



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Regular Meeting at 5:00 pm

Circuit Courtroom, Fluvanna Courts Building

Budget Work Session at 7:00 pm

Morris Room, Fluvanna County Administration Building

April 2, 2025

TAB	AGENDA ITEMS
1 – CALL TO ORDER	
2 – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE	
3 – ADOPTION OF AGENDA	
4 – COUNTY ADMINISTRATOR’S REPORT	
5 – PUBLIC COMMENTS #1 (5 minutes each)	
6 – APPOINTMENTS	
A	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
7 – PRESENTATIONS (normally not to exceed 10 minutes each)	
B	VDOT Quarterly Report and Secondary Six Year Plan Review – Willie Gordon, Asst. Residency Administrator/Louisa Residency
C	Tourism Strategic Plan – Progress Update – Jennifer Schmack, Director of Economic Development
8 – ACTION MATTERS	
D	Reappropriation of CIP - FY25 Fluvanna Middle School Track Project Funding – Don Stribling, Executive Director
E	General Reassessment Request for Proposal (RFP) Options – Eric Dahl, County Administrator
9 – PUBLIC HEARING	
10 – CONSENT AGENDA	
F	Minutes of March 5, 2025 – Caitlin Solis, Clerk to the Board
G	Minutes of March 12, 2025 – Caitlin Solis, Clerk to the Board
H	FY25 Public Works Insurance Claim - 2016 Dodge Journey - 0209 – Linda Mills, Purchasing Officer
I	FY25 Public Works Insurance Claim - 2023 Chevrolet Silverado - 0918 – Linda Mills, Purchasing Officer
J	Addendum to Creative Marketing and Design Services Term Contract- DEIGRA, Inc. – Dan Whitten, County Attorney
K	Addendum to Creative Marketing and Design Services Term Contract- Dorazio Communications, LLC. – Dan Whitten, County Attorney
L	CRMF Request - FCPS - Abrams Academy Units – Don Stribling, FCPS Executive Director
11 – UNFINISHED BUSINESS	
	TBD

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.

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING

TBD

BUDGET WORK SESSION

Budget Discussion – Eric Dahl, County Administrator

15 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

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

GENERAL RULES OF ORDER

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

RULES OF PROCEDURE FOR PUBLIC HEARINGS

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

Fluvanna County 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.

FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT

TAB A

MEETING DATE:	March 19, 2025		
AGENDA TITLE:	Board, Commission, and Committee Appointments		
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):		
Board/Commission/Committee	Applicants	Begins Term	Ends Term
Rivanna River Basin Commission (RRBC) – Fluvanna Representative	A. Reese Peck Donald Reynard Patti Reynard	04/01/2025	03/31/2029
James River Water Authority (JRWA) – Fluvanna Representative	Eric Anderson (I) A. Reese Peck Donald Reynard Patti Reynard	04/19/2025	04/18/2029

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Rivanna River Basin Commission (RRBC) – Fluvanna Representative	A. Reese Peck	Appt	Cunningham	Term to begin April 1, 2025 and end March 31, 2029.
Rivanna River Basin Commission (RRBC) – Fluvanna Representative	Donald Reynard	Appt	Palmyra	Term to begin April 1, 2025 and end March 31, 2029.
Rivanna River Basin Commission (RRBC) – Fluvanna Representative	Patti Reynard	Appt	Palmyra	Term to begin April 1, 2025 and end March 31, 2029.
James River Water Authority (JRWA) – Fluvanna Representative	Eric Anderson (I)	Reappt	Cunningham	Incumbent seeking reappointment. One term served. Term to begin April 19, 2025 and end April 18, 2029.
James River Water Authority (JRWA) – Fluvanna Representative	A. Reese Peck	Appt	Cunningham	Term to begin April 19, 2025 and end April 18, 2029.
James River Water Authority (JRWA) – Fluvanna Representative	Donald Reynard	Appt	Palmyra	Term to begin April 19, 2025 and end April 18, 2029.
James River Water Authority (JRWA) – Fluvanna Representative	Patti Reynard	Appt	Palmyra	Term to begin April 19, 2025 and end April 18, 2029.

DISCUSSION:	<ul style="list-style-type: none">• Rivanna River Basin Commission (RRBC) – Fluvanna Representative – one term available to begin April 1, 2025 and end March 31, 2029.• James River Water Authority (JRWA) – Fluvanna Representative – one term available to begin April 19, 2025 and end April 18, 2029.
ENCLOSURES:	Candidate Applications



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Eric W. Anderson	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): BS in Chemical Engineering, 1979 MS in Chemical Engineering, 1984 15 years working as an engineer in contract engineering, software, and manufacturing. 25 years teaching engineering at MIT, UConn, and UVA	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Currently a board member on the James River Water Authority (seeking reappointment)	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Active in the Fluvanna Leadership Development program as a student, and steering committee member.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: We've made great progress on the project over the past few years that I've been on the JRWA, and I really want to see this project through to completion.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board	X	James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email (clerk@fluvannacounty.org) or mail to:
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date 3/26/2025	
Mailing Address (including City, State, & ZIP) 15 Fleetwood Dr Palmyra VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 15	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	3/26/2025	Application Received By:	
Acknowledgement Sent:	3/26/2025	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

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Name: A. Reese Peck	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See attached resume.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <small>Essex County EDA, board appointment. James City County Planning Commission, board appointment. King & Queen/Essex Regional Public Radio System Policy Team, ex-officio member. Virginia Peninsula Public Service Authority, board appointment. Middle Peninsula Planning District Commission, board appointment. Middle Peninsula Juvenile Detention Commission, board appointment. Middle Peninsula Broadband Authority, board appointment. Missouri River Basin Association, gubernatorial appointment. Northern States Power Resource Advisory Board (1991), company's request. Small Business Clean Air Compliance Advisory Panel, department appointment. Town of Clifton Park Trails Advisory Committee, board appointment. CWC Catskill Fund for the Future Loan Review Committee, board appointment.</small>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): No current associations. Past Rotarian - 12 years.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am a retired public administrator that has a wealth of experience in planning & zoning, economic development and natural resource management. I want to share my expertise in the community I choose to live the rest of my retirement in.	

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	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board	X	James River Water Authority (JRWA)	X	Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

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In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
A. Reese Peck		1/17/2023	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
5 Spoon Terrace, Palmyra			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
6 months			
Office Use Only			
Application Received On:	1/23/2024	Application Received By:	
Acknowledgement Sent:	1/29/2024	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

A. Reese Peck

5 Spoon Terrace ♦ Palmyra, VA 22963 ♦ ([REDACTED]) [REDACTED]

Profile

Motivated, personable, public administration professional with multiple college degrees and a successful 35-year track record of public service. Talent for quickly mastering complex public policy issues. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive issues in a public setting.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent team-building skills.

Education

University of South Dakota – Vermillion, SD
Master's Degree in Public Administration, 1977

SUNY Albany – Albany, NY
Bachelor's Degree in Political Science, 1975

Core Competencies

- | | |
|---|---|
| ♦ Board Management | ♦ Demonstrated ability to develop solutions and recommendations for appropriate action. |
| ♦ Public Finance | ♦ Demonstrated ability to draft agency procedures and policy statements. |
| ♦ Human Resources | ♦ Effective in dealings with state and local officials, agency staff and the public |
| ♦ Knowledge of state and local governmental arrangements | ♦ Effective communicator |
| ♦ Knowledge of local public services, land use, environmental and fiscal issues | |

Selected Accomplishments In Essex County

Working under the leadership of Essex County Board of Supervisors, in just three short years we were able to implement initiatives in the following areas.

- ♦ **Transparency.** Updated and expanded the County website using the following platforms: MuniCode, Board Doc, OpenGov and Civic Live.
- ♦ **Board management.** Worked with the BOS to develop and adopt its first ever set of operating By-Laws, established a monthly work session schedule, implemented the use of Board Docs and developed Board expense and reimbursement policies.
- ♦ **Citizen participation.** Established three new advisory committees (Animal Control, Parks & Recreation, and Agricultural and Forestry). Worked with the various local economic development groups to fund and hire a full time economic developer. Worked with the EDA and industry representatives to develop a roadmap for agriculture and forestry industries in Essex County.
- ♦ **Intragovernmental relations.** Implemented weekly meetings with Department Heads and quarterly meetings with Constitutional Officers and the Superintendent of Schools. Updated County policies and procedures with the involvement of Board Members, Department Heads, Constitutional Officers and County staff. Developed and implemented personnel policy MOU's with Extension, Registrar, Revenue, Treasurer, Sheriff and Commonwealth's Attorney.

Reese Peck

- ◆ **Employee relations.** Developed and implemented employee surveys and newsletters to gain employee feedback and foster better communication. Established an employee recognition program and encouraged professional development training. Implemented an on-line performance evaluation management system.
- ◆ **Financial management.** Rationalized the County's retirement health benefits (reducing the County's OPEB liability by \$1.78 million), increased the County's unassigned fund balance, thus allowing us to reduce the amount of RAN borrowing, and continued to decrease the amount of outstanding County debt.

Management Experience Summary

I have over 30 years of progressively responsible management experience. Management positions I have held include County Administrator, Town Manager, State Agency Division Director, State Department Deputy Secretary, Executive Director of a large public agency, and Managing Principal for a national financial services firm.

Virginia Public Service (2007-2022) – In addition to serving as Bowling Green's Town Manager, I previously served as as Essex County's Administrator, Chaired the James City County's Planning Commission (one of the fastest growing counties in Virginia), managed Virginia's Enterprise Zone Program, served on Essex County's EDA and restructured the state of Virginia's Stormwater Management Program.

Managing Principal/Sales Manager (1999-2005) - Financial Services Manager and Investment Advisor Supervisor for the Albany Prudential Insurance Agency and, at Waddell & Reed, was District Manager in the Greater Albany Area and Managing Principal in the Hampton Roads Area. Recruited, trained and developed award winning financial services sales units.

Executive Director (1997-1999) – Set up a \$200 million regional development corporation. The CWC was the result of a precedent-setting agreement between New York City, the upstate communities that supply its water, environmental interests, and state and federal authorities. The 1997 New York City Watershed Memorandum of Agreement required the development of a total of 14 city-funded environmental protection and economic development programs in the watershed west of the Hudson River. The CWC was required to establish and implement seven of those programs, including the Catskill Fund for the Future (CFF), a \$59.7 million business loan and grant program.

State Agency Manager (1981-1995) – Eight of my 16 years in management at the SD Department of Environment and Natural Resources were in the capacity as the cabinet secretary's deputy. In the Deputy position, I managed the day-to-day activities of the agency's environmental and water resources programs. My responsibilities included administering all major federal environmental programs within South Dakota, including Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Act, Community Right-to-Know Act and Superfund.

I also prepared the department's annual operating budget; identified agency funding opportunities and oversaw the management of the agency's 12 major federal funding grants. Developed and implemented department internal fiscal controls and operating procedures. Supervised department's personnel functions. Conducted department management reviews and implemented subsequent reorganizations of operating divisions to more effectively deliver department services.

Reese Peck

Government-Related Board and Association Appointments

- ◆ King & Queen/Essex Regional Public Radio System Policy Team, ex-officio member.
- ◆ Middle Peninsula Jail Authority (alternate), board appointment.
- ◆ Virginia Peninsula Public Service Authority, board appointment.
- ◆ Middle Peninsula Planning District Commission, board appointment.
- ◆ Middle Peninsula Juvenile Detention Commission, board appointment.
- ◆ Middle Peninsula Broadband Authority, board appointment.
- ◆ Middle Peninsula Public Access Authority (alternate), board appointment.
- ◆ Rappahannock Community College Business Management Citizens' Advisory Committee, college appointment.
- ◆ James City County Planning Commission, board appointment.
- ◆ Missouri River Basin Association, gubernatorial appointment.
- ◆ Western States Water Council, gubernatorial appointment.
- ◆ Association of State and Interstate Water Pollution Control Administrators, department appointment.
- ◆ Interstate Council on Water Policy, department appointment.
- ◆ National Institute for the Environment, department appointment.
- ◆ Northern States Power Resource Advisory Board (1991), company's request.
- ◆ Small Business Clean Air Compliance Advisory Panel, department appointment.
- ◆ State Emergency Response Commission, department appointment.
- ◆ Town of Clifton Park Trails Advisory Committee, board appointment.
- ◆ CWC Catskill Fund for the Future Loan Review Committee, board appointment.
- ◆ Hampton Roads Financial Planning Association's Legislative Director, board appointment.

January 23, 2024

Dear Ms. Solis:

Please find my application to serve on Fluvanna County boards, commissions and committees and supporting documents. I am a retired public administrator that has a wealth of experience in planning & zoning, economic development, and natural resource management. I want to share my expertise with the community I choose to live the rest of my retirement in.

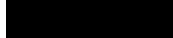
My background includes working as a planner for a PDC, serving on the Board of a PDC and as an Executive Director of a regional environmental and economic development agency (see attached Catskill Watershed article). As a former County Administrator, I have thorough knowledge of local governments operations, have served on local advisory boards, managed environmental and water resources programs in two states, and developed local and regional economic development programs.

I am also a Certified Virginia Planning Commissioner and former Chair of James City County Planning Commission (one of the fastest growing counties in Virginia). I serve as Chair of its policy committee and in 2010 Chair of the full Commission. As Chair I introduce to the County an Annual Scorecard for monitoring progress on implementing the County's Comprehensive Plan (see attached 2010 Annual Report).

Sincerely,



A. Reese Peck
5 Spoon Terrace
Palmyra, VA 22963



IN THE REGION

Reese Peck leads the Catskill Watershed Corporation

The Catskill Watershed Corporation has engaged Reese Peck as Executive Director. A former Deputy Secretary of Environment and Natural Resources in South Dakota, Peck began his state career with the South Dakota State Planning Bureau in 1979 as the local government liaison. He helped develop local technical assistance programs to coordinate state policy objectives and local concerns. He later moved to the State's Department of Environment and Natural Resources, where he continued his close association with local governments through the administration of the state \$7 million Community Development Block Grant Program, other state funding programs and the State's Water Planning Process.

Peck has coordinated the

financing of over \$700 million worth of municipal and regional infrastructure projects using a wide variety of funding sources. These projects were crucial to the local economy, and promotion of community and economic development.

The South Dakota Department of Environment and Natural Resources successfully proposed legislation that impacted state-wide environmental and water issues. Most notable of the legislative successes was passage of the South Dakota Environmental Protection Acts of 1989 and 1992 and creation of regional water planning and financing districts.

Peck holds a Master's of Public Administration degree from the University of South Dakota and a Bachelor of Arts in political science from SUNY, Albany.



A. Reese Peck, new Executive Director of the CWC

His wife, Julie Apgar, was raised in Stone Ridge and attended colleges in Stone Ridge, Oneonta and Cortland. Peck was raised in Fishkill, NY.

The couple have four children, Moriah, Tara, Kristofer and Alexander.

Catskill Watershed Corporation Update

Reese Peck isn't concentrating on the three R's, he's studying the three P's. Policy, Procedure and Protocol. The inauguration of a new entity destined to oversee hundreds of millions of dollars is a procedure-laden business: How will the Board operate? How will loans and grants be handled? How will accounting be handled? What will be the workplace rules for employees? What are the job descriptions?

These are just some of the questions occupying Reese Peck. The Catskill Watershed Corporation will be perhaps the most closely monitored organization in recent memory. Peck has an enormous undertaking which, with good humor, he's tackling while in the middle of construction debris,

moving men and a major overhaul of their new offices in the former Catskill Mountain News building on Main St., Margaretville.

Reached by phone in the midst of this chaos, he was very positive about the progress of the CWC. With only a summer intern, he is working to establish the aforementioned policies and procedures. The Board policy is awaiting CWC adoption; Personnel policy is complete. Now he's concentrating on the physical space. Construction of new offices (including offices for the New York State Office of General Services and the DEP and/or the DEC who may be sharing the building) has created hassles. Someone dropped his computer.

And he has no copy machine.

Interviewing for staff positions was to be completed by the second week in August. Peck hopes that construction is finished too. He plans to have his new staff in place at that time.

The Board recently approved another position—an Economic Development Director to work with regional development agencies to identify and encourage appropriate economic development. Applications for the job will be taken during August.

The CWC board meets on the fourth Tuesday of the month at the new offices. The Economic Development Committee meets on the second Tuesday of each month. For more information, call 914-586-1400.



2010 PLANNING COMMISSION ANNUAL REPORT

MESSAGE FROM THE CHAIRMAN

As Planning Commission Chair I am pleased to present the Commission's 2010 Annual Report. This year's report has a new look with the inclusion of statistics and graphics of relevant data and a map showing where development is occurring. Also new this year is one of the implementation items included in County's 2009 Comprehensive Plan - an Annual Scorecard.

Recognizing the dynamic nature of growth pressures and development patterns, the Commission will review the Comprehensive Plan on an annual basis in order to monitor the progress, appropriateness, and effectiveness of its policies. The purpose of the Annual Scorecard is to permit the decision-makers of the County to more easily determine whether the vision of the Plan is being implemented. The Comprehensive Plan calls for the Annual Scorecard to track a wide variety of data organized into sections corresponding to the goals, strategies and actions (GSAs) of the Plan.

I would like to publicly thank the County's excellent planning staff led by Planning Director Allen Murphy and look forward to another productive year in 2011.

A. Reese Peck, Chairman
James City County Planning Commission



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2010 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Reese Peck ** (Chair)	Berkeley	1/2/2008	1/31/2013
Joe Poole III ** (Vice-Chair)	Jamestown	1/22/2008	1/31/2012
Richard Krapf **	Stonehouse	1/23/2007	1/31/2011
Jack Fraley **	Roberts	1/12/2004	1/31/2012
Al Woods	Powhatan	1/26/2010	1/13/2014
Mike Maddocks**	At-Large	1/26/2010	1/31/2014
Tim O'Connor	At-Large	8/10/2010	1/31/2013

PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Director of Planning / Assistant
Development Manager

Tammy Rosario, AICP, Principal Planner

Christopher Johnson, Principal Planner

Ellen Cook, AICP, Senior Planner II

Scott Whyte, Senior Landscape Planer

Jason Purse, Senior Planner

Jose Ribeiro, Senior Planner

Kate Sipes, Senior Planner

Leanne Reidenbach, Senior Planner

Luke Vinciguerra, Planner

Sarah Propst, Planner

Terry Costello, Development Management Assistant

Brian Elmore, Development Management Assistant

Jennifer VanDyke, Administrative Services Coordinator

ZONING DIVISION STAFF

Melissa Brown, CZA, Zoning Administrator

Christy Parrish, CZA, Proffer Administrator

John Rogerson, CZA, Senior Zoning Officer

** Virginia Certified Planning Commissioner
AICP – American Institute of Certified Planners
CZA-Certified Zoning Administrator

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and ordinance revisions.

Planning Commission Responsibilities:

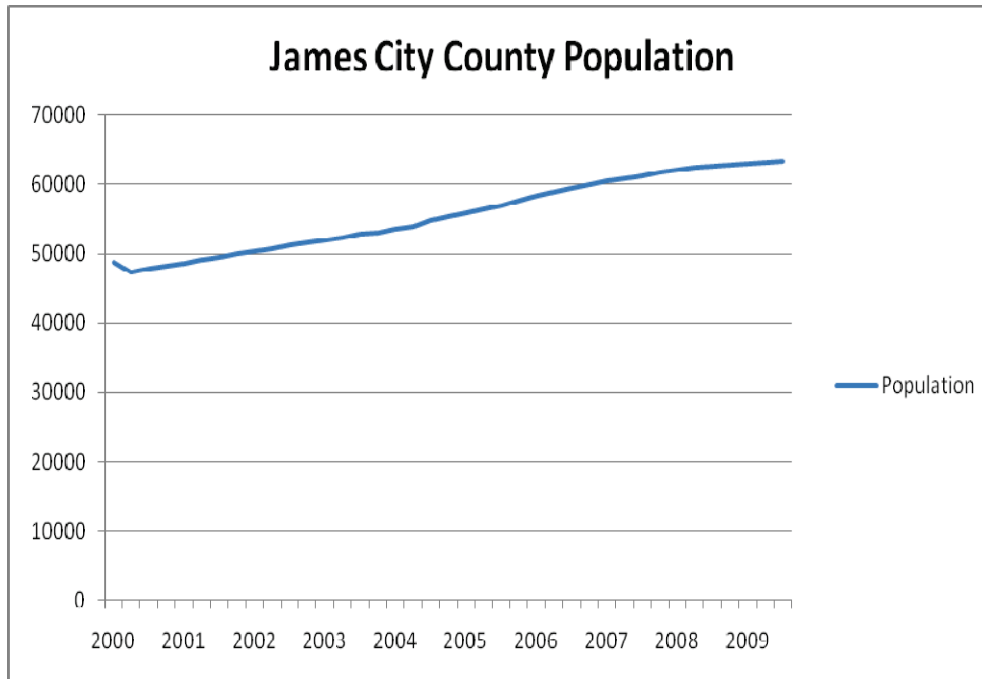
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare of policy and ordinance revisions;
- Assess the annual Capital Improvements Program;
- Participate in community planning forums and committee studies.



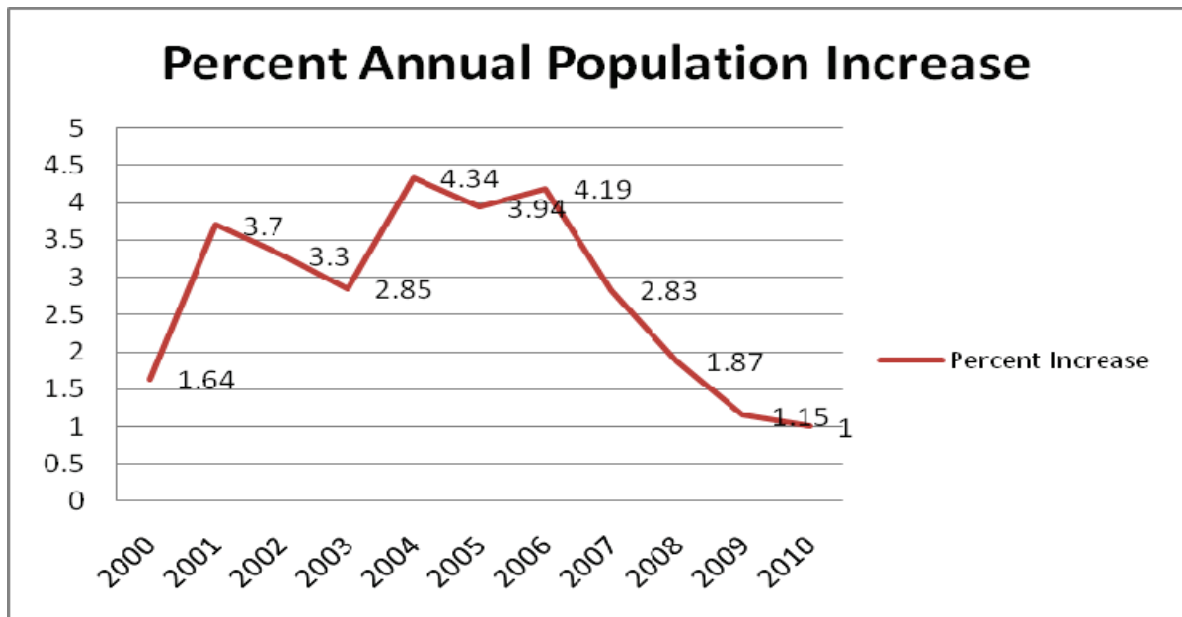
2010 Schedule		
Regular Meetings		Work Sessions
01/31/10	07/07/10	03/23/10
02/03/10	08/04/10	08/10/10
03/03/10	09/01/10	
04/07/10	10/06/10	Public Forums
05/05/10	11/03/10	08/24/10
06/02/10	12/01/10	09/01/10
		09/27/10

DEVELOPMENT AND GROWTH

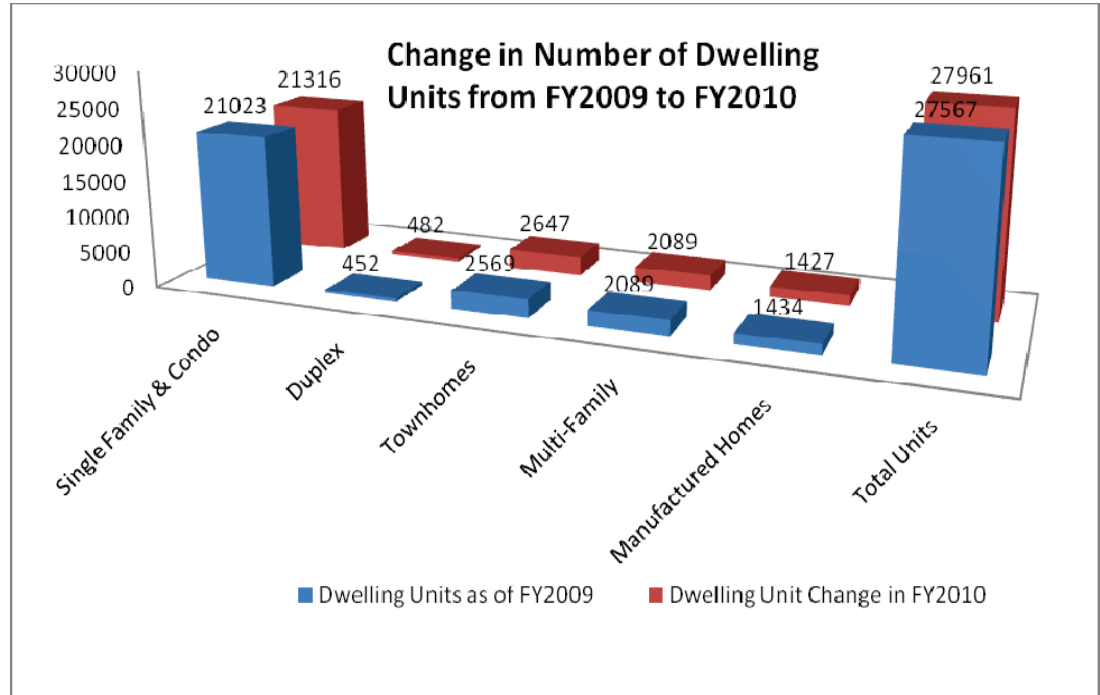


Population

Year	Pop.
2001	48228
2002	49997
2003	51622
2004	55399
2005	57584
2006	59994
2007	61694
2008	62847
2009	63569
2010	64207*
* 3rd qtr totals	



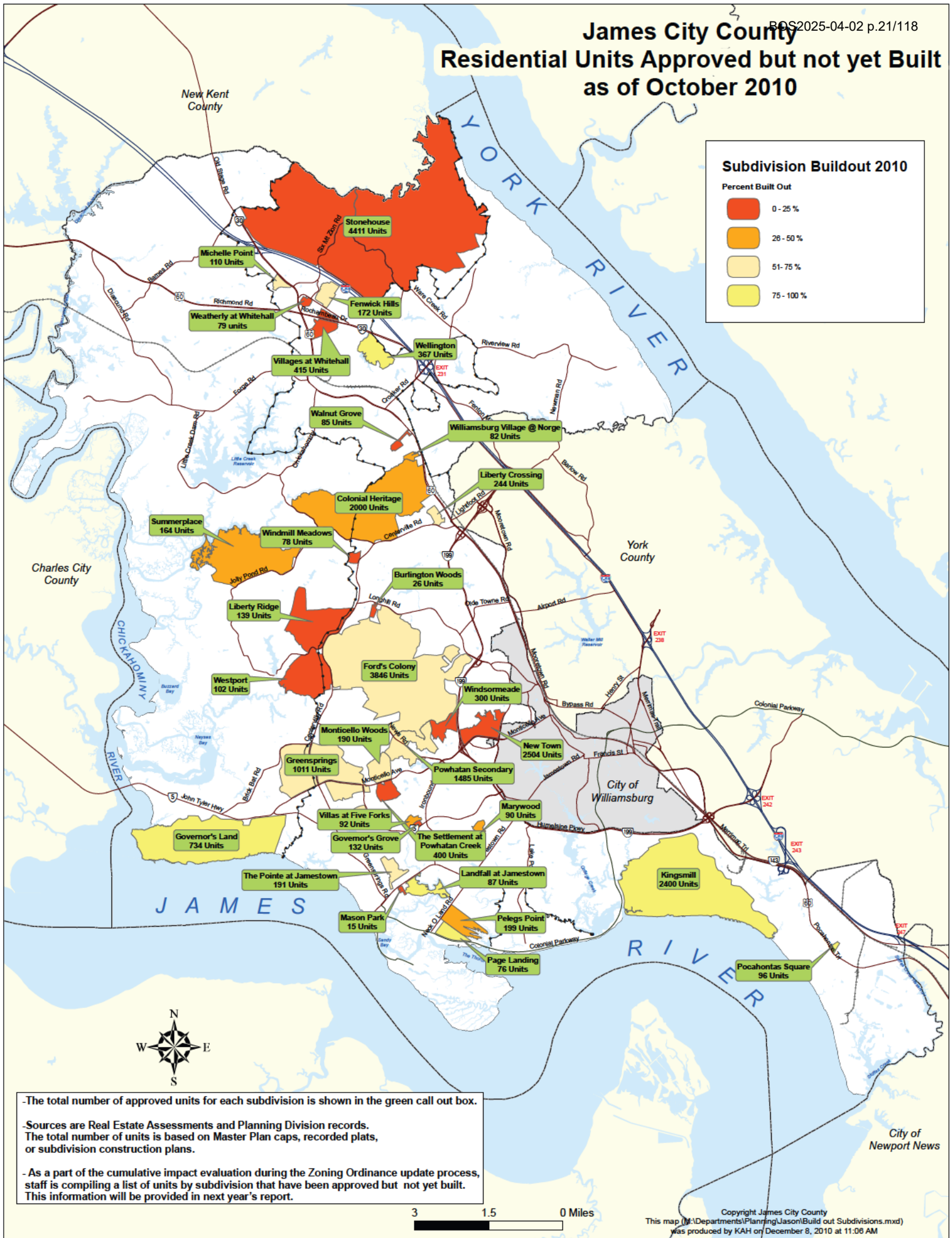
Housing



Types of Units	Single Family & Condo	Duplex	Townhomes	Multi-Family	Manufactured Homes	Total Units
Dwelling Units as of FY2009	21023	452	2569	2089	1434	27567
Dwelling Unit Change in FY2010	293	30	78	0	-7	394
Total	21316	482	2647	2089	1427	27961



James City County Residential Units Approved but not yet Built as of October 2010



-The total number of approved units for each subdivision is shown in the green call out box.

-Sources are Real Estate Assessments and Planning Division records. The total number of units is based on Master Plan caps, recorded plats, or subdivision construction plans.

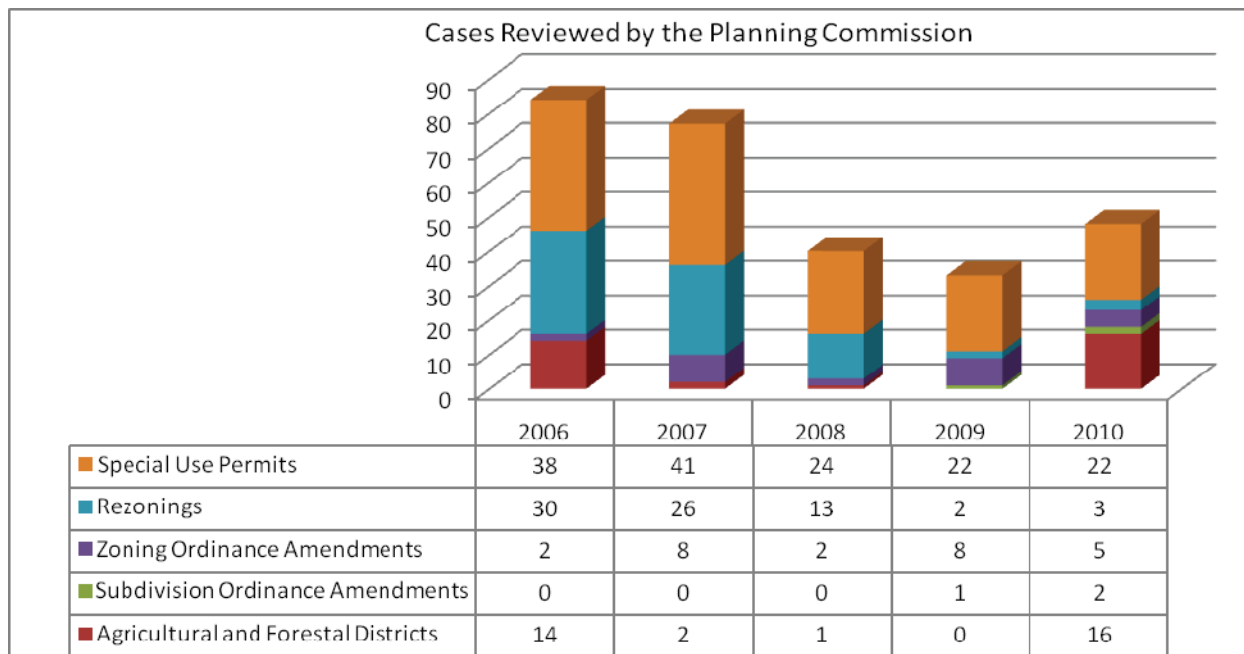
-As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff is compiling a list of units by subdivision that have been approved but not yet built. This information will be provided in next year's report.

3 1.5 0 Miles

PLANNING COMMISSION ACTIVITIES AND HIGHLIGHTS

Development Review

Development review activities consist primarily of rezoning, special use permits, site plans, subdivisions and conceptual plans.



Special Use Permits: The Planning Commission reviewed 22 applications. The applications included three wireless communication towers, a CVS/Food Market, four business expansions, a new landscaping business, and two borrow pit renewals. A trail amendment, special lighting and seasonal lighting for Busch Gardens, and an outreach center expansion were considered.

Rezoning: Three applications were considered by the Commission. The application for a fast food restaurant rezoned property from M-2, General Industrial, to B-1, General Business, with Proffers. Other applications include the School Operations Center on Jolly Pond Road which added additional parking, and an application for a convenience store with fuel sales.

Residential Units Legislatively Approved in 2010: The Planning Commission and Board of Supervisors approved 1 two-family dwelling. (SUP-0003-2010, Gilley Property, Neck-O-Land Road)

Zoning Ordinance Amendments: Five amendments were reviewed by the Commission. These included changes to the permitted uses for LB (Limited Business) and B-1 (General Business) Districts, changes to pedestrian orientated signage, and updates to the plan review criteria and

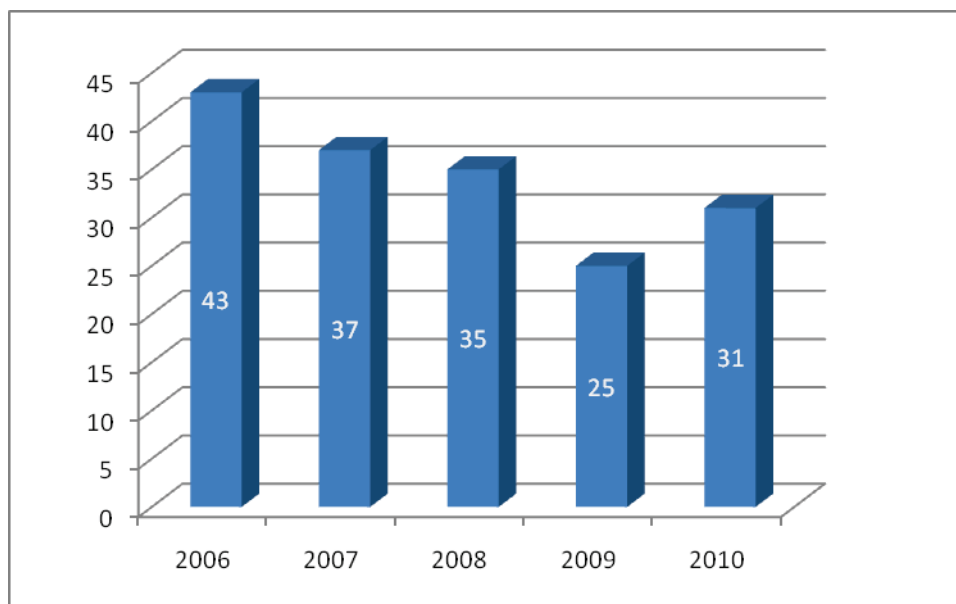
procedures for site plans and subdivisions. These amendments incorporated many of the BCTF and SSPRIT recommendations including the creation of enhanced conceptual plan review into the Zoning Ordinance. Two other amendments were necessary to bring the County Code in conformance with the Virginia State Code.

Subdivision Ordinance Amendments: Two amendments were considered by the Commission. These included changes to the plan review criteria and procedures for subdivisions, and changes to bring the County Code into compliance with the Chesapeake Bay Act

Agricultural and Forestal Districts: The Planning Commission reviewed 13 districts being renewed, one applications for an addition to the Croaker AFD, one application for an addition to the Barnes Swamp AFD, and on application for an addition to the Gordon Creek AFD.

The Development Review Committee reviewed 31 cases. These included Zaxby's Chicken, The Colonies at Williamsburg Timeshares, Autumn West Townhomes, TPMG Medical Building, Police Headquarters, Summerplace, Williamsburg Pottery and Courthouse Commons. Nine applicants requested the Committee's input on potential legislative proposals and received guidance and feedback to help them create plans and drawings that are consistent with the Comp Plan.

DRC Cases



Policy Review

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. This year the Policy Committee undertook the following topics:

- External Communications
- Planning Commission Public Comment Session Format
- Comprehensive Plan – Progress Report
- Zoning Ordinance Update Methodology
- Pedestrian Wayside Signage
- Subdivision / Site Plan Review Improvement Team (SSPRIT) Recommendations



PLANNING COMMISSION ACTIONS

Special Use Permits

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0003-2010	Gilley Property Two Family Dwelling	248 Neck O Land	4.74	Construction of a two-family dwelling	Approval	Approval	Approved
SUP-0026-2009	Constance Avenue WCF Tower	115 Constance Ave	27	Wireless communication tower	Approval	Approval	Approved
SUP-0002-2010	CVS & Food Mart at Soap and Candle Factory	7521 Richmond Road	14	Construction of a CVS/Food Market	Approval	Approval	Approved
SUP-0028-2009	Ingram Road Pegasus Tower	108 Ingram Road	6.98	Wireless communication tower	Approval	Approval	Approved
SUP-0017-2009	Freedom Market	5534 Centerville Road	1	Convenience store with fuel sales	Approval	Approval	Approved
SUP-0008-2010	Busch Gardens Griffon Theatrical Lighting	7851 Pocahontas Trail	5	Theatrical lighting for summer nights special events	Approval	Approval	Approved
SUP-0012-2010	Camp Road Tower	126 Camp Road	1.22	Wireless communication tower	Approval	Approval	Approved
SUP-0009-2010	USA Waste of Virginia Borrow Pit Renewal	700 Blow Flats Road	139	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0010-2010	Branscome Borrow Pit Renewal	750 Blow Flats Road	281	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0004-2010	Courthouse Commons	5223 Monticello Ave, 4023 & 4025 Ironbound Rd, 113 New Quarter Rd	9	Create commercial center at the intersection of Monticello Rd and Ironbound Rd	Denial	Denial	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0013-2010	Chickahominy Road Manufactured Home	2818 Chickahominy Road	.57	Replace existing dwelling with a manufactured home	Approval	Approval	Approved
SUP-0014-2010	Grove Christian Outreach Center	8798 Pocahontas Trail	2	Permit a single building with 2750 square feet	Approval	Approval	Approved
SUP-0015-2010	Chanco's Grant Greensprings Trail Amendment	3123 Ironbound Road	5	Allow a trail to be constructed to connect the Greensprings Trail Network to Clara Byrd Baker Elementary School	Approval	Approval	Approved
SUP-0016-2010	La Tienda Virginia Packaging	8105 Richmond Road	0.15	Applicant proposes sausage and ham processing operations in existing units	Approval	Approval	Approved
SUP-0018-2010	American Heritage RV Park Expansion	146 Maxton Lane	70	Phased expansion of the American Heritage RV Park, a total of 327 RV sites	Approval	Approval	Approved
SUP-0019-2010	Harmonious Hardscapes	8162 Richmond Road	2	Retail sales of plant, garden and hardscape supplies and services	Approval	Approval	Approved
SUP-0020-2010	Diamond Healthcare SUP Amendment	5477 Mooretown Road	8	Permit an additional 17 in-patient psychiatric beds	Approval	Approval	Approved
SUP-0022-2010	Charlie's Antiques	7691 & 7709 Richmond Road, 3645 Toano Woods Dr	17	Relocate Charlie's Antiques	Approval	Approval	Approved
SUP-0023-2010	Cranston's Mill Pond Dam	6616 Cranston's Mill Pond Rd	59	Bring dam in compliance with State Dam safety Act and related state regulations	Approval	Approval	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0025-2010	Colonial Towne Plaza Shopping Center Flea Market	6925 Richmond Road	25	Continue to operate a flea market at location	Approval	Approval	Approved
SUP-0026-2010	Tractor Supply Company at Norge Center	7508 Richmond Road	25.35	Permit 19000 square foot retail tractor supply store and a 15000 square foot outdoor display and sales area.	Approval	Approval	Approved
SUP-0027-2010	Jamestown High School Auxiliary Gymnasium	3751 John Tyler Hwy	76.99	Construction of a 6500 square foot auxiliary gym at the rear of the school	Approval	Approval	Deferred

Rezoning

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
Z-0004-2009	School Operations Center Parking	597 Jolly Pond Road, 6616 Cranston's Mill Pond Road	28	A-1 to PL	Approval	Approval	Approved
Z-0003-2009	Freedom Market	5534 Centerville Road	1	LB to B-1, with Proffers	Approval	Approval	Approved
Z-0001-2010	Fast Food Restaurant	8953 Pocahontas Trail	1	M-2 to B-1, with Proffers	Approval	Approval	Approved

Zoning Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
ZO-0004-2009	Use List for Limited Business and General Business Zoning Districts	Changing certain SUPs to permitted uses	Approval	Approved
ZO-0001-2010	Pedestrian Oriented Signage	Changing requirements for Exterior Signs Way-Finding Signage	Approval	Approved
ZO-0002-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
Section 24-24	Adding to Article I	Changes that require proof of real estate taxes paid for properties listed in applications	Approval	Approved
Section 24-666	Addition	Petition for Certiorari to Review Decision of Board	Approval	Approved

Subdivision Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
SO-0001-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
SO-0002-2010	Changes to Ordinance	To bring Ordinance in compliance with Chesapeake Bay Preservation Ordinance	Approval	Approved

Agricultural and Forestal District Renewals

Case Number	Name of Project	Acres	Case Description	Recommendation / Action			
				Staff	AFD	PC	BOS
AFD-1-94	Wright's Island AFD Renewal	1454.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-89	Armistead AFD Renewal	311.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-2-86	Croaker AFD Renewal	1075.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-3-86	Hill Pleasant Farm AFD Renewal	568.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-5-86	Barnes Swamp AFD Renewal	1616.1	Renewal of District	Approval	Approval	Approval	Approved
AFD-6-86	Cranston's Pond AFD Renewal	769.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-7-86	Mill Creek AFD Renewal	2913.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-9-86	Gordon Creek AFD Renewal	3206.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-10-86	Christenson's Corner AFD Renewal	562.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-11-86	Yarmouth Island AFD Renewal	2031.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-12-86	Gospel Spreading Church AFD Renewal	1133.7	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-93	Williamsburg Farms AFD Renewal	279.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-02	Carter's Grove AFD Renewal	317.7	Renewal of District	Approval	Approval	Approval	Approved

Agricultural and Forestal District Additions

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action			
					Staff	AFD	PC	BOS
AFD-5-86-2-2010	Racefield Property Barnes Swamp AFD Addition	230 & 260 Racefield Drive	121.7	Addition to the Barnes Swamp AFD	Approval	Approval	Approval	Approved
ADF-2-86-3-2010	Wenger Farms, Croaker AFD Addition	4474 Ware Creek Road	7	Addition to the Croaker AFD	Approval	Approval	Approval	Approved
AFD-9-86-3-2010	News Road Gordon Creek AFD Addition	3603 News Road	31	Addition to the Gordon Creek AFD	Approval	Approval	Approval	Approved

ZONING ORDINANCE AND SUBDIVISION ORDINANCE UPDATE

The Planning Division announced the official kick-off of the Zoning Ordinance and Subdivision Ordinance update process in July 2010. This undertaking is to ensure that many of the concepts expressed in the recently adopted 2009 Comprehensive Plan are implemented and put into practice. The update is scheduled to follow a 20-month timeline with new ordinances ready for consideration in late 2011 or early 2012.

The Planning Commission and the Board of Supervisors discussed a draft methodology on several occasions, including a joint work session on March 23, 2010. The Commission endorsed the methodology at its April 7, 2010 meeting and the Board of Supervisors gave its approval on May 11, 2010. Then the ordinance update process began with a joint work session of the Planning Commission and Board of Supervisors on August 10, 2010. Three public forums were held during the months of August and September to collect citizen, business, and community group ideas regarding the ordinances. A dedicated website (www.jccplans.org) has also been established to collect community input and provide information throughout the process.

Through a review of approved 2009 Comprehensive Plan strategies and actions, staff, the Planning Commission, and the Board of Supervisors identified several major research topics to evaluate during the review of the ordinance. Five priority items were identified:

- Cumulative Impact Database Set-Up
- Sustainability Audit
- Development Standards – with Sign Ordinance
- Commercial/Business Districts
- Economic Opportunity District

Highlights of 2010 activities include:

Sustainability Audit

One of the five priority items for the Zoning Ordinance update process was to conduct a sustainability audit. This summer, LSL Planning, Inc. was hired in order to undertake a sustainability audit. This audit entailed a review of the existing ordinances and policies and provision of actions which could improve the County's sustainability, which is the ability to meet present needs without compromising those of future generations. The final report was presented to the Commission and shared with the Board of Supervisors in November 2010. The actions will be utilized to develop a Zoning Ordinance and Subdivision Ordinance which incorporates the ideas of the 2009 Comprehensive Plan *Historic Past, Sustainable Future*.

Green Building Design Roundtable

The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The



report describes green building and design, reviews other local governments' green efforts, covers the County's existing policies and presents the roundtable's recommendations for the future. The report was endorsed by the Board of Supervisors on July 27, 2010.

Fiscal Impact Analysis Worksheet

For the past six months, staff has been developing a draft Fiscal Impact Analysis Template. The template creates a standard for fiscal impact analyses and studies submitted to the County. The template uses the County's own data and assumptions when calculating the fiscal impact of a development on the community. Designed for maximum simplicity and user-friendliness, it will calculate residential and commercial costs and revenues, as well as a phasing plan. This worksheet is in its early developmental stage, and staff is currently soliciting comments from other departments and outside resources.

Business Climate Task Force Recommendations

The Business Climate Task Force (BCTF) helped identify how the County could be a more value-added partner to the business and industrial community. (This report can be found at <http://www.jccegov.com/pdf/businessstaskforce/08Jan02FINALReport.pdf>.) The zoning and subdivision ordinances were amended to address recommendations of the BCTF regarding the review process for new development proposals. Changes were also made to the Zoning Ordinance for the Limited Business (LB) and General Business (B-1) Districts, allowing uses by-right that were once specially permitted uses. The goal is that these changes will attract, retain, and expand businesses in the County.

Annual Scorecard

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists actions that have been completed and their associated tasks. A number of high priority items from the Community Character (CC), Economic Development (ED), Environmental (ENV), Housing (H), Land Use (LU), Parks and Recreation (PR), Population Needs (PN), Public Facilities (PF), and Transportation (T) sections of the Comprehensive Plan have yet to be initiated and/or completed. Tasks may not have been initiated and/or completed during the past calendar year because of financial constraints, Board of Supervisors direction, available manpower, County Administration decisions and other limiting factors that play a crucial role in determining when GSAs get implemented. Other tasks may be high priority items with a 0-5 year timeframe, but have yet to be started even though they are still on schedule to be completed within the timeframe established in the Comprehensive Plan. The Board of Supervisors further prioritizes projects, based on available funding and resources, through the annual budget and Strategic Management Plan processes. For a list of the complete Implementation Schedule with all GSAs and the associated priority and timeframe, please visit the following link: <http://planning.jccegov.com/default.aspx>

Note: The list below focuses on completed high priority actions as referenced in the 2009 Comprehensive Plan Implementation Schedule. It does not include current in-progress tasks (i.e. specific zoning ordinance update items not yet completed) or actions programmed for future years.

Tasks with a 0-5 year timeframe

Action	Task Completed
<p>CC 3.2. Adopt a conceptual plan process that provides early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.</p>	<p>Planning staff processed a new Conceptual Plan process zoning ordinance amendment adopted by the Board of Supervisors on June 22nd of this year. This amendment allows applicants to submit a plan for conceptual review by County staff and/or the Development Review Committee prior to a legislative case submission and to elicit comments early in the process.</p>
<p>ED 1.6. Support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.</p>	<p>Planning staff processed a number of Zoning Ordinance amendments to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review</p>

<p>Committee.</p> <p>The Office of Economic Development (OED) and the College of William & Mary’s Technology and Business Center have connected the County’s Incubator clients with W&M business school professors and students.</p> <p>OED redesigned its website and is developing a promotional video to enhance marketing efforts.</p> <p>OED developed a proposal to create a Technology Zone.</p>	<p>ENV 4.5. Investigate amending County ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (i.e., rain barrels, residential-sized wind turbines, solar panels, etc.).</p>
<p>The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The Report describes green building and design, reviews other local governments’ green efforts, covers the County’s existing policies and presents the Roundtable’s recommendations for the future. The Report was presented to, and accepted by, the Board of Supervisors on July 27, 2010. The report includes recommendations on policy/ordinance amendments that are being examined as part of the overall ordinance amendment process.</p> <p>The sustainability audit, conducted by a consultant, and presented to the Planning Commission in November 2010, also included an evaluation of appropriate conservation technology in the zoning ordinance. Recommendations from the audit are being evaluated for possible inclusion in the ordinance during the update process.</p>	<p>ENV 4.4. Create a green building policy and a cost-benefit analysis policy for County building capital projects and ensure that proposed County buildings meet the guidelines of that policy in advance of Capital Improvements Program construction expenditures.</p>
<p>On March 23, 2010, the BOS adopted a Sustainable Building Policy to guide facility design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.</p>	<p>ENV 4.6. Make County facilities a climate stabilization leader throughout the County by:</p>
<p>As noted in ENV 4.4, the James City County Sustainable Building Policy was adopted as a follow up to the Cool Counties Declaration. In addition, a number of actions have occurred with respect to existing buildings. To improve energy efficiency in existing County</p>	<p>ENV 4.6.1. Developing an action plan for the installation of energy</p>

<p>management control systems and renewable energy technologies and the maintenance of heating and cooling systems at County facilities.</p>	<p>buildings, windows and doors were replaced in County offices on Palmer Lane. HVAC systems were upgraded at the Emergency Operations Center (EOC) and at several County offices. Lighting systems were upgraded at the JCWCC and the EOC. By the end of FY11, all lighting will be changed at Buildings A,B,F, and the WJCC Community Center to high efficiency fluorescent and LED lights. Web based building control systems will be in place at all Government Center Buildings and the Community Center. These capital maintenance activities will result in long-term energy savings for the County.</p>
<p>H 2.1. Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.</p>	<p>The County awarded a contract to construct infrastructure, including new streets, in the Ironbound Square Subdivision. The subdivision will contain 33 new EarthCraft certified homes built by private and non-profit housing partners.</p>
<p>H 2.4. Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.</p>	<p>The Office of Housing and Community Development (OHCD) received a \$7,900 Virginia Department of Housing and Community Development (DHCD) award to make emergency home repairs.</p> <p>OHCD receives additional funding from DHCD to provide indoor plumbing to residences with failed well/water or sewer/septic systems.</p> <p>OHCD partners with Housing Partnerships to provide emergency home repairs.</p> <p>OHCD received a grant from the Virginia Housing Development Authority to provide counseling to home buyers.</p> <p>OHCD administers approximately \$1.2 million per year of HUD funded rental assistance.</p>
<p>H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency, and the need for donations of money, supplies, and labor to keep these groups functioning to meet their missions.</p>	<p>The Office of Housing and Community Housing Development assists in marketing and referring applicants to Peninsula Habitat for Humanity, and in marketing and financing new homes built by Housing Partnerships. Two OHCD staff sit on the Habitat Family Selection Committee and two staff sit on the Housing Partnership's Core Group advisory committee.</p>
<p>H 2.6. Continue to promote the deferred payment policy of the</p>	<p>OHCD has taken two applications for low-income home owners and</p>

<p>James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.</p> <p>H 2.9. Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.</p>	<p>home buyers to connect to JCSA water and sewer.</p>
<p>LU 1.5. Facilitate continued diversification of the local economy and maintain an adequate balance between residential and non-residential development.</p>	<p>OHCD received a Community Development Block Grant award of \$1.4 million to improve housing and infrastructure in the Forest Heights Neighborhood.</p> <p>The County’s part-time Business Facilitator helped 22 businesses navigate through government processes such as obtaining business licenses, applying for Special Use Permits and submitting site plan reviews.</p>
<p>LU 4.5.2. Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited plan review.</p>	<p>The Zoning Ordinance was revised to include more flexibility with regard to which uses needed special use permits in the business/industrial districts, and amendments also streamlined the approval process for cases requiring approvals from the Development Review Committee.</p>
<p>LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.</p>	<p>Thirteen of the fourteen Agricultural and Forestal Districts were all recently evaluated and renewed for new terms. The Board of Supervisors also adopted a new withdrawal policy for all districts for parcels both inside and outside the Primary Service Area.</p>
<p>LU 7.1. Conduct a sustainability audit of James City County codes, ordinances, and regulations prior to conducting comprehensive updates.</p>	<p>A consultant was hired and a sustainability audit was completed. The audit was presented to the Planning Commission at its November meeting. Recommendations from the audit are currently being evaluated for possible inclusion into the zoning ordinance during the update process.</p>
<p>PN 4.3. Work with the Senior Services Coalition to develop a strategic plan for seniors.</p>	<p>Through work with the Senior Services Coalition, Community Services staff developed a strategic plan for seniors during the last calendar year.</p>
<p>PF 4.1. Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs, and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.</p>	<p>Renovations to the Law Enforcement Center to make it the Fire Administration Headquarters and Training Center, as well as design and construction of the new Police Building were completed in accordance with “green” building design standards with the goal of attaining Silver LEED recognition. Both projects incorporated highly efficient HVAC and lighting systems which will be more efficient than industry standards. The design of the new Community Gymnasium at Warhill will also incorporate these measures.</p>
<p>PF 4.2. Strive toward constructing new County buildings and</p>	<p>The BOS adopted a Sustainable Building Policy to guide facility</p>

<p>facilities to meet or exceed Silver LEED (Leadership in Energy and Environmental Design) (or industry similar or successor) standard wherever applicable. The Silver LEED (or industry similar or successor) standard should also be sought for renovation projects whenever feasible. Adopt a specific County policy governing the application of sustainable building standards to County built and occupied facilities and buildings.</p>	<p>design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.</p>
<p>PF 5.1. Evaluate the security of County facilities and buildings from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.</p>	<p>Public, building, and information safety were taken into account during the design of the new police building at Warhill and resulted in specific architecture, fencing, and buffering to provide additional security.</p>
<p>Tasks with a 6-11 year timeframe</p>	
<p>PR 2.3.1. Aligning the Greenway Master Plan with existing and planned sidewalks and bikeways, and integrating this plan with greenway plans of adjacent localities and interested organizations.</p>	<p>As part of the ordinance update, staff has developed an updated inventory of existing and proffered sidewalks to help evaluate the best locations for sidewalk construction both by the County and by private development proposals.</p>
<p>Tasks with a 10+ year timeframe</p>	
<p>T 1.3.4. Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.</p>	<p>The Jolly Pond Road/ Centerville Road and the Longhill/Centerville Road intersections have been redesigned to accommodate a significantly higher volume of traffic from the new schools on Jolly Pond Road and increasing park and community traffic while maintaining the rural character of the community.</p>
<p>Tasks with an Ongoing timeframe. While generally speaking, tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.</p>	
<p>ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.</p>	<p>OED has participated in two marketing missions with the Hampton Roads Economic Development Alliance (HREDA) targeting specific geographic regions and another marketing mission targeting industrial asset managers. OED attended a trade show for a targeted industry to learn about opportunities within the industry.</p>

	<p>OED continues to present development opportunities and inventory to economic development allies, such as service providers and commercial real estate brokers.</p> <p>OED continues its Existing Industry Visitation (EIV) program to maintain contact with local businesses and identify any expansion projects.</p> <p>OED collaborated with regional partners to recruit Frontier Airlines to provide low fare, non-stop access to the western U.S.</p> <p>OED issued performance-based grants to small businesses through the EDA's Business Assistance Program.</p>
<p>ED 1.5. Continue to analyze County regulations, policies, and procedures to ensure that they do not unnecessarily inhibit commercial and industrial development.</p>	<p>A number of Zoning Ordinance amendments were processed to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review Committee.</p> <p>OED assisted Planning Division create the Economic Opportunity Zone.</p> <p>OED contributed to the Historic Triangle Collaborative's Economic Diversification Task Force.</p>
<p>ED 4.1. Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>The EDA entered into an agreement with the College of William and Mary to manage the Business Incubator. The EDA expanded the scope of the Incubator to include several categories of businesses.</p> <p>OED has included W&M Economic Development Office EIVs.</p> <p>In follow up to EIV, OED introduced W&M Technology and Business Center to businesses seeking consulting services.</p>
<p>ED 2.1. Support the development of diverse types of retail and non-</p>	<p>Owens-Illinois (O-I) North America, with the help of an EDA</p>

<p>performance-based grant, invested \$20 million in their Toano plant. The investment will allow O-I to produce a diversified product mix of glass containers. These improvements are in addition to the \$20 million investment announced in 2008 that will create at least 20 new jobs to the 180-person staff and \$10 million payroll.</p> <p>OED prepared development proposals and responses to requests for information for business development opportunities.</p> <p>OED issued funding grants to businesses to develop e-commerce projects.</p>	<p>retail core business.</p>
<p>OHCDC received allocations, totaling \$5,560,000, of special low-interest financing to assist first-time home buyers purchase new or existing homes.</p>	<p>H 3.6. Continue to assist for profit and non-profit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.</p>
<p>Parks and Recreation received a \$283,976 Virginia Recreational Trails Fund Grant to construct a paved multi-use path called the Powhatan Creek Trail to connect the Capital Trail adjacent to Mainland Farm with Clara Byrd Baker Elementary School.</p>	<p>PR 2.1. Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities Plan and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.</p>
<p>JCC Alert was launched as a new way to communicate with County residents about emergency alerts, notifications, and updates via text message or e-mail.</p> <p>The Fire Department received two Local Emergency Management Performance Grants totaling \$69,384 to be used to enhance the capability of JCC to develop and maintain a comprehensive emergency management program.</p> <p>The Fire Department received two Radiological Emergency Preparedness Funds grants from Virginia Dominion Power totaling</p>	<p>PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.</p>

	<p>\$75,000 to help the County make improvements to the Emergency Operations Center, purchase radiological response equipment, and conduct readiness drills to prepare for responses to threats related to the Surry Nuclear Power Plant.</p> <p>The Fire Department's Division of Emergency Management received two Citizens Corps Program grants from the Virginia Department of Emergency Management totaling \$39,600 to be used in the delivery of preparedness education and training to County citizens.</p>
<p>T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for road improvement projects including Route 60 relocated, the Route 60 & Route 143 connector, and the extension of Mooretown Road. The Longhill/Centerville Road intersection project will be financed with State funding.</p> <p>Staff has secured \$300,000 for the Longhill Road corridor study, \$300,000 for the Route 60/Rt. 143 connector, and \$400,000 for the Mooretown Road extension. This is scheduled to begin July 1, 2011.</p>
<p>T 3.13. Continue to pursue with the Williamsburg-James City County Schools a Safe Routes to School program that identifies primary walking and biking routes to schools and prioritizes improvements to make those routes safe for children.</p>	<p>The County/WJCC Schools has received a grant for \$126,000 for a pedestrian signal and crossing improvements at James River Elementary School on Route 60. This money will be used to redesign the intersection in front of the school to be more pedestrian oriented and ultimately be an incentive for students living in nearby neighborhoods to walk to school.</p>

GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CIP	Capital Improvements Program
DCHD	Virginia Department of Housing and Community Development
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
JCWCC	James City-Williamsburg Community Center
LEED	Leadership in Energy and Environmental Design
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
SSPRIT	Subdivision / Site Plan Review Improvement Team
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



PLANNING DIVISION,
OF DEVELOPMENT MANAGEMENT

Contact or Visit:

101-A Mounts Bay Road
Williamsburg, Virginia 23185
Phone: 757.253.6685
Fax: 757.253.6822
Email: planning@james-city.va.us

Website: www.jccgov.com



Website: www.jccplans.org

James City County Planning
Commissioners



Front Left to Right: Tim O'Connor, Rich Krapf, Joe Poole III, Jack Fraley

Back Left to Right: Al Woods, Reese Peck, Mike Maddocks



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Donald Lee Reynard	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Information Technology Executive for over forty years. My education is a bachelors degree with a minor in Business Administration from James Madison University.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: No experience with boards in Fluvanna County.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I coached youth sports for many years as well as serving on Boards and Committees for various youth sports organizations.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am very concerned about the current state of many matters in Fluvanna County and how there is a very uneven amount of tax paid by the a very small amount of middle class Fluvanna citizens. With the proposal of new taxes, such as the meals tax, and the current makeup of the real estate taxes, there needs to be a extensive review of how every property is taxed with rules that are not fairly applied to everyone. The budget of Fluvanna is over 50% applied to the School System while there is no transparent view on how that money is actually spent. There is also Fluvanna taxpayer money being given to a small number of nonprofits with the Board of Supervisors picking the winners and losers. First of all, why is taxpayer money being given to anyone. People are being taxed to provide money to operate the business of government in the county, not fund other organizations. I have many other reasons and am more than willing to discuss with anyone.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
X	Agricultural/Forestral District Advisory Committee	X	Finance Board	X	Piedmont Virginia Community College (PVCC) Board
X	Board of Equalization (BOE)	X	Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
X	Board of Zoning Appeals (BZA)	X	Fork Union Sanitary District (FUSD) Advisory Committee	X	Region Ten Community Services Board
X	Building Code of Appeals Board	X	James River Water Authority (JRWA)	X	Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority	X	JAUNT Board	X	Social Services Board
X	Columbia Task Force (CARE)	X	Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
X	Community Policy & Management Team (CPMT)	X	Jefferson Area Board of Aging (JABA) Board of Directors	X	Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)	X	Library Board of Trustees		
X	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
X	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Donald L. Reynard		2-26-2025	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
3531 Union Mills Road Troy, VA 22974			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
40	[REDACTED]		[REDACTED]
Office Use Only			
Application Received On:	2-26-2025	Application Received By:	
Acknowledgement Sent:	2-26-2025	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

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Name: Patti Reynard	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): See Attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: None	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Volunteer Coach, AAU basketball team representing Fluvanna (Fluvanna Hurricanes), volunteer coach for Parks and Rec. Basketball, soccer.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I believe I can make a positive difference in many ways and area of the county, for which I can not do in a 5 min. Public comment setting.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
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X	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
X	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee	X	Region Ten Community Services Board
X	Building Code of Appeals Board	X	James River Water Authority (JRWA)	X	Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority	X	JAUNT Board	X	Social Services Board
X	Columbia Task Force (CARE)	X	Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
X	Community Policy & Management Team (CPMT)	X	Jefferson Area Board of Aging (JABA) Board of Directors	X	Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)	X	Library Board of Trustees		
X	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
X	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

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In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> Patti Reynard		Date 2-25-2025	
Mailing Address (including City, State, & ZIP) 3531 Union Mills Rd Troy, VA		Physical Address (if different)	
Years Lived in Fluvanna 62	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	02-24-2025	Application Received By: Leontyne Peck	
Acknowledgement Sent:	02-25-2025		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.):

Experienced Simulation Technology Specialist Sr. (CHSOS), and technical minded person with exceptional client and management skills. Action oriented with strong desire to accomplish positive results. I have proven ability to communicate effectively at all levels. Committed to accomplishing all tasks at hand. I am interested in an opportunity to leverage my technology, managerial and leadership skills. Motivated to improve tasks and processes through automation, simplification, and integration. Dedicated to providing professional, proficient and effective results within a team environment.

I have managed and implemented many cost saving projects throughout my career with the University of Virginia, such as an inventory control management system. Another very effective project that I initiated and administered was a scheduling system that has been expanded as a result of its effectiveness. I managed the scheduling server for the cross platform client based applications and provide support for all users with the staff that I managed. I successfully completed an online Web Applications Developer Certification in 2015 to expand my technical background. While working as a Simulation Technology Specialist Sr., I completed an online Human Physiology course through UC Berkeley to enhance my understanding of human anatomy, which made programming human patient simulators vital signs for more realistic scenarios. I also completed my Certified Healthcare Simulations Operations Specialist certifications exam in 2017. I designed a human patient simulation procedure to further improve patient safety outcomes for the clinical skills nursing students simulation experience.

SKILLS:

- Project Management
- Training and development
- Client-focused
- Quick learner
- Microsoft Office
- Computer proficient
- Budgeting
- Billing
- Vendor Certified
- High level of mechanical aptitude
- Dedicated to providing professional, proficient and effective results.

- Proficiency in LLEAP & Uni
- Results-oriented
- File/records maintenance
- Financial records and processing
- Contract negotiation/review/drafting

- Inventory Controls Management
- Creative Problem Solving
- Operations management
- Proven experience in managing and developing automated processes to improve efficiency and reduce costs.

EXPERENCES

Consulting - Experiential Leadership Development Lab – Research Collection/Training: University of Virginia Darden School of Business August 2018 – As Needed

- o Set up BioPac physiology wearable recording devices and software collection system.
- o Research, investigate and recommend other analytical integratable solutions to share physiological data with faculty and students in a secure environment.
- o Arrange vendor demos as it applied to the integration of lab/BioPac software applications.
- o Train others to connect BioPac devices to participants, and operate data collection software.

Simulation Technology Specialist Senior: The Clinical Skills Learning Center, School of Nursing at the University of Virginia. August 2015 – April 2018

(Hourly position working 1500 hrs. per yr – averaging 3-4 days a week most weeks)

- o Managed and facilitated training of UVa School of Nursing Simulation staff.
- o Collaborated with content experts and faculty on design and development of medical simulations.
- o Programmed medical simulator scenarios to run in simulation environment. Configured simulation scenarios environment.
- o Performed preventative maintenance and trouble shoot simulators and task trainers.
- o Designed and developed educational realism through repurposing and modifying materials to work with simulations.
- o Used all available technology to improve, automate, integrate and streamline simulation whenever possible.
- o Worked closely with center director and vendors to prepare and facilitate purchase orders for human patient simulators, task trainers, and other educational equipment and materials.
- o Use of my strong technical and innovative skills has proven to enhance and streamline simulation experiences for the University of Virginia School of Nursing Learners.
- o Designed a simulated educational process to improve patient safety and outcomes through clinical simulation experiences.

Educational Support Specialist: The Medical Simulation Center, School of Medicine

University of Virginia July 2010 – June 2015
(Salaried Full Time Position with full benefits 40 hrs per week)

- o Administrative / technical professional offering versatile office management and technical support skills and proficiency in Microsoft Windows and Apple platforms.
- o Managed and monitored financial reporting, budget activity, and billing via the University's Oracle financial accounting infrastructure.
- o Prepare, run, and tear down elaborate multi-learner, multi-device simulation scenarios.

- o Design, build, and improvise fixtures and environments to enhance the realism of simulation scenarios.
- o Repurpose and adapt older equipment for educational simulation activities. Maintained functionality of simulators well past warranty expiration.
- o Implemented an inventory controls system
- o Managed and maintained inventory annual audit and day-to-day activity

Office Manager: Office of Medical Education, School of Medicine
University of Virginia 1990 – June 2010
Salaried Full Time Position with full benefits 40 hrs per week)

- o Managed office accounts/budgets via the Oracle Finance application.
- o Analyzed and prepared financial logs and reports
- o Managed faculty and staff information including staff time sheets and student wages in Oracle system.
- o Processed Equipment Trust Funds (ETF) orders and all other purchase orders and completed vouchers in Oracle system in timely manner.
- o Coordinated and processed the necessary paperwork required by the University of Virginia for wage, classified and faculty employees in the Office of Medical Education.
- o Administered Sponsored Research Compliance Coordinator, responsible for ensuring that the following tasks are completed within your Org.: 1) Effort Reporting, 2) Annual and per proposal Conflict of Interest disclosure process management, and 3) Financial Stewardship.
- o Managed and facilitated software & hardware upgrades and installation for the Office of Medical Education faculty and staff.
- o Trained, supported and advised colleagues in the use of different software packages.
- o Coordinated computer equipment and other office purchases.
- o Supervised scheduling of classrooms and auditoriums throughout the School of Medicine.
- o Trained as a Local Support Partner for the Office of Medical Education and other subdivisions of the School of Medicine.
- o Coordinated and maintained the Mini-Med School registration database, assist with coordination of program activities.
- o Designed and created Mini-Med School brochures and certificates.
- o Created, updated, and maintained the Mini-Med School web page.
- o Facilitated the collection of the LCME annual survey data, compiled the data, and submitted by

required deadline date.

- o Maintain and updated exam scanning system.
- o Scheduling Software Administrator & Computer Support/Training
- o Evaluated, recommended, installed, & upgraded computer software on individual computers for the Office of Medical Education.
- o Managed and facilitated software & hardware upgrades and installation for the Office of Medical Education.
- o Administrator of the cross platform scheduling system.
- o Configure computers for network connectivity.
- o Diagnosed & troubleshoot communication & compatibility problems between computers, network clients and network servers.
- o Provided technical support and training to network clients and computer users.

Office Support Specialist: Alderman Library

University of Virginia 1985 – 1990

Salaried Full Time Position with full benefits 40 hrs per week

- o Performed multifaceted clerical tasks including data entry, filing, and records management.
- o Coordinated and automated the Periodicals and Serials missing publication issues claims process.
- o Assisted the Video cataloguer with data collection project.

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES: None

CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups-please provide dates):

Volunteer Coach, AAU basketball team representing Fluvanna (Fluvanna Hurricanes), volunteer coach for Parks and Rec. Basketball, soccer.

REASONS FOR WANTING TO SERVICE FLUVANNA COUNTY:

I believe I can make a positive difference in many ways and area of the county, for which I can not do in a 5 min. Public comment setting.

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

TAB B

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	VDOT Quarterly Report and Secondary Six Year Plan Review				
MOTION(s):	N/A				
BOS 2 YEAR GOAL?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Scott Thornton, VDOT Residency Administrator				
RECOMMENDATION:	Information Only				
TIMING:	Routine				
DISCUSSION:	Quarterly VDOT update.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	VDOT Quarterly Report				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



VDOT Maintenance Issues or Concerns
Call 1-800-367-ROAD

March Report

Fluvanna County

March 2025

MAINTENANCE

Palmyra & Zions Crossroads Area Headquarters for the month of February 2025

- Pipe Cleaning Rte 6, 620
- Surface Patching Rte 618, 647, 660
- Litter Control Rte 53, 601, 615, 640, 654, 655
- Debris Removal Rte 15, 600, 676
- Dead Animal Removal Rte 15, 600, 640
- Pothole Repairs Rte 631,799
- Snow Removal Operations

LAND DEVELOPMENT & PERMITS

Plans Found Acceptable

Mac's Tire Pro's & Auto Repair
James River Water Project
Zions Crossroad Self Storage
Minor Division of TM 33A30
Minor Division of TM 31A93

Plans In Review

Antioch Baptist Church
Project Hoops
SB Cox Recycling Center at Amber Hills
Project Hoops (TIA)
Deep Creek West
Deep Creek East
Bryant's Ford Road

Plans Needing Revision

SB Cox Recycling Center
Sun Tribe Solar/Carysbrook Solar
West River Road Self Storage
Minor Subdivision of TM No 33A30B
Merry Oaks Estates PB 1 314
Minor Subdivision of TM 31A93

LUPS Permits Issued and Completed

VDOT issued permits in February 2025
VDOT closed 8 permits in February 2025

CONSTRUCTION

Bridge Projects

- **BRDG-967-548, N501 (UPC 121080) On-Call Bridge Maintenance Contract –**
Bridge maintenance on various structures.
Scope: Bridge Maintenance -Various locations
Estimated Contract Completion Date: August 31, 2025
(Currently inactive in the area)

Road Projects

- **ADA Compliance 9999-967-317, N01 (UPC 124876) various locations.**
NTP: Specific to each task order
Scope: On call ADA compliance
Estimated contract completion date: August 01, 2025 (T1)
(Currently inactive in the area)

- **9999-967-620, N01 (UPC 119781) On-call Signal** District wide various locations.
NTP: Specific to each task order
Scope: District wide On-call signals contract
Estimated contract completion date: December 31, 2025 (T1)
(Currently inactive in the area)

Schedules

- **LM7A-967-F25, P401 (UPC 124960)** Various routes
NTP: February 10, 2025
Scope: Plant Mix
Estimated contract completion date: October 19, 2025
- **ST7A-967-F25, P401 (UPC 124962)** Various routes
NTP: March 24, 2025
Scope: Plant Mix
Estimated contract completion date: October 19, 2025

TRAFFIC STUDIES/ SPECIAL REQUESTS

Rte 15, James Madison Highway-Speed study of Rte 15 Corridor.

Request Received on 8/8/2024

Status: Completed. History does not indicate need for speed reduction.

Rte 662, Dobby Creek Road-Speed study request from Rte 645, Beals Lane to Rte 611, Paynes Landing Road

Request Received on 8/21/2024

Status: Completed on 10/18/2024. Crash history does not indicate need for further speed reduction.

Rte 672, Carys Creek Road Unpaved-Speed Limit Sign Request (35MPH)

Request Received on 9/19/2024

Status: Sign Installation Completed 12/16/2024

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

TAB C

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Tourism Strategic Plan – Progress Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, which item(s):	D1	
	X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Jennifer Schmack, Director of Economic Development				
PRESENTER(S):	Jennifer Schmack, Director of Economic Development				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	The Board of Supervisors approved the Revised Tourism Strategic Plan on December 6, 2023. This presentation will provide an overview of key accomplishments to date, including the successful launch of the Find Fluvanna brand, progress on infrastructure projects, and the implementation of business support initiatives.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Tourism Strategic Plan - Revised 2023				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

Fluvanna County

Tourism Strategic Plan

Adopted 2018 – Revised 2023



VIRGINIA IS FOR LOVERS[®]

Officially Adopted by:
Fluvanna County Board of Supervisors
December 6, 2023

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Executive Summary

Tourism revenue supports goods, services, facilities and transportation that benefit Fluvanna residents and the surrounding region. Tourism promotion and the quality of life improvements that tourism spending supports, also attract many other types of business development to Fluvanna County.

Fluvanna has distinctive assets and has great potential for growth in tourism and recreation. Fluvanna County recognizes the importance of tourism and the economic development components that enhance the quality of life for its residents. The goal of this strategic plan is to communicate the tourism mission, vision, goals and objectives of the County. This strategic plan will be used to guide the actions and activities of the Community Development and Economic Development departments, Pleasant Grove House Museum and Welcome Center staff, and stakeholders and partners in Fluvanna County.

Tourism Mission & Vision

Mission Statement

Fluvanna County Tourism will facilitate economic benefits through capitalizing on the natural, historic, and recreational resources that draw visitors and enhance their experiences.

Vision Statement

Fluvanna County will be recognized as a travel and retreat destination that welcomes tourists through scenic gateways to a place that maintains its small town charm, unique heritage, rich history, and natural beauty.

Stakeholders, Supporters and Staff

The following revised and updated plan is the result of the involvement of the members of the EDTAC (Economic Development and Tourism Advisory Council) representatives to encourage county government, business owners, organization leaders, and other area stakeholders to act upon an interest in the future of tourism in Fluvanna County. The following individuals participated in the research and development of this plan in 2018:

Economic Development and Tourism Advisory Committee

Linda Bernick	Palmyra District Citizen Rep
Andy Sorrell	Columbia District Citizen Rep
Rudy Garcia	Global View Capital Advisors
Pamela Dempsey	Fluvanna County Chamber of Commerce
Wendy Edwards	Cunningham District Citizen Rep
Michael Feazel	Rivanna District Citizen Rep
Tricia Johnson	Fluvanna County Historical Society
Curtis Putnam	Fluvanna County Economic Development Authority
Dave Sagarin	Fork Union District Citizen Rep

Fluvanna County Staff

Jason Smith	Director of Economic and Community Development
Aaron Spitzer	Director of Parks and Recreation
Patricia Eager	Board of Supervisors

The following individuals participated in updating and revising the plan in spring 2023:

Economic Development and Tourism Advisory Committee

Ben Shaw	At-Large Representative
Kathleen Kilpatrick	At-Large Representative
Catherine Tatro	At-Large Representative
Suzy Morris	At-Large Representative
Peggy Shanklin	At-Large Representative
George Goin	Farm Bureau Representative
Nina Monroe	Business Representative
Tricia Johnson	Fluvanna County Historical Society Representative
Jeffrey Potter	Economic Development Authority Representative

Fluvanna County Staff

Jennifer Schmack	Director of Economic Development
Aaron Spitzer	Director of Parks and Recreation
Patricia Eager	Board of Supervisors

Situational Analysis

Planning participants devised an updated Situational Analysis of tourism to help determine the goals and objectives of this plan. The process identified current tourism assets, target customers, strengths, weaknesses, opportunities, and threats, as well as an analysis of tourism infrastructure, tourism policy, and marketing strategies.

GAP Analysis: The following are gaps identified with the Fluvanna tourism product that reflect the categories of Dining, Lodging, Retail, Special Events and Attractions.

Gaps in Dining & Restaurants:

- Businesses that stay open on Mondays
- Coffee shops, bakery, brewery, winery in the Palmyra Village area
- Night Life

Gaps in Lodging:

- Not enough bed and breakfasts, and no hotel or conference center

Gaps in Retail:

- Specialty shops
- Hardware stores and outfitters for fishing, hunting, rafting and boating
- Boutique-style businesses aligned with key business clusters which are attractive to visitors (i.e. recreation, artisan, apparel, nature) that are successfully operating with consistent business hours
- Hidden Artisan community

Gaps in Special Events & Attractions:

- Summer and Winter events
- Palmyra Village tours and special events, including Holiday events
- Aquatic Center
- Sports complex with soccer, baseball and softball fields with adequate parking, lighting, and entrance/exit logistics
- Historic venue programming and marketing
- Established businesses offering drop-in classes and other learning opportunities (i.e. pottery, painting, crafting, cooking, hands on experiences)
- Self-guided drives and walking tours and trails
- Coordinated programming and marketing

Situational Analysis – Premier Tourism Assets

The following is a list of the determined premier assets for Fluvanna County, which are the resources that are most likely to be featured in advertising and promotion. A complete inventory of all tourism assets has been completed and is included as Attachment A.

Within the County:

- Central location within Virginia
- Access to major transportation routes
- Historic sites (e.g. Old Stone Jail, Pleasant Grove House Museum, Historic Courthouse)
- Agritourism (e.g. Two Wineries, Fruit Hill Orchard, Layz S Ranch, Sacred Acres)
- Events: County Fair
- Water recreation: three rivers along with 2 lakes
- Trails (Hike, bike & equestrian)
- Carysbrook Performing Arts Center
- US Bike 76
- Scenic Beauty
- Historic properties visible from public roads
- Artistic Community
- Black History
- Bremo Community

Within close proximity:

- Charlottesville
- World heritage sites (Monticello and UVa)
- Civil war sites (Richmond battlefields, Appomattox - Museum)
- Virginia State Capital

Related Regional Assets:

- Monticello
- Montpelier
- James Monroe's Highland
- Monticello Wine Trail
- Shenandoah National Park
- Blue Ridge Parkway
- Appalachian trail
- US Bike 76
- James River

Situational Analysis - Target Market

Defining a target market for Fluvanna County tourism information and promotions has two primary motives. It will drive the tone and scope of materials, and it will drive the selection of media and markets for distribution.

The following target customers were identified by the stakeholders as individuals or groups that may have an interest in visiting Fluvanna County based on the review of the area assets/tourism sites:

Target Audience

- **By age:**

- Silent Generation – Born 1925 - 1945
- Baby Boomers - Born 1946 - 1964
- Generation X - Born 1965 - 1980
- Millennials - Born 1981 - 1996 (Particularly age 21 and over - legal age to visit wineries)
- Generation Z Born 1997 - 2013
- Young Families

- **By location:**

- Virginia
- North Carolina
- Maryland
- West Virginia
- Washington, D.C.

- **Outdoor Recreation Enthusiasts**

- Equestrian enthusiasts
- Canoes/kayakers/tubers
- Hikers
- Birders
- Photographers
- Mountain Bikers
- Golfers
- Fishermen
- Hunters

- **By Groups:**

- Monticello Visitors
- Girlfriend Getaways
- Day Trippers
- History and Heritage Enthusiasts
- Family reunions, weddings, graduations

- **By Travel Route/ Scenic Drives:**

- Monticello Visitors
- Blue Ridge Parkway Riders
- Interstate 64 Travelers
- US Bike 76
- Carters Mountain Visitors
- Route 15, 6 & 53, Union Mills.

- **By Niche/Interest**

- History and Heritage Enthusiasts (Pleasant Grove House Museum & Farm Museum, Courthouse, Village)
- Education Sector (students, alumni, parents)
- Visitors drawn by music
- Black history and heritage interest
- Genealogical researchers
- Agritourism (wineries, breweries, farmers market, etc.)
- Green or eco-travelers
- Architects, architectural students and architectural enthusiasts (Old Stone Jail, Old Courthouse, Bremo, etc.)

Situational Analysis - SWOT

The discussion and identification of SWOT - S (Strengths) W (Weaknesses) O (Opportunities) and T (Threats) - was used as a key method in developing a tourism plan for Fluvanna County. Goals, Objectives, Targets, Measures, and Initiatives were all determined later, after careful consideration of the SWOT analysis developed by EDTAC members:

Strengths

- Pleasant Grove House Museum and Welcome Center
- Scenic entrance corridors and open land
- Unique, friendly, talented citizens
- Public Water access points: (3 along James, 1 along Hardware, 2 along Rivanna)
- Pleasant Grove Park - Athletic fields, 21 miles of multiuse biking, hiking, equestrian trails, Wildlife management area, 18 hole Disc Golf course, Picnic shelters and performance stage
- Central location, near Charlottesville, Monticello, Highland, Montpelier, etc.
- Proximity to Interstate 64, US 15, US 250, VA 6 and VA 53
- Growing winery industry (Currently have 2 with 2 more being established by 2021.)
- US Bike Route 76
- Central Virginia Sporting Clays
- Strong base of Black historic and cultural sites: Rosenwald Schools, Slave Chapel, cemeteries, churches, etc.
- Strong and diverse community leadership
- History and Heritage - Old Courthouse and Old Stone Jail, just 50 yards apart in the Village of Palmyra
- Camp Friendship
- Fork Union Military Academy
- Carysbrook Performing Arts Center
- Natural Assets - Scenic views, beauty, clean, natural green setting, foliage, peaceful, quiet, country, small town feel, wildlife, camping, hiking
- No Meals tax
- Lake Monticello's championship golf course'
- Dog Park, pet friendly place
- Historic sites visible from road

Weaknesses

- Not enough hotels or Bed and Breakfasts to promote overnight stays
- Lack of consistent communication with industry partners
- Limited budgets
- Cultural resistance to change
- No Meals and Lodging tax (Can facilitate tourism funding and accurate record keeping)
- Need consistent wayfinding (Signage)

- No permanent river outfitter in the County
- Limited available shopping/retail
- Volunteerism
- Poor cell phone reception in parts of the County
- Lack of cooperative advertising plan for small businesses
- Historic/tourism sites are fairly widely dispersed
- No measurable funding source for investments to drive tourism
- Historic sites that do exist are only open a few hours per week, are lightly staffed and are largely un-promoted
- The current museums in Fluvanna have only enough content for approximately 30-minute visits
- The feeling that some residents may be reluctant to encourage tourism, on the grounds that it might change the county, bring in new people or overwhelm local resources
- Nearest airport or passenger rail access is 45 minutes away
- Lack of cooperative product development

Opportunities

- Cooperative product development
- Utilize specific marketing avenues, both free and paid
- Partnerships to access grants and funding sources - Virginia Tourism Corporation (VTC)
- Work closer with regional tourism groups to market and promote County
- Land is available for hotels and Bed and Breakfasts
- Collaboration with Monticello Wine Trail and many others
- Public/private partnership to maximize Pleasant Grove Park, e.g. sports tourism, equestrian events, etc.
- Farm Heritage Museum
- Work with local farmers to create a “petting zoo”/working farm, incorporating a pick-your-own/farm-to-table operation and other agritourist opportunities
- Virginia Century Farms, there are 13 in Fluvanna
- Support Fluvanna Artisan Trail
- Pleasant Grove Park’s outdoor stage, e.g. music concerts, regional festivals or regular series of weekly or monthly events using the stage or other facilities
- Create app-based self-driving tour of county historic sites and attractions
- Bremo Plantation, Bemo Bluff and the Slave Chapel as historic sites.
- Strong active descendant communities associated with Bremo and other large plantations and their remarkable leadership.
- Highlight the County sites associated with African American education including Rosenwald Schools (i.e. Dunbar, Hollywood, etc.), New Fork, Abrams, and others as identified.

- Architectural character of the Old Courthouse, Old Stone Jail, Bremo Slave Chapel and other locations that attract tourists and attention from architecture students, professors and other interested groups
- Proximity to Monticello
- Improve public access to the Rivanna and Hardware Rivers
- Cross-country US bicycle route 76 that passes through Fluvanna
- Expansion of existing trails in into longer, more-friendly trail system for walking, horseback and/or bicycles, e.g. Virginia Capital Trail
- County has space and opportunities for additional niche restaurants and other businesses that offer activities such as kayaking, fly-fishing, paintball, etc.
- Creation of a specific tour guide and driving tour to the African American historic and cultural sites
- Dunbar Rosenwald School refurbished for touring, and Hollywood and other schools visible from the Right of Way
- Village of Palmyra has an opportunity to become more pedestrian friendly, while having all historic facilities open, augmented by antique and other touristy shops, cafes, etc. Possibly host horse-drawn carriage rides. (similar to a later-era Williamsburg)
- Restoration of Courthouse
- Tourism planning

Threats

- Weather conditions
- Economy
- Fuel Prices
- Lack of tourism industry
- Funding for tourism development, marketing and staff
- Local resistance to opportunity/change
- Continuing competition from nearby counties
- Insufficient Tourism Infrastructure (Zoning, lodging, taxes, etc.)
- Loss of scenic entrance corridors to insensitive planning

Strategic Path Forward

The following goals, objectives, targets and measures for the future were determined by careful review of the previous situational analysis:

Goal 1 – Build upon successful tourism marketing strategies and branding, e.g., tourism logo, rack card, and video.

- 1) Enhance the county's brand as an accessible adventure and event destination. Leverage the County's considerable outdoor recreational assets. Focus specifically on the Rivanna & James River experiences for visitors and residents.
- 2) Identify and secure funding for materials and programs above to be used in specific marketing and outreach, e.g. rack cards, website and social media.

Goal 2 – Evaluate needs of tourism infrastructure opportunities by focus areas: Outdoor Recreation, Arts, History, Black History and Culture, and Agribusiness.

- 1) Design consistent signage at county gateways (and crossways) denoting tourism opportunities. (e.g., Rivanna River Kayaking Trips, Rosenwald Schools, etc.) Seek grant (and/or sponsorship) funding to pay costs.
- 2) Research B&Bs ordinance updates, and pursue changes if needed. Provide listings.
- 3) Complete broadband in County. Firefly currently at approx. 80% completion. Will be complete by 2025, dependent on Dominion. Funding secured.
- 4) Update county website with tourism dedicated webpage.

Goal 3 – Increase the capacity of businesses and tourism activities in Fluvanna County

- 1) Conduct an organizational review to include comparisons of similar organizations.
- 2) Perform an analysis of staff time, personnel costs, advertising and overhead expense to recommend if more staff are needed, e.g. PT Coordinator, Partnership with Chamber, etc.
- 3) Earmark portion of meals and/or lodging tax collected to offset funds for tourism staff to implement tourism strategies.
- 4) Research grant opportunities through Rural Development, Virginia Tourism Corporation, Virginia Department of Housing and Community Development, etc. for product development and thematic programming.
- 5) Leverage local and regional community and governmental partnerships with, but not limited to: Chamber, Rotary, Historical Society, Rivanna Conservation Alliance, Master Naturalist, and local Scout groups.

Goal 4 – Create increased opportunities for current and potential tourism small businesses in the county through more effective and broader communication and awareness campaigns.

- 1) Provide training for businesses to learn how to master social media, website and other marketing techniques. Find communication specialist to do workshops to enhance business owners' skillset for effective marketing and increased sales.

- 2) Encourage use of a community calendar, e.g., "FindFluvanna.org", as a county-wide resource to promote the activities and events of tourism focused businesses, including hospitality and retail. Encourage residents to use the calendar as a first look to find things to do across the county.
- 3) Create tourism newsletter to highlight and promote tourism focused businesses and activities in Fluvanna County. Continue outreach to residents by promoting the newsletter in, and encourage sign ups to FAN mail (**Fluvanna Area News**), a weekly email featuring local events.
- 4) Provide assistance to coordinate marketing/advertising within cross themed programming among entities in the county and facilitate tours and events when possible.

Monitoring Progress

It is imperative that the plan be referenced consistently as related discussions and decisions are made. The Economic Development and Tourism Advisory Committee (EDTAC), business representatives, stakeholders, and other partners from both private and public sectors must take a leadership role in overseeing the execution of this plan. However, the Fluvanna Community and Economic Development Department is ultimately responsible for administrating this program.

The initiatives of this plan were determined after careful consideration during the planning process and will serve as reference when gauging plan implementation performance. Fluvanna County staff shall develop an annual work plan that will ensure that all initiatives are reached. To encourage progress toward the established targets, this plan should be reviewed by County leadership and the EDTAC on a consistent basis. Upon review, any adjustments that need to be made to this plan will be considered. Once a majority of the targets have been met or three years has passed, a new/updated plan will be developed.

Summary

Using this plan as guidance, Fluvanna County is expected to make significant progress toward the development of tourism activity. Local Government support and stakeholder participation are required for this plan to be successful. Future assistance and contributions from various members of the tourism organizations, businesses, civic groups, and other interested partners will also be vital for continued success.

Appendix

Terms & Definitions

Cultural heritage tourism: A type of tourism in which visitors travel to a place to experience the stories and people of the past and present. This can include historic, cultural, and natural resources.

Goals: Broad statements of measurable outcomes to be achieved on behalf of customers.

Initiatives/Tasks: Specific programs, strategies and activities that will help you meet your performance targets.

Measures: Meaningful indicators that assess progress towards accomplishment of goals and objectives.

Mission Statement: Statement of purpose; fundamental reason for an organization's/tourism effort existence.

Objective: Statements of what you must do well or barriers that you must overcome to achieve a specific goal.

Opportunities: Factors or situations that exist beyond your organization that may have a favorable effect on it.

Strengths: Resources or capabilities that can be used to accomplish your mission.

Target: The numerical value of the performance measure you hope to achieve

Target Customers/Tourists: Any person, group or organization receiving that will utilize your tourism related product(s) and/or service(s).

Threats: Factors or situations that exist beyond your organization that can negatively affect it

Tourism Assets: Any tourism related product, attraction, site, or promotional effort that is of interest to target customers/tourists.

Vision Statement: A word picture of the future that the organization/tourism effort intends ultimately to become or to influence.

Weaknesses: Deficiencies in resources or capabilities that hinder your ability to be successful.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Reappropriation of CIP - FY25 FMS Track Project Funding				
MOTION(s):	I move the Board of Supervisors approve/deny a reappropriation of the FY25 FMS Track project to the FMS Stadium and Track project for the remaining amount of \$149,661.25.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Theresa McAllister, Management Analyst Don Stribling, Executive Director				
PRESENTER(S):	Don Stribling, Executive Director				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	FCPS is requesting that the remaining funding \$149,661.25 in the CIP FY25 FMS Track project line be reappropriated to the FMS Stadium and Track complex projects starting with the three paving projects listed below:				
	FMS Track Paving Project				
	\$7,500 Parking Lot patching and edging at track like a curtain to a garage.	\$17,500 Grade roadway going to the track and pave 2.5 inches of SM9.5A topping mix compacted to 2 inches. Pave inside of the gated areas from brick building to the track. Pave a sidewalk going to the stairs up to the tennis courts.	\$13,000 Grade the area in-between the bleachers and fence to the white building and the handicap sidewalk to the bathrooms. Pave walking path to steps beside handicap sidewalk. Topping asphalt 2.5 inches compacted to 2 inches.		

	Additional FMS Track and Field Project Requests				
	Bleacher Inspection	Bleacher mechanical updates	Bleacher cleaning		
	Update Press Box/Scoreboard	Updated fencing for entrance	Storage building roofing		
	Update concession stand	Addition of cameras/WIFI	ADA access to bleachers		
FISCAL IMPACT:	Approval of the reappropriation will authorize staff to increase FMS Stadium and Track project line.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Reappropriation of CIP FY25 FMS Track Project Funding Request				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FLUVANNA COUNTY PUBLIC SCHOOLS
OFFICE OF THE EXECUTIVE DIRECTOR
Human Resources, Operations, and Student Services
14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

TO: Eric Dahl, County Administrator
FROM: Don Stribling
DATE: 3/27/2025
Cc: Peter Gretz, Brenda Grasser, Amanda Settle, Tori Melton, and Theresa McAllister
RE: Reappropriation of CIP FY25 FMS Track Project Funding

FCPS is requesting that the remaining funding (\$149,661.25) in the CIP FY25 FMS Track project line be reappropriated to the FMS Stadium and Track complex projects starting with the three paving projects listed below.

FMS Track Paving Project		
1. \$7,500	2. \$17,500	3. \$13,000
Parking Lot patching and edging at track like a curtain to a garage.	Grade roadway going to the track and pave 2.5 inches of SM9.5A topping mix compacted to 2 inches. Pave inside of the gated areas from brick building to the track Pave a sidewalk going to the stairs up to the tennis courts	Grade the area in-between the bleachers and fence to the white building and the handicap sidewalk to the bathrooms. Pave walking path to steps beside handicap sidewalk. Topping asphalt 2.5 inches compacted to 2 inches.

1. Parking lot patching and edging at the entrance to the FMS track



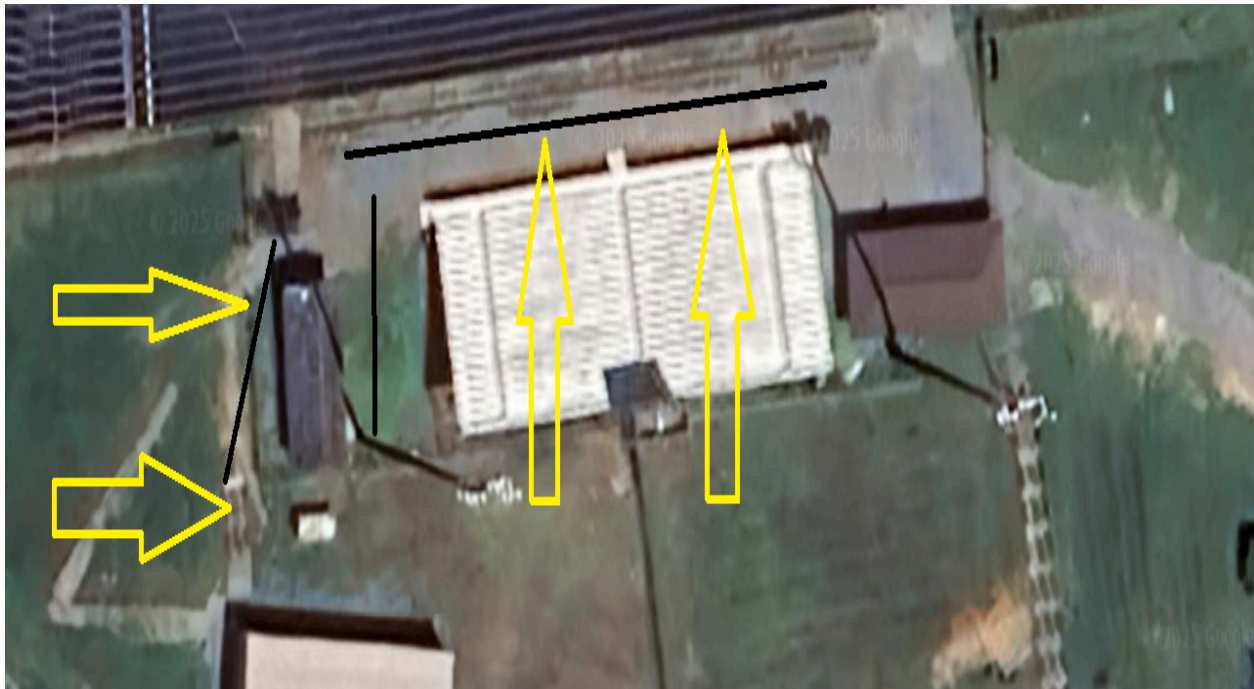


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PALMYRA, VIRGINIA 22963

2. Roadway to track, inside gate, and sidewalk to the steps leading FMS.



3. Bleachers to fence, storage building, walkway to bathroom





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PALMYRA, VIRGINIA 22963

The additional funding of \$149,661.25 was established when FCPS recommended a change order from using and laying stone, to choosing the [Full Depth Reclamation \(FDR\) process](#) to be used for the FMS milling and resurfacing aspect of the project.

The initial paving projects along with the following, included in this request, would benefit the school, division, and community at Fluvanna Middle School.

Additional FMS Track and Field Project Requests		
Bleacher inspection	Bleacher mechanical updates	Bleacher cleaning
Update Press Box/Scoreboard	Updated fencing for entrance	Storage building roofing
Update concession stand	Addition of cameras/WIFI	ADA access to bleachers

We would also like to thank the Fluvanna County Board of Supervisors for their partnership with the schools and athletic departments in the completion of the track and turf projects earlier this school year.

THANK YOU and GO FLUCOS!

Respectfully submitted,

Don Stribling
Don F. Stribling, II

FMS Track Project





FLUVANNA COUNTY PUBLIC SCHOOLS
OFFICE OF THE EXECUTIVE DIRECTOR
Human Resources, Operations, and Student Services
14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963





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FCHS Track and Turf Project





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PALMYRA, VIRGINIA 22963



FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	General Reassessment Request for Proposal (RFP) Options				
MOTION(s):	I move the Board of Supervisors approve Option #1 below, maintaining the County's current reassessment schedule, with a General (Administrative Review) Reassessment for 2027 and the General (Full) Reassessment for 2029.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve Option #1 below.				
TIMING:	Immediate				
DISCUSSION:	<p>For the contract for General Reassessment Services of Real Property, the term of the contract is completed through the 2025 Reassessment. The County at minimum needs to issue an RFP for General Reassessment Services of Real Property for 2027 and 2029. The County needs to decide if wants to change the frequency of the reassessment schedule before issuing the RFP:</p> <ol style="list-style-type: none"> 1. Under the County's current reassessment schedule, a General (Administrative Review) Reassessment would be completed for 2027 and the General (Full) Reassessment would be completed for 2029. 2. The County could decide it wants to make changes as well to the reassessment schedule, for example doing a General (Full) Reassessment more frequently (ex. 2027 and 2029) and excluding a General (Administrative Review) Reassessment. Any increase in doing a General (Full) Reassessment on a more frequent basis would add additional costs beyond what has been occurring previously. These amounts are not included in the FY26 Budget. 3. As a completely different option, the Board could determine it no longer wants to utilize a third-party general reassessment firm and bring those services in-house with an Assessors office. This would add additional costs beyond what has been occurring previously. These amounts are not included in the FY26 Budget. <p>Based upon the 3 options above, I would recommend the County continue with Option #1 above. Issuing an RFP with the same schedule frequency will give the County a better comparison in costs to our current contract with Pearson's Appraisal Service, Inc. As a reminder, Pearson's Appraisal Service, Inc. is no longer providing general reassessment services, so at minimum a new general reassessment services firm will be selected.</p>				

	<p>If the Board of Supervisors approves a biennial assessment, the Board shall adopt an ordinance after a public hearing in accordance with following code section.</p> <p>§ 58.1-3253. Biennial general reassessments; annual or biennial assessment. B. In lieu of the method now prescribed by law, the governing body of any county or city may, by ordinance duly adopted, provide for the annual assessment and equalization of real estate for local taxation, or the biennial assessment as authorized by subsection A. If so made, all real estate shall thereafter be assessed as of January 1 of each year, except as provided in Chapter 30 of this subtitle.</p>				
FISCAL IMPACT:	<p>If the County stays with the Option #1 above, amounts are budgeted in FY26, but there could be an increase based upon the RFP process. Extra costs associated with Option #2 and #3 above are not included in the FY26 Budget.</p>				
POLICY IMPACT:	<p>N/A</p>				
LEGISLATIVE HISTORY:	<p>N/A</p>				
ENCLOSURES:	<p>None</p>				
REVIEWS COMPLETED:	<p>Legal</p>	<p>Finance</p>	<p>Purchasing</p>	<p>HR</p>	<p>Other</p>
	<p>X</p>				<p>X</p>

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

TAB F

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors March 5, 2025 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday March 5, 2025, be adopted.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes March 5, 2025.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
March 5, 2025
Regular Meeting 5:00pm
Budget Work Session 7:00pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair (*entered the meeting at 5:14pm*)
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 5:02pm, Chair Fairchild called to order the Regular Meeting of March 5, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the March 5, 2025 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Absent	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Linda Mills, Finance Department, Procurement Officer, February 18th

Pleasant Grove Park Bridge

- The bridge that connects the Heritage Trail from behind the library to the dog park has started to be replaced again as of March 4. This was the bridge that was fixed and then washed away from its foundation during the last flood. Thank you, Greg Sawyer, from FUSD and Matt Stencil from Parks and Recreation for working together to get this accomplished! Matt took most of the bridge apart to make it lighter to move for Greg to get the mini-excavator to pull it back into place. Matt is currently replacing the decking, rails, and ramps for the bridge and we hope to have it back open to the public by next Friday.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Mar 12	5:30 PM	BOS Budget Work Session	Morris Room
Wed	Mar 19	5:00 PM	BOS Budget Work Session	Circuit Court
Wed	Mar 19	6:00 PM	Regular Meeting – Set Proposed FY26 Budget & CY25 Tax Rates for Advertising	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:06pm, Chair Fairchild opened the first round of Public Comments.

- Jeffery Potter, 474 Covered Bridge Rd, addressed the Board as the Asst. Chief of Kents Store Fire, commenting on the budget process.
- James Schoenster, 843 Jefferson Dr, spoke in favor of fully funding the School, MACAA, and Jaunt’s full budget requests.
- Jack Beuth, 121 Middleton Mills Ln, commented on demographics in relation to development.
- James Kelly, 363 Manor Blvd, commented on the budget process.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:22pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

VDOT Quarterly Report – Scott Thornton, Residency Administrator/Louisa Residency

- no presentation.

Monticello Area Community Action Agency Update – John Edwards, Interim Executive Director MACAA, gave the Board of Supervisors an overview of MACAA Services in Fluvanna County.

MACCA Mission

- Empowering Families to navigate pathways to Prosperity by educating, inspiring, and advocating for those in need.

MACAA Programs

- Hope House Family Navigation Program
- Project Discovery
- After School Program
- Early Education Services (2-3 years of age)
- Food Pantry
- Thrift Store (Soft Opening soon)
- Emergency Services

MACAA Programs in Fluvanna County

- Emergency Services – 202 individuals
- Project Discovery – 14 students of 79 students (86% - first generation college students, 43% - have visited colleges/universities, 71% - financial literacy, banking, budgeting seminars/training, received elevator pitch training, Pre-employment & work maturity training)
- Food Pantry – 704 individuals served
- Thrift Store – Opening Soon

Comprehensive Plan Update – Todd Fortune, Director of Planning

Community Meetings - Compile input from the meetings into a Summary Report. Develop and disseminate a citizen survey to gather additional input. The projected timeline for surveys is late March/early April.

Advisory Groups

- The following advisory groups have been restarted/created to assist with the update of the Plan:
 - Rural Preservation (existing)
 - Historic Preservation (existing)
 - Housing (new)
 - Economic Development (new)
- Staff reached out to members of the existing groups to gauge their interest in continuing to participate in their respective groups. Staff also reached out to the community through the County web site and Fluvanna Fan Mail to solicit interest.
- A total of 18 applications were received from interested individuals.
 - Of those, six (6) applied to serve on multiple groups.
- Staff prepared recommendations for advisory group appointments.
- Per Commission by-laws, the Planning Commission Chair made appointments to the advisory groups during the February Commission meeting.

Advisory Group Assignments:

Rural Preservation	Historical Preservation	Housing	Economic Development
Suzy Morris	Tricia Johnson	Tom Diggs	Steven Hurwitz
Raghvendra Singh	Overton McGehee	Veneda Roth	Curtis Putnam
Jeffery Potter	Kathleen Kilpatrick	Kim Hyland	Rudy Garcia
Chuck Wright	Joseph Gitz	Charlotte Gregory	Brittany Gray
Haden Parrish			Loretta Johnson-Morgan

Comprehensive Plan – Next Steps

- Next Steps.
 - Complete Community Meetings.
 - Kickoff Meetings for Advisory Groups (March)
 - Citizen Surveys (March/April).
 - The Schedule for Plan development will be revised in April/May.

8 - ACTION MATTERS

FY25 Law Enforcement and General Government Pay Rates and Classifications Update – Eric Dahl, County Administrator

The County is in need of updating the Pay Rates and Classifications to remain competitive in the marketplace and to continue to attract and retain a talented workforce at market rates for Law Enforcement and General Government.

Law Enforcement Pay Rates and Classifications

The Law Enforcement Pay Rates and Classifications were updated in FY23 in response to the Compensation Study and then again fully across the board for FY25 on May 15, 2024. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for law enforcement staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost of Living Adjustment (COLA). However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.

In FY25, the Board of Supervisors provided a 4% COLA for County staff. The proposed FY25 Law Enforcement Pay Rates and Classifications have been adjusted by increasing the starting pay band 105 midpoint by 2%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, mid, maximum) will be updated. By making the 2% adjustment versus the full 4% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Law Enforcement Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states “Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 Law Enforcement Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

With these adjustments, it will provide for a minimum starting pay of \$57,624 for Deputy Sheriff – In Training (Non-Certified) and \$60,147 for a Certified Deputy Sheriff, not including amounts for sign-on bonuses or patrol shift differential pay. If the proposed adjustments are implemented, there will 4 full-time employees and 1 part-time employee below the new starting salary minimums, which are currently in the lowest pay bands (105 and 106). Since it is recommended to implement this in FY25, \$1,600 (salary and benefits) would be the not to exceed cost for the remainder of FY25. This amount can be covered by existing vacancy savings. The annual estimated amount for FY26 will not to exceed \$5,100 (salary and benefits).

General Government Pay Rates and Classifications

The General Government Pay Rates and Classifications were last updated fully across the board on August 3, 2022. On August 3, 2022 for FY23, the County implemented the findings of the Compensation Study, which provided updates to the Law Enforcement and General Government Pay Rates and Classifications. Since that implementation date, other localities have increased their Pay Rates and Classifications, placing Fluvanna County at a disadvantage when competing for new staff. To stay competitive in the marketplace, one method is to increase the Pay Rates and Classifications by the annually provided Cost Of Living Adjustment (COLA) However, if the adjustments to the Pay Rates and Classifications are exactly the same as the COLA provided to existing County staff, pay compression can become an issue that will need to be addressed.

In FY24, the Board of Supervisors approved a 7% COLA for all County staff. In FY25, the Board of Supervisors provided a 4% COLA for all County staff. The proposed General Government Pay Rates and Classifications have been adjusted by increasing the starting pay band 5 midpoint by 9%. This will shift the entire pay structure while keeping the same % between grades and the range spreads established. Additionally, the pay ranges (minimum, midpoint, maximum) will be updated. By making the 9% adjustment versus the cumulative 11% COLA, it helps to minimize pay compression. Additionally, any new employees hired under the proposed FY25 Pay Rates and Classifications will not be eligible for a COLA or compensation increase approved by the Board of Supervisors in the FY26 budget (July 1, 2025). The County has a Pay Raise Inclusion Policy, which states “Employees are not eligible for a general County pay raise or COLA increase until they have been onboard for at least four months.” To be eligible for a July 1, 2025 (FY26) compensation increase, new employees would need to start employment with the County prior to March 1, 2025. If the proposed changes to the FY25 General Government Pay Rates and Classifications are made after March 1, 2025, this further helps with pay compression.

If the proposed adjustments are implemented, there will 15 full-time employees and 26 part-time employees below the new starting salary minimums, which are currently in the lower pay bands. Out of the 41 total full-time and part-time employees below the minimum new starting salaries, 38 are in or below the General Government pay band 14. 22 of the part-time employees are in the lowest pay bands (5 and 6). Since it is recommended to implement this in FY25, \$12,000 (salary and benefits) would be the not to exceed cost for the remainder of FY25.

Board of Supervisors Minutes

This amount can be covered by existing vacancy savings and/or personnel contingency. The annual estimated amount for FY26 will not to exceed \$38,000 (salary and benefits).

MOTION:	Approve the updated FY25 Law Enforcement and General Government Pay Rates and Classifications, as presented, effective March 5, 2025 and the pay rate changes for employees below the new minimum starting rates to be effective March 9, 2025				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were discussed before approval:

F - FY25 FCPS Grants Supplemental Appropriation – Brenda Grasser, Executive Director for Instruction and Finance

The following items were approved under the Consent Agenda for March 5, 2025:

- *Minutes of February 18, 2025* – Caitlin Solis, Clerk to the Board
- *Assistant County Attorney Job Description* – Donna Snow, Director of Human Resources and Dan Whitten, County Attorney

MOTION:	Approve the consent agenda, for the March 5, 2025 Board of Supervisors meeting except for item F - FY25 FCPS Grants Supplemental Appropriation being deferred until March 19, 2025.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

TBD

12 - NEW BUSINESS

- *Senator Ciphers requested a meeting with the Board of Supervisors. The Board agreed to meet two at a time and not hold a Special Meeting*

13 - PUBLIC COMMENTS #2

At 6:33pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:33pm.

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 6:37pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3 & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate – County-owned property located in the Fork union District, Prospective Industry – prospective business update in the Fork Union, Palmyra, and Columbia Districts.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:17pm, 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.”
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Board of Supervisors Minutes

MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

BUDGET WORK SESSION

- The Board began the Budget Work Session by asking Dr. Gretz questions about State funding, pay raises, and insurance.
- The Board then moved on to CIP requests from the Schools, Fire and Rescue, Parks and Rec, County Department Budget Proposals/CIP Review

MOTION TO EXTEND

- *At 8:59pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 9:59pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- *At 9:59pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 10:30pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - CLOSED MEETING

MOTION:	At 10:01pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Prospective Industry – prospective business update in the Fork Union, Palmyra, and Columbia Districts.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 10:44 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.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- *At 10:44pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the March 5, 2025 Regular Board of Supervisors meeting to 10:50pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Adjourn the regular meeting of Wednesday, March 5, 2025 at 10:45pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

DRAFT

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

TAB G

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors March 12, 2025 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday March 12, 2025, be adopted.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes March 12, 2025.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
 WORK SESSION MINUTES
 Circuit Courtroom, Fluvanna Courts Building
 72 Main Street, Palmyra, VA 22963
 March 12, 2025
 Work Session 5:30pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
 Tony O’Brien, Rivanna District, Vice Chair (*entered meeting at 7:00pm*)
 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 5:33pm, Chair Fairchild called to order the Work Session of March 12, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

BUDGET WORK SESSION

Budget Changes since March 5th Meeting

- Mr. Dahl updated the Board on changes to budget since March 5, 2025 including
 - o Comp Board Funding
 - o Health insurance rates
 - o Funding for additional Sheriff deputy positions

MOTION:	Approve Tony O’Brien attend the March 12, 2025 Budget Work Session via Zoom from his office in Charlottesville, and due to a work meeting conflict.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes		Yes
RESULT:	4-0				

- Mr. Obrien Joined the meeting virtually via Zoom.

Budget Discussion

Eric Dahl, County Administrator and Tori Melton, Finance Director, in response to questions and queries from the Board, made updates to the FY26 Budget options.

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, March 12, 2025 at 8:30pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

 Caitlin Solis
 Clerk to the Board

 Christopher S. Fairchild
 Chair

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

TAB H

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	FY25 Public Works Insurance Claim – 2016 Dodge Journey - 0209				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$1,732.05 to the FY25 Public Works Vehicle Repair & Maintenance Budget to reflect reimbursement from VACORP insurance claim.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Linda Mills, Purchasing Officer				
PRESENTER(S):	Linda Mills, Purchasing Officer				
RECOMMENDATION:	Recommend approval of the following action				
TIMING:	Routine				
DISCUSSION:	<p>The driver of the 2016 Dodge Journey miscalculated the distance while backing up to turn around and struck the edge of the Heritage trail sign located in front of the Pleasant Grove house. The vehicle was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$1,732.05.</p> <p>The supplemental appropriation would authorize staff to appropriate the additional revenue and expense</p>				
FISCAL IMPACT:	This action will increase the FY25 Public Works Vehicle Repair & Maintenance Budget by \$1,732.05.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB I

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	FY25 Public Works Insurance Claim – 2023 Chevrolet Silverado - 0918				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$2,437.86 to the FY25 Public Works Vehicle Repair & Maintenance Budget to reflect reimbursement from VACORP insurance claim.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Linda Mills, Purchasing Officer				
PRESENTER(S):	Linda Mills, Purchasing Officer				
RECOMMENDATION:	Recommend approval of the following action				
TIMING:	Routine				
DISCUSSION:	The driver was unfamiliar with the 2023 Chevy Silverado and miscalculated the turning radius of the vehicle thus scraping the rear fender on the Melton Water Auxiliary Well. The vehicle was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$2,437.86				
	The supplemental appropriation would authorize staff to appropriate the additional revenue and expense				
FISCAL IMPACT:	This action will increase the FY25 Public Works Vehicle Repair & Maintenance Budget by \$2,437.86.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB J

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Addendum to Creative Marketing and Design Services Term Contract- DEIGRA, Inc.				
MOTION(s):	I move the Board of Supervisors approve Addendum 1 to the Term Contract for creative marketing and design services with DEIGRA, Inc. and authorize the County Administrator to execute the Addendum, subject to approval as to form by the County Attorney.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCIION:	<ul style="list-style-type: none"> • A RFP was issued on February 12, 2024 for creative marketing and design services. • Proposals were due on March 8, 2024. • The County received nine (9) proposals. • The County interviewed the three (3) firms. • The selected two firms, DEIGRA, Inc. and Dorazio Communications. • Task orders are issued by the County to the selected firms as services are needed. • All county departments can utilize the firms on term contract. • Task orders will be used by County Staff on an as-needed basis to provide County with Creative Marketing and Design Services. • All task orders will be approved by the County Administrator prior to any work being done. • The initial contract term was for one year with up to four (4) one-year renewal options. • The contract has three (3) one-year renewal options remaining. • The rates are not changing. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Costs will be based on the rates sheet as well as # of hours expected to complete task order. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Addendum to Term Contract with DEIGRA, Inc. 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**ADDENDUM 1 TO TERM CONTRACT
BETWEEN COUNTY AND DEIGRA, INC.**

This Addendum 1 to the Term Contract for Services (the “Contract”) dated this ____ day of April, 2025 is between the **COUNTY OF FLUVANNA** (the “County”), a political subdivision of the Commonwealth of Virginia and **DEIGRA, INC.** (the “Firm”), a Virginia limited liability company, and is binding among and between these parties as of the date of the County’s signature.

RECITALS:

Whereas, on April 18, 2024 the County entered into a Term Contract for Creative Marketing and Design Services with the Firm.

Whereas, the Term of the Contract was for one (1) year, with up to four (4) subsequent renewals of one (1) year each.

Whereas, the County desires to renew the Term Contract for one (1) year.

THEREFORE, in consideration of the Recitals set forth above, the parties agree that the Term Contract for Services executed by the County on April 18, 2024 is hereby renewed for a term of one (1) year.

In witness whereof, the undersigned duly authorized representatives have executed this Addendum 1 to the Term Contract on the dates set forth beside their respective signatures:

FIRM:
Deigra, Inc.

COUNTY:
**County of Fluvanna, a political subdivision
of the Commonwealth of Virginia**

By: _____ Date: _____

By: _____ Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB K

MEETING DATE:	April 2, 2025				
AGENDA TITLE:	Addendum to Creative Marketing and Design Services Term Contract- Dorazio Communications, LLC.				
MOTION(s):	I move the Board of Supervisors approve the Addendum to the Term Contract for creative marketing and design services with Dorazio Communications, LLC. and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • A RFP was issued on February 12, 2024 for creative marketing and design services. • Proposals were due on March 8, 2024. • The County received nine (9) proposals. • The County interviewed the three (3) firms. • The selected two firms, Deigra, Inc. and Dorazio Communications. • Task orders are issued by the County to the selected firms as services are needed. • All county departments can utilize the firms on term contract. • Task orders will be used by County Staff on an as-needed basis to provide County with Creative Marketing and Design Services. • All task orders will be approved by the County Administrator prior to any work being done. • The initial contract term was for one year with up to four (4) one-year renewal options. • The contract has three (3) one-year renewal options remaining. • The rates are not changing. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Costs will be based on the rates sheet as well as # of hours expected to complete task order. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Addendum to Term Contract with Dorazio Communications, LLC. 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**ADDENDUM 1 TO TERM CONTRACT
BETWEEN COUNTY AND DORAZIO COMMUNICATIONS, LLC**

This Addendum 1 to the Term Contract for Services (the “Contract”) dated this _____ day of April, 2025 is between the **COUNTY OF FLUVANNA** (the “County”), a political subdivision of the Commonwealth of Virginia and **DORAZIO COMMUNICATIONS, LLC** (the “Firm”), a Virginia limited liability company, and is binding among and between these parties as of the date of the County’s signature.

RECITALS:

Whereas, on April 19, 2024 the County entered into a Term Contract for Creative Marketing and Design Services with Dorazio Communications, LLC.

Whereas, the Term of the Contract was for one (1) year, with up to four (4) subsequent renewals of one (1) year each.

Whereas, the County desires to renew the Term Contract for one (1) year.

THEREFORE, in consideration of the Recitals set forth above, the parties agree that the Term Contract for Services executed by the County on April 19, 2024 is hereby renewed for a term of one (1) year.

In witness whereof, the undersigned duly authorized representatives have executed this Addendum 1 to the Term Contract on the dates set forth beside their respective signatures:

FIRM:
Dorazio Communications, LLC

COUNTY:
**County of Fluvanna, a political subdivision
of the Commonwealth of Virginia**

By: _____ Date: _____

By: _____ Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney



Capital Reserve Maintenance Fund Request

TAB L

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$7,250.00** for the purpose(s) of: removing carpet and Asbestos Ceramic Material (ACM) floor tile in two small buildings adjacent to Abrams Academy in order to move forward with the two structures being demolished.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 03/20/2025
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY25

Reserve Fund Purpose Category: **Non-recurring project**

Description of Project/Repair	Qty	Unit Price	Total Price
SEMCO Services Inc	2	\$3,625.00	\$7,250.00
Asbestos material has to be removed prior to demolition.			\$0.00
			\$0.00
			\$0.00

Total Request: **\$7,250.00**

Description and justification for proposed use.

Based on the testing done by Schneider Laboratories, FCPS has to remove the carpet and Asbestos Ceramic Material (ACM) floor tile in these building prior to demolition, which was requested and approved in a previous CRM request.

Department/Agency Head Name Don Stribling	Signature Don Stribling <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 03/20/2025
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Section 2 - REVIEW

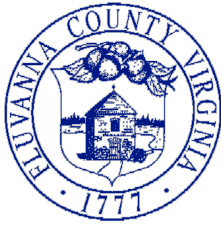
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Tori Melton <small>Digitally signed by Tori Melton Date: 2025.03.21 16:11:46 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2025.03.24 11:24:15 -04'00'</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
x	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
x	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
x	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	The Board of Supervisors Work Plan



COUNTY OF FLUVANNA

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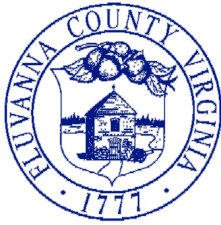
BOS2025-04-02 p.113/118
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: April 02, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$248,824
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
Available:	\$176,761.47



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MEMORANDUM

Date: April 02, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

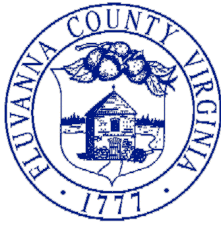
County Capital Reserve:

FY24 Carryover	\$497,849.16
FY25 Budget Allocation:	\$250,000
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
FY25 Available:	\$671,460.36

Schools Capital Reserve:

FY24 Carryover	\$237,045.55
FY25 Budget Allocation:	\$200,000
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: FCBS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCBS 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
Less: FMS Recess Field Netting – 02.05.25	-\$3,220
Less: FCBS Bleachers & Gym – 02.05.25	-\$5,850
FY25 Available:	\$220,955.10



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MEMORANDUM

Date: April 02, 2025
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY24 Year End (Audited) Unassigned Fund Balance:	\$30,580,253
Unassigned Fund Balance – 12% Target Per Policy:	12,268,030
Unassigned Fund Balance – Excess Above Policy Target:	18,312,223
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
Less: Space Study – 02.05.25	-\$136,295
Less: Deed of Easement & Utility Agmt with Macon Properties – 12.18.25	-\$106,000
Less: VA 250 Preservation Fund Grant – Historic Courthouse – 03.19.25	-400,029.50
Current (Audited) Unassigned Fund Balance:	\$16,703,796.90

