be notified and given a date as to when the review will be completed. No department approval shall be necessary for minor amendments.
4. Each submitter who receives comments on his major plan amendment under subdivision B 3 of this section shall submit a corrected amendment to the department no later than 90 days following notification of deficiencies.
5. Major amendments approved without alteration shall become effective upon notification. If after review of the corrected amendment submitted pursuant to subdivision B 4 of this section, the department cannot approve the corrected amendment because it finds the amendment not to be in accordance with this chapter, it will issue a notice of intent to disapprove to the submitter. The notice of intent to disapprove shall set forth (i) the reason for the disapproval, (ii) what is required for approval, and (iii) the right of the submitter to an informal fact-finding proceeding under Chapter 40 (§ [2.2-4000](#) et seq.) of Title 2.2 of the Code of Virginia. The department will give priority consideration for review of corrected amendments when the planning unit has a pending permit application for a solid waste management facility.

C. Minor amendments.

1. Minor amendments shall include:

- a. Any addition, deletion, or cessation of operation of any facility that is not a solid waste disposal facility;
- b. Any change that moves toward implementation of a waste management strategy that is higher in the waste management hierarchy; or
- c. Any nonsubstantive administrative change such as a change in name.

2. Minor amendments shall be submitted, by mail or electronic mail, directly to the department for notation. The planning units are the repository for the minor amendments to the plans.

Statutory Authority

§ [10.1-1411](#) of the Code of Virginia; 42 USC § 6942(b), 40 CFR Parts 255 and 256.

Historical Notes

Derived from Virginia Register [Volume 17, Issue 21](#), eff. August 1, 2001; amended, Virginia Register [Volume 24, Issue 4](#), eff. November 28, 2007; [Volume 35, Issue 9](#), eff. February 7, 2019.

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As a service to the public, the Virginia Administrative Code is provided online by the Virginia General Assembly. We are unable to answer legal questions or respond to requests for legal advice, including application of law to specific fact. To understand and protect your legal rights, you should consult an attorney.

(Seal)

**PUBLIC HEARING**  
**Fluvanna County Board of Supervisors**  
Wednesday, March 19, 2025, at 7:00 p.m.

Pursuant to the requirements of 9 VAC 20-130-130 of the Virginia Solid Waste Planning and Recycling Regulations, the Thomas Jefferson Solid Waste Planning Unit will hold a public hearing in Fluvanna County to discuss a proposed Solid Waste Plan Major Amendment regarding the addition of Dominion Energy’s captive industrial landfill in Bremono Bluff to the Thomas Jefferson Solid Waste Management Plan (SWMP).

A "Captive industrial landfill" is an industrial landfill that is located on property owned or controlled by the generator of the waste disposed of in that landfill.

Major amendments to SWMPs are regulated under 9VAC20-130-175. A major amendment is required when there is an addition of any solid waste disposal facility. The major amendment to the SWMP must be submitted to the Department of Environmental Quality for approval, following the public hearing. This amendment includes adding information about the captive industrial landfill to the plan and recording the major amendment process.

The purpose of the public hearing is to allow the public an opportunity to comment on the major amendment. The public hearing will be held on March 19, 2025 during the regularly scheduled Fluvanna County Board of Supervisors Meeting.

The Thomas Jefferson Solid Waste Management Plan can be found at <https://tjpd.org/our-work/solid-waste/>.

Information about the project can be found on Dominion’s website here:  
<https://www.dominionenergy.com/BremoCCR>.

---

TO: Fluvanna Review

Advertise on the following dates: February 27 & March 6, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

\*\*\*\*\*

CONTACT INFORMATION:

Caitlin Solis  
Clerk, Board of Supervisors  
Fluvanna County  
P. O. Box 540  
Palmyra, VA 22963  
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## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

<b>MEETING DATE:</b>	February 5, 2025				
<b>AGENDA TITLE:</b>	Bike Repair and Information Station in Palmyra Village				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the designated location for a Bike Repair and Information Station on County-owned property in the historic Palmyra Village to be constructed by the Fluvanna County Rotary Club.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>	D2	
	X				
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>PRESENTER(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>The Fluvanna County Rotary Club, in collaboration with the Fluvanna Leadership Development Program (FLDP) and county agencies, proposes the installation of a Bike Repair and Information Station in historic Palmyra Village. This station will support cyclists traveling along the newly rerouted TransAmerica Bike Trail (Bike Route 76) and serve as a local resource for outdoor recreation.</p> <p>The station will include an information kiosk highlighting local businesses and attractions, bike repair tools, and a bike rack. Four potential locations were identified, with the preferred site being county-owned land at the northeast side of Court Square near the Old Stone Jail due to its visibility and ease of installation.</p> <p>Funding for the project will come from Rotary, with volunteers handling most construction efforts. The proposal requests county approval for the preferred site and limited support services. Future expansion opportunities may include additional amenities to further enhance tourism and outdoor recreation in Fluvanna County.</p> <p>The project's integration with the Find Fluvanna tourism campaign and the County's Tourism Strategic Plan underscores its significance in attracting visitors and fostering community engagement. By providing essential amenities and information for travelers, we can anticipate a positive impact on both local businesses and the overall visitor experience.</p>				
<b>FISCAL IMPACT:</b>	The County will be responsible for maintaining the kiosk as part of any regular maintenance of the Palmyra Village.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				

<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



# **Bike Repair and Information Station in Palmyra Village**

**February 5, 2025**



## **Bike Repair and Information Station**

- **The Fluvanna County Rotary Club, in collaboration with the Fluvanna Leadership Development Program (FLDP) and county agencies, proposes the installation of a Bike Repair and Information Station in historic Palmyra Village.**
- **The station will include an information kiosk highlighting local businesses and attractions, bike repair tools, and a bike rack.**
- **Four potential locations were identified, with the preferred site being county-owned land at the northeast side of Court Square near the Old Stone Jail due to its visibility and ease of installation.**
- **This station will support cyclists traveling along the TransAmerica Bike Trail (Bike Route 76)**





## Bike Repair and Information Station - Examples





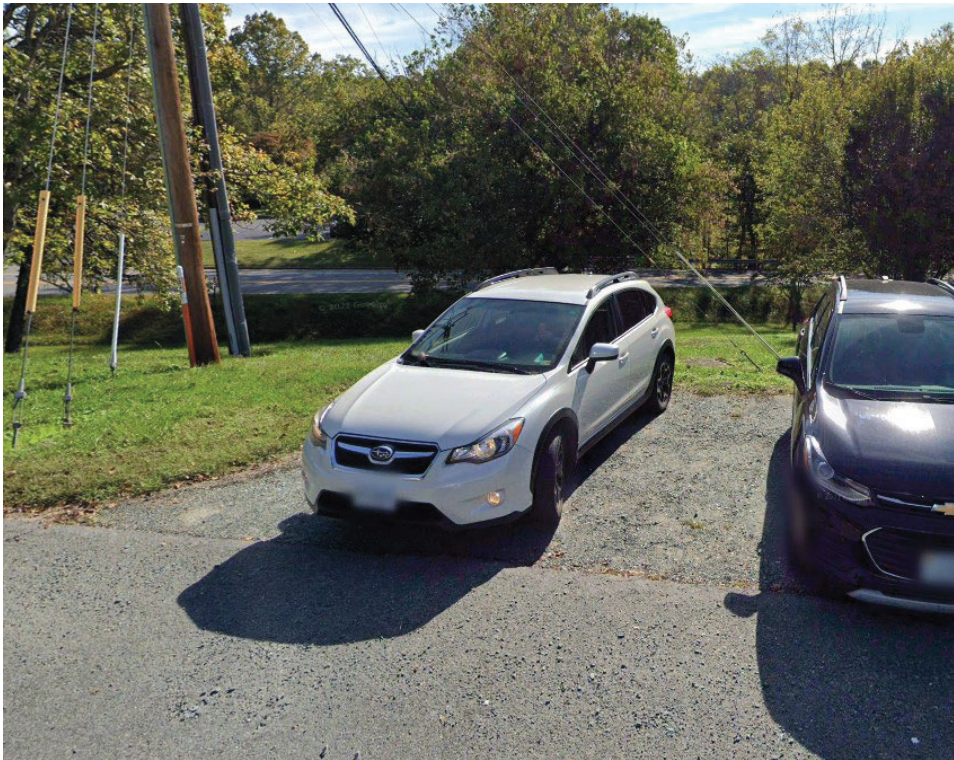
## Bike Repair and Information Station - Preferred Location







## Bike Repair and Information Station – Street Views





## **Bike Repair and Information Station**

- **Funding for the project will come from Rotary, with volunteers handling most construction efforts. The proposal requests county approval for the preferred site.**
- **The County will be responsible for maintaining the kiosk as part of any regular maintenance of the Palmyra Village.**
- **Future expansion opportunities may include additional amenities to further enhance tourism and outdoor recreation in Fluvanna County.**



Questions?



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

TAB E

<b>MEETING DATE:</b>	February 5, 2025				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors January 22, 2025 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday January 22, 2025, be adopted.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes January 22, 2025.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>







**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Morris Room, Fluvanna County Administration Building  
132 Main Street, Palmyra, VA 22963  
January 22, 2025  
Work Session 5:00pm  
Regular Meeting 6:00pm**

**MEMBERS PRESENT:** Chris Fairchild, Cunningham District, Chair  
Tony O'Brien, Rivanna District, Vice Chair  
Mike Goad, Fork Union District  
Timothy M. Hodge, Palmyra District  
John M. (Mike) Sheridan, Columbia District

**ABSENT:** None.

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

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

At 5:06pm, Chair Fairchild called to order the Budget Work Session of January 22, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**FY26 NON-PROFIT BUDGET PRESENTATIONS**

- Central Virginia Small Business Development Center
- Ready Kids
- JABA - Jefferson Area Board of Aging
- LAJC
- Thomas Jefferson Soil & Water Conservation District

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

At 6:06pm, Chair Fairchild called to order the Regular Meeting of January 22, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

- *Mr. Dahl requested the addition of FY26 Budget Calendar Revision, A RESOLUTION TO OPPOSE HOUSE BILL 2126 (DELEGATE RICHARD C. SULLIVAN, JR.) AND SENATE BILL 1190 (SENATOR R. CREIGH DEEDS), and A RESOLUTION TO OPPOSE HOUSE BILL 2438 (DELEGATE CANDI MUNDON KING) AND SENATE BILL 1114 (SENATOR SCHUYLER T. VANVALKENBURG)*

<b>MOTION:</b>	Accept the Agenda, for the January 22, 2025 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Bonnie Michael, Social Services, Benefit Programs Specialist, Started January 6, 2025
- Kimberly McFaden-Lee, Social Services, Benefit Programs Specialist, Started January 6, 2025
- Stephen E. Morris, Emergency Services, Interim Emergency Services Director, Started January 16, 2025
- Victoria Morris, Emergency Services, EMT Basic Life Support (BLS), Started January 16, 2025

Governor Glenn Youngkin announced on January 17, 2025 that 35 preservation projects from across the Commonwealth have been awarded grant funding through the Virginia 250 Preservation Fund.

- Following a preapplication screening process in the summer of 2024, The Department of Historic Resources (DHR) invited 218 out of 227 initial preapplicants to submit a full application for the program. DHR received 166 completed full applications. A DHR internal review panel, with input from representatives in the Office of the Commonwealth's Secretary of Natural and Historic Resources and the Governor's Office, selected 35 projects for a total of \$19,993,983.26 in funding.
- Fluvanna County received \$785,504.50, for the Historic Courthouse Restoration Project. This project involves exterior and interior repair and rehabilitation of historic features, as well as updates to the electrical system to allow the building to meet the needs of the 21st century community.

- A big thank you to Kathleen Kilpatrick for all her hard work submitting the grant proposal!

Fluvanna County Department of Social Services coordinated the Christmas sponsors program again this year.

- 27 sponsors provided Christmas gifts for 24 seniors and 119 children!
- A big thanks to Jane Wilson who does a phenomenal job coordinating the program each year, and to all of our sponsors.

**NEXT BOS MEETINGS**

Day	Date	Time	Purpose	Location
Wed	Feb 5	5:00 PM	Regular Meeting	Circuit Court
Wed	Feb 12	5:30 PM	Budget Work Session – Constitutional Officer Briefs	Morris Room
Wed	Feb 12	7:00 PM	County Administrator’s FY26 Budget Proposal and Revenue/Expenditure Brief	Morris Room
Wed	Feb 19	5:00 PM	Budget Work Session – FCPS FY25 Adopted Budget Presentation	Morris Room
Wed	Feb 19	6:00 PM	Regular Meeting	Circuit Court

**5 - PUBLIC COMMENTS #1**

At 6:08pm, Chair Fairchild opened the first round of Public Comments. With no one wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:08pm.

**6 – BOARDS AND COMMISSIONS**

None.

**7 – PRESENTATIONS**

*2025 Reassessment Update* – Fred Pearson, Pearson Mass Appraisal

Mr. Pearson gave a brief overview of the 2025 Reassessment.

- Market Values
  - Class 20 A-1: up to 20 acres - Overall change in market value for county is a 26% increase.
  - Class 30 Multi-Family - Overall change in market value for county is a 15% increase.
  - Class 40 Commercial/Industrial - Overall change in market value for county is a 1% increase.
  - Class 50 A-1: 20 – 99 acres - Includes developed and undeveloped parcels. Overall change in market value for county is a 13% increase.
  - Class 60 A-1: 100 acres and up - Includes developed and undeveloped parcels. Overall change in market value for county is a 8% increase.
- Overall, there is a 23% total taxable percentage increase.
- Land values remained the same in general.
- Commercial values remained the same in general.
- Residential properties with less than 20 acres will see a 25% to 60% increase in total assessed value.

**8 - ACTION MATTERS**

*Award of Contract for A/E Services for New Administration and Social Services Buildings and Renovation of Existing Buildings* – Dan Whitten, County Attorney

- On October 9, 2024 the County issued RFP # 2024-11 for Architecture/Engineering Services for New Administration & Social Services Building and Renovation of Existing Administration and Social Services Buildings
- Nine firms submitted proposals, and a panel comprised of Eric Dahl, Dan Whitten, Kelly Harris and Dale Critzer interviewed four of the firms. Of those four, Enteros Design was selected.
- The panel requested a non-binding cost estimate for a Space Study and Evaluation for the new building(s), and the non-binding estimate from Enteros Design is \$136,295. A project agreement for such services will be presented to the Board at the February 5, 2025 meeting.

MOTION:	Approve the Contract for Architecture/Engineering Services with Enteros Design, P.C. and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	<b>5-0</b>				

Authorization to Advertise for Food and Beverage Tax Public Hearing – Dan Whitten, County Attorney

Overview

- Virginia Code Sec. 58.1-3833 authorizes Counties to now implement a meals tax without a referendum, effective July 1, 2020.
- The Board considered the option of implementing a meals tax in our County and put the referendum question to the voters in November 2018, but it failed to pass.
- Virginia Code Sec. 58.1-3833 states that a County may not impose a meals tax until six years after a referendum failed.
- With this language, Fluvanna was prohibited from adopting a meals tax ordinance until November 2024.
- A conservative estimate shows that a meal tax could generate \$300-\$600K annually, which equates to 1-2 cents of real estate tax.
- The board is eligible to implement the tax now that six years has passed.

Outline Of County Food And Beverage Tax Authority

- County is authorized to levy tax on food and beverages sold, for human consumption, by a “restaurant” as defined in Virginia Code Sec. 35.1-1
- Maximum rate of tax is 6%.
- Applies to alcoholic and non-alcoholic beverages served as part of a meal, but does not apply to gratuities.
- Despite the breadth of the definition of “restaurant” there are numerous exemptions, such as “in-house” cafeterias, etc., for employees only; non-profit fundraisers; churches and schools; hospitals, etc., for patients, et al.; day care centers; publically-owned facilities.
- Scope of tax coverage includes food stores serving ready-to-eat foods.
- Collection procedures established by local ordinance.

Options for Consideration

- Tax rate up to 6%
- Percent deduction for seller from monthly return, not to exceed \$100 (normally the percent deduction is no larger than 5%).
- Designated use for all or portion of revenue from tax.
  - School capital improvement projects, economic development, etc.
- *Mr. Mel Sheridan requested the Board of Supervisors make the start date of the Meals Tax August 1, 2025 to give staff enough time to implement the program.*
- *After much discussion, the Board agreed to advertise for an up to 6% food and beverage tax with half of the collected money to go towards future school construction.*

<b>MOTION:</b>	Advertise the amendments to County Code §§ 20-13-1 through 20-13-13 for a public hearing to be held March 19, 2025.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion	Second	
<b>VOTE:</b>	No	No	Yes	Yes	Yes
<b>RESULT:</b>	<b>3-2</b>				

**9 - PUBLIC HEARING**

*Public Hearing for a Lease Agreement with Monticello Area Community Action Agency to Lease Property at Carysbrook Complex – Dan Whitten, County Attorney*

- Before the pandemic MACAA used the space under the Carysbrook gym for a thrift store, for food-pantry operations, and for office space for emergency assistance counselling services.
- This lease formalizes the previously-existing arrangement.
- MACAA is planning to re-open the thrift store.
- Lease term will be 5 years with automatic with an automatic 5-year renewal term.

At 7:16pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:16pm.

<b>MOTION:</b>	Approve the lease of property to the Monticello Area Community Action Agency and authorize the County Administrator to execute the lease subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ZTA 24:07 – Amendments to the Fluvanna County Zoning Ordinances, amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.” – Todd Fortune, Director of Planning; Dan Whitten, County Attorney

Proposed amendments to the County Code, §§15-4-1 and 22-26-7 to clarify the requirement that inoperable vehicles be “shielded or screened from view” can be met by:

- 1) placing the vehicle within a fully enclosed building or structure;
- 2) placing the vehicle within an area completely enclosed either by a solid, rigid, opaque fence composed of standard fencing materials or by a landscaped arrangement of nondeciduous trees, sufficient in height, spacing, density and circumference to eliminate visibility of the vehicle; or
- 3) fitted vehicle cover.

At 7:20pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:20pm.

<b>MOTION:</b>	Approve ZTA 24:07, an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.”				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**8 - ACTION MATTERS**

*FY26 Budget Calendar Revision* – Eric Dahl, County Administrator

- Due to unexpected issues with the Emergency Services Department, Mr. Dahl’s review of the Budget has been delayed, and he has requested a one-week deferral of the FY26 Budget presentation from February 5, 2025 to February 12, 2025.

<b>MOTION:</b>	Approve the FY26 Budget Calendar revision, changing the FY26 County Administrator Budget presentation from February 5, 2025 to February 12, 2025.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*A RESOLUTION TO OPPOSE HOUSE BILL 2126 (DELEGATE RICHARD C. SULLIVAN, JR.) AND SENATE BILL 1190 (SENATOR R. CREIGH DEEDS)* – Dan Whitten, County Attorney

- This resolution will express the Board of Supervisors’ opposition of House Bill 2126 and Senate Bill 1190 which establishes the Virginia Energy Facility Review Board (“Review Board”) and which requires localities to adopt an ordinance that is consistent with a model local ordinance for the siting, permitting, and zoning of critical interconnection projects and all other ground-mounted solar energy and energy storage projects.

<b>MOTION:</b>	Adopt the resolution entitled “A RESOLUTION TO OPPOSE HOUSE BILL 2126 (DELEGATE RICHARD C. SULLIVAN, JR.) AND SENATE BILL 1190 (SENATOR R. CREIGH DEEDS).”				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	No	Yes
<b>RESULT:</b>	<b>4-1</b>				

*A RESOLUTION TO OPPOSE HOUSE BILL 2438 (DELEGATE CANDI MUNDON KING) AND SENATE BILL 1114 (SENATOR SCHUYLER T. VANVALKENBURG)* – Dan Whitten, County Attorney

- This resolution will express the Board of Supervisors’ opposition of Senate Bill 1114 and House Bill 2438 which provides that a ground-mounted solar energy generation facility to be located on property zoned agricultural, commercial, industrial, or institutional shall be permitted pursuant to various criteria to be included in a local ordinance, such as specifications for setbacks, fencing, solar panel height, visual impacts, and grading, and a decommissioning plan for solar energy equipment and facilities.

<b>MOTION:</b>	Adopt the resolution entitled “A RESOLUTION TO OPPOSE HOUSE BILL 2438 (DELEGATE CANDI MUNDON KING) AND SENATE BILL 1114 (SENATOR SCHUYLER T. VANVALKENBURG).”				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**10 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for January 22, 2025:

- *Minutes of January 8, 2025 Meeting* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for December 2024* – Theresa McAllister, Management Analyst
- *Project Agreement with MTF Architecture for Historic Courthouse* – Dan Whitten, County Attorney
- *Agreement with Berkley Group LLC for On Call Consulting Services and Work Order 1: Interim Director of Emergency Services* – Dan Whitten, County Attorney

<b>MOTION:</b>	Approve the consent agenda, for the January 22, 2025 Board of Supervisors meeting.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**11 - UNFINISHED BUSINESS**

*Historic Courthouse Renovation Update* – Mr. Fairchild requested a timeline of the Historic Courthouse renovations and funding. Mr. Dahl gave a brief update including the Historic Structures Report, grant writing and submittal, and the phased reports that outline the design, and what repairs need to be taken. The Board asked staff to provide an update every 2 months through the end of the year and then beginning in January 2026, provide a monthly update until the grant deadline.

**12 - NEW BUSINESS**

*Incentive Plan for Fluvanna County Fire and EMS Volunteers* – Mr. Dahl gave the Board a high-level overview of the proposed policy and agreed to bring it back at a future meeting.

*Line of Duty Act Eligibility for Game Warden Officers* – Mr. Sheridan asked about proposing a resolution showing support for Game Wardens being eligible for the Virginia Line of Duty Act, and potentially bringing it to the General Assembly next year.

**13 - PUBLIC COMMENTS #2**

At 7:57pm, Chair Fairchild opened the second round of Public Comments.

- John Lye, FRA President, thanked the Board for their work with the Volunteer incentive program.
- With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 7:57pm.

**CLOSED MEETING**

<b>MOTION:</b>	At 7:58pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Sheriff’s Office, and Employees of the Department of Emergency Services; Investment of funds – County utility easement in the Columbia District; Legal Matters – Contract user grant under the water and sewer ordinance in Zion Crossroads; and Employees of the Department of Emergency Services.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 8:52 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

- The Board came out of closed session, and made the following motions.

*Deed of Easement with Macon Properties, LLC – Dan Whitten, County Attorney*

<b>MOTION:</b>	Authorize a Deed of Easement with Macon Properties and authorize the County Administrator to execute the easement subject as to form by the County Attorney.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Utility Agreement with Macon Properties, LLC – Dan Whitten, County Attorney*

<b>MOTION:</b>	Authorize a Utility Agreement between Macon Properties, LLC and Fluvanna County, and authorize the County Administrator to execute the agreement subject to approval by the County Attorney as to form.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**15 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, January 22, 2025 at 8:54pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

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

\_\_\_\_\_  
Christopher S. Fairchild  
Chair



**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 03-2025**

**A RESOLUTION TO OPPOSE HOUSE BILL 2126  
 (DELEGATE RICHARD C. SULLIVAN, JR.)  
 AND SENATE BILL 1190 (SENATOR R. CREIGH DEEDS)**

**WHEREAS**, the 2025 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

**WHEREAS**, the Board of Supervisors opposes House Bill 2126 and Senate Bill 1190 which establishes the Virginia Energy Facility Review Board (“Review Board”) and which requires localities to adopt an ordinance that is consistent with a model local ordinance for the siting, permitting, and zoning of critical interconnection projects and all other ground-mounted solar energy and energy storage projects; and

**WHEREAS**, the Review Board is required to issue its opinion on all critical interconnection projects within 90 days of receiving an application; and

**WHEREAS**, under the legislation, a locality's failure to make a final decision within the 180-day period after receiving the opinion from the Review Board, constitutes a granting of the zoning change, variance, special exemption, special use permit, or conditional use permit related to a critical interconnection project; and

**WHEREAS**, if the locality's final decision diverges from the Review Board's opinion, the locality is required to include a written determination setting forth all facts and conclusions reached by the locality that support its final decision; and

**WHEREAS**, under the legislation, in any appeal of the governing body’s decision by the applicant or the owner of the property, there is a rebuttable presumption that the opinion of the Review Board is correct; and

**WHEREAS**, localities should have the authority to address all impacts and all choices associated with utility-scale solar and battery storage facilities; and

**WHEREAS**, local review and approval of utility-scale solar and battery storage projects are necessary to determine if the use and location are consistent with a locality’s land use goals and objectives; and

**WHEREAS**, the state should not authorize the Review Board to have more authority than the locality over the siting of utility-scale solar and battery storage facilities.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby expresses its opposition of Senate Bill 1190 and House Bill 2126 which establishes the Virginia Energy Facility Review Board and which requires localities to adopt an ordinance that is consistent with a model local ordinance for the siting, permitting, and zoning of critical interconnection projects and all other ground-mounted solar energy and energy storage projects.

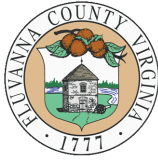
**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 22nd day of January 2025.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					
Anthony P. O’Brien, Rivanna District		X				
John M. Sheridan, Columbia District	X					X

Attest:

\_\_\_\_\_  
 Christopher Fairchild, Chair  
 Fluvanna County Board of Supervisors





**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 04-2025**

**A RESOLUTION TO OPPOSE HOUSE BILL 2438  
 (DELEGATE CANDI MUNDON KING)  
 AND SENATE BILL 1114 (SENATOR SCHUYLER T. VANVALKENBURG)**

**WHEREAS**, the 2025 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

**WHEREAS**, the Board of Supervisors opposes House Bill 2438 and Senate Bill 1114 which provides that a ground-mounted solar energy generation facility to be located on property zoned agricultural, commercial, industrial, or institutional shall be permitted pursuant to various criteria to be included in a local ordinance, such as specifications for setbacks, fencing, solar panel height, visual impacts, and grading, and a decommissioning plan for solar energy equipment and facilities; and

**WHEREAS**, in Fluvanna County, utility scale solar generation facilities are authorized by special use permit in the Solar District, S-1; and

**WHEREAS**, localities should have the land use authority to determine the proper zoning district for land uses including utility-scale solar and battery storage facilities; and

**WHEREAS**, localities should have the authority to address all impacts and all choices associated with utility-scale solar and battery storage facilities; and

**WHEREAS**, local review and approval of utility-scale solar and battery storage projects are necessary to determine if the use and location are consistent with a locality’s land use goals and objectives.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby expresses its opposition of Senate Bill 1114 and House Bill 2438 which provides that a ground-mounted solar energy generation facility to be located on property zoned agricultural, commercial, industrial, or institutional shall be permitted pursuant to various criteria to be included in a local ordinance, such as specifications for setbacks, fencing, solar panel height, visual impacts, and grading, and a decommissioning plan for solar energy equipment and facilities.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 22nd day of January 2025.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					X

Attest:

\_\_\_\_\_  
 Christopher Fairchild, Chair  
 Fluvanna County Board of Supervisors





# Capital Reserve Maintenance Fund Request

TAB F

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$5,850.00** for the purpose(s) of: inspecting and providing maintenance and minor repairs to the gym bleachers, basketball backstops and divider curtains at FCHS.

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>12/20/2024</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY25</b>

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

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Safety Inspection and Preventive Maintenance</b>	1	\$5,850.00	\$5,850.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$5,850.00**

Description and justification for proposed use.

**inspecting and providing maintenance and minor repairs to the gym bleachers, basketball backstops and divider curtains at FCHS.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>12/20/2024</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2025.01.10 14:54:12 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2025.01.23 11:49:08 -05'00'</small>	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

TAB G

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$3,220.00** for the purpose(s) of:  
removing and installing new netting and repairing damaged posts on the recess field at FMS.

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>12/20/2024</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY25</b>

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

Description of Project/Repair	Qty	Unit Price	Total Price
	1	\$3,220.00	\$3,220.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$3,220.00**

Description and justification for proposed use.  
**removing and installing new netting and repairing damaged posts on the recess field at FMS.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>12/20/2024</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2025.01.10 14:55:27 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2025.01.23 11:50:22 -05'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

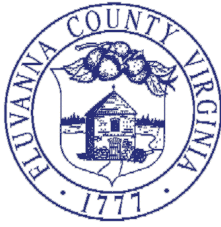
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input checked="" type="checkbox"/>	The Board of Supervisors Work Plan





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS 2025-02-05 p.63/72  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** February 05, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$248,824</b>
Less: Position Upgrades for COR's Office – 07.03.24	-\$19,721
Less: TJPDC Spring Regional Housing Summit – 07.03.24	-\$2,500
Less: BOS Leadership Retreat – 07.03.24	-\$4,500
Less: Position Upgrade from EMS Supervisor to Director – 07.03.24	-\$22,670
Less: Command Structure in Emergency Services – 07.03.24	-\$22,025
Reassessment Budget Transfer – 08.07.24	\$49,284.47
Less: Dewberry Engr Svc for Comms Twr Inspect and Mapping – 09.04.24	-\$5,300
Less: Prelim Engg Rpt PG & Comm Blvd Wtr & Sewer Service – 10.16.24	-\$31,555
Less: Position Upgrades for Treasurer Office – 11.06.24	-\$13,076
<b>Available:</b>	<b>\$176,761.47</b>







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www.fluvannacounty.org

## MEMORANDUM

**Date:** February 05, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY24 Carryover	\$497,849.16
<b>FY25 Budget Allocation:</b>	<b>\$250,000</b>
Less: Public Safety Building Replace HVAC Unit #4 – 09.04.24	-\$19,318.80
Less: Library Heat Pump Unit #4 Replacement – 10.02.24	-\$7,000
Less: FUFC Bay #5 Roll Up Door Repair – 10.02.24	-\$9,055
Less: Public Safety Building Sewer Back-Up – 10.02.24	-\$10,175
Less: Public Safety Sewer Line Repairs – 11.20.24	-\$20,500
Less: Admin Building IT Room HVAC Replacement – 11.20.24	-\$10,340
<b>FY25 Available:</b>	<b>\$671,460.36</b>

### Schools Capital Reserve:

FY24 Carryover	\$237,045.55
<b>FY25 Budget Allocation:</b>	<b>\$200,000</b>
Less: FMS HVAC Unit Replacement & Installation – 07.03.24	-\$39,566
Less: FMS Bat Elimination – 08.07.24	-\$30,000
Less: School's Asphalt Patching (FCHS, CB, & CE) – 08.07.24	-\$9,759
Less: FCHS Driver on Chiller Circulation Pump – 08.21.24	-\$9,850
Less: CE Failed Condenser Fan's Chillers 1 & 2 – 10.02.24	-\$5,985

Less: FMS Remove Bat Colony & Seal Roofline – 10.02.24	-\$61,129
Less: Central Chiller Condenser Fan Motors – 11.06.24	-\$13,500
Add: Closed CRM Projects – 11.10.24	\$4,400
Less: Furnish & Install 9 HVAC Contactors – 11.20.24	-\$8,224.45
Less: FCHS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCHS Replace & Install Hot Water Pump Motor – 11.20.24	-\$4,736
Less: CEN & FMS Damage Due to Weather & Power Surges – 11.20.24	-\$9,171
Less: Abrams Academy 2 Building Removal – 11.20.24	-11,500
<b>FY25 Available:</b>	<b>\$230,025.10</b>



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www.fluvannacounty.org

## MEMORANDUM

**Date:** February 05, 2025  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>*FY24 Year End (Audited) Unassigned Fund Balance:</b>	<b>\$30,580,253</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>12,268,030</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>18,312,223</b>
Less: FCHS Track Resurfacing/Milling CIP – 08.06.24	-\$221,000
Less: Dev Agrmt btw Fluvanna, Zion 3 Notch, & Econ Dev Auth – 08.07.24	-\$250,000
Less: FY24-25 County Carryover Request – 12.04.24	-\$124,510.50
Less: FY24-25 Schools Carryover Request – 12.04.24	-\$370,591.10
<b>Current (Audited) Unassigned Fund Balance:</b>	<b>\$17,346,121.40</b>



Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes  (Most recent appear in red.) Updated: <b>1/31/2025</b>
A	Infrastructure: Develop and maintain adequate utilities and facilities to sustain quality of life and, support appropriate new development and provide for efficient County operations			
1		<b>Develop sewer infrastructure at Zions Crossroads and Fork Union</b>		
	1a	A preliminary engineering report (PER) is being developed for Zions Crossroads and will be completed by July 1, 2025	1-Jul-25	
	1b	Re-engage w/ Fork Union Military Academy (FUMA) regarding a partnership, or the County taking over the wastewater treatment plant – County Administrator to initiate discussions with FUMA leadership and provide a status report.	1-Jan-25	
2		<b>Develop water and sewer infrastructure in Pleasant Grove Park</b>		
	2a	PER completion.	1-Jul-25	
	2b	Include funding for master plan development in the FY 2026 Budget with completion.	31-Dec-26	Oct 2024 - Submitted for FY26 CIP
3		<b>Provide for public water in Fork Union</b>		
	3a	PER to be completed by December 31, 2024	31-Dec-24	Draft PER submitted to the County 12/23/04. County staff meet with Dewberry January 9, 2025 to review the PER. Updates and revisions are due back to the County by the end of February 2025.
	3b	Develop an implementation plan by July 1, 2025	1-Jul-25	
	3c	Include the project or project components in the FY 2026 Budget and CIP.	FY26	Oct 2024 - Submitted for FY26 CIP
4		<b>Extension of water service west on Route 250 from Zions Crossroads – go/no-go decision by December 31, 2024.</b>	31-Dec-24	The BOS decided at the 1/8/25 meeting to suspend moving forward with the project at this time.
5		<b>Construct a new County Administration and Social Services Building and renovate the existing County Administration and Social Services Building for department expansion and consolidation.</b>		

Completed	#	BOS 2024 Work Plan Adopted Oct 2, 2024	Due	Progress Notes (Most recent appear in red.) Updated: 1/31/2025
	5a	Issue RFP for design and construction	1-Oct-24	Post for 30 days 10/10/2024 - RFP Issued 11/08/2024 - RFP closed. Multiple bids received.
	5b	Select an architect by December 31, 2024.	18-Dec-24	BOS approved an agreement with an architect at the 1/22/25 meeting.
	5c	Include the project in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP
	5d	Complete space needs analysis and preliminary planning and develop and adopt a financing plan.	1-Nov-25	The Space Needs Study project agreement is on the 2/5/25 BOS meeting agenda.
	5e	Occupancy planned for July 2028.	30-Jul-28	
<b>B Government Performance: Continually work to improve efficiency, effectiveness, and equity in service delivery and project management with an appropriate organizational structure and through the adoption of appropriate policies, procedures, and practices; adapt and implement best practices.</b>				
	1	Prepare an enhanced Capital Improvements Plan for the current fiscal year plus 5 for the Fiscal Year 2027 Budget:		
	1a	include project descriptions, costs, sources of funding, potential operating costs.	FY27	
	1b	identify other projects outside of the six-year window or that, while desirable, are of a lower priority for funding.	FY27	
	2	Develop a budget projection tool looking at least five years out (with a goal of a ten-year projection).	1-Dec-25	
	3	Develop or procure an Asset Management Plan for the maintenance and replacement of capital assets for the Fiscal Year 2028 Budget and CIP.	FY28	Sept 2024: Munis module already purchased, not currently implemented
<b>C Citizen Engagement: Actively engage citizens through outreach and effective two-way communications.</b>				
	1	Complete implementation of the Citizens Self-Service Portal.	31-Dec-25	
	2	Upgrade the County website to include important information and access to documents	1-Jul-26	

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes  (Most recent appear in red.) Updated: <b>1/31/2025</b>
	<b>3</b>	<b>Develop a Communications Plan for citizen engagement</b>		
	3a	identify audiences, potential platforms, information priorities, communications mechanisms, and timing.	1-Jul-25	
	3b	Immediate action to conduct citizen outreach in May and November of 2025, possibly through tax bills, and to include information such as on the budget and County accomplishments.	05/2025 & 11/2025	
<b>D</b>	<b>Economic Development: Support business development and expansion that increases the tax base, provides gainful employment, and enhances quality of life. Agriculture and tourism are important components.</b>			
	<b>1</b>	<b>Provide an annual report on implementation of the Economic Development Strategic Plan and other accomplishments.</b>	1-Mar-25	Annual report provided to the BOS at the 1/8/25 meeting
	<b>2</b>	<b>Provide an annual report on implementation of the Tourism Strategic Plan and other accomplishments.</b>	1-Mar-25	
<b>E</b>	<b>Rural Preservation: Foster rural open space, protect the natural beauty of the County, and support agricultural production through appropriate land use planning and regulation.</b>			
	<b>1</b>	<b>Provide a report on the number of approved cluster subdivisions, including the number of undeveloped lots, and the status of proposed cluster subdivisions. Identify options for management.</b>	1-Nov-24	09/18/2024 BOS Mtg - Provided report and discussed rural cluster subdivisions; Board remanded to PC for further research and options 10/08/2024 PC Mtg - Planning Commission adopted a resolution authorizing and advertisement for Zoning Text Amendment to eliminate rural cluster subdivisions in A1 Zoning District.
	<b>2</b>	<b>Provide a report on undeveloped parcels in the County in size categories such as greater than 1000 acres, 500-1000 acres, 200-500 acres, etc.</b>	1-Nov-24	Planned for the Nov 6, 2024 BOS Mtg. 11/06/2024 - Presentation/map provided. Parcels with more than 50 acres and a single dwelling will be added to the map and presented at a future BOS meeting. 11/20/2024 - updated map provided to the BOS
<b>F</b>	<b>Growth Management: Act to accommodate responsible growth that enhances quality of life, preserves rural character, and provides economic opportunities.</b>			

Completed	#	BOS 2024 Work Plan <i>Adopted Oct 2, 2024</i>	Due	Progress Notes  (Most recent appear in red.) Updated: <b>1/31/2025</b>
1	1	Revise and update the Comprehensive Plan – provide a plan for the process of updating the plan by January 1, 2025.	1-Jan-25	10/08/2024 PC Mtg - Provided timeline and work plan to Planning Commission; will present to BOS on 11/06/2024
<b>G</b>	<b>Community Development and Enrichment: Support infrastructure development, revitalization, streetscape improvements, and amenities to promote village centers of housing, commerce, and cultural activities in areas such as Columbia, Fork Union, Palmyra, and Zions Crossroads.</b>			
1	1	Complete Phase 1 of the Palmyra Streetscape Improvements by December 31, 2025.	31-Dec-25	
	1a	Include future phases in the FY 2026 CIP.	3-Sep-24	Oct 2024 - Submitted for FY26 CIP
2	2	Provide a preliminary plan to complete Fork Union streetscape improvements – by December 31, 2024.	31-Dec-24	
3	3	Explore planning grants opportunities for the development of a Columbia area plan.	31-Dec-25	
4	4	Incorporate the use of the \$500,000 grant from Dominion Energy as a funding source for selected projects in the Fiscal Year 2026 CIP.	FY26	
<b>H</b>	<b>Public Safety: Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.</b>			
1	1	Present the incentives plan to promote greater volunteer participation developed by the Fire and Rescue Association (FRA) by March 31, 2025.	31-Mar-25	An Incentive Plan for Fluvanna County Fire and Rescue Volunteers is on the 2/5/25 BOS meeting for consideration
2	2	Include funding for a County Fire Chief in the FY 2026 Budget.	FY26	