



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

January 07, 2015, at 4:00 pm

TAB AGENDA ITEMS

2015 Organizational Meeting of the Fluvanna County Board of Supervisors

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

- L Election of Chair
 - M Election of Vice Chair
 - N Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2015"
 - O Selection of Dates for the Board Meetings
 - P Adoption of Board Bylaws and Rules of Practice and Procedures
-

Regular Meeting

SPECIAL PRESENTATION

2 – ADOPTION OF AGENDA

3 – COUNTY ADMINISTRATOR'S REPORT

4 – BOARD OF SUPERVISORS' UPDATES

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None

7 – ACTION MATTERS

Appointment/Reappointment to the Parks and Recreation Advisory Board—Kelly Belanger Harris, Clerk to the Board.

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

- Q Strategic Initiatives Update—Dr. Jackie Meyers, CSA
-

9 – CONSENT AGENDA

- R Minutes of December 17, 2014 – Kelly Belanger Harris, Clerk to the Board
 - S CRM Request –Cunningham & Columbia Bus Radio Equipment Migration, Josh Gifford, IT Director
 - T CRM Request—Performing Arts Center (CORRECTION) - Wayne Stephens, Public Works Director/County Engineer
 - U CRM Request—Administration Building Gutters, Wayne Stephens, Public Works Director/County Engineer
 - V VDOT Secondary Street Acceptance Request—Forest Glen – Bobby Popowicz, Community Development Director
-

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

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

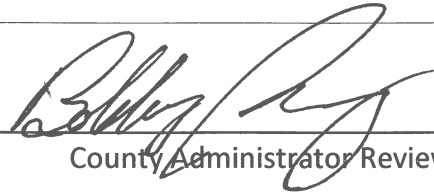
TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



County Administrator Review

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

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

PLEDGE OF ALLEGIANCE

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

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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
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.

PUBLIC HEARING RULES OF PROCEDURE

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

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

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

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Election of Chairman				
MOTION(s):	I move to elect _____ as Chairman of the Fluvanna County Board of Supervisors for calendar year 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	As has been your practice in the past, the County Administrator opens the meeting and calls for the nomination and election of the Chairman. Upon the election of the Chairman, the elected chairman will then call for the nomination and election of the Vice Chairman. The Annual or Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Code of Virginia: copy of information regarding Annual Organizational meeting of the Board of Supervisors.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Election of Chairperson				
MOTION(s):	I move to elect _____ as Vice-Chairperson of the Fluvanna County Board of Supervisors for calendar year 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	As has been your practice in the past, the County Administrator opens the meeting and calls for the nomination and election of the Chairperson. Upon the election of the Chairperson, the elected Chairperson will then call for the nomination and election of the Vice Chairperson. The Annual or Organizational meeting of the Board will be conducted first and then move to the Regular meeting and conduct of business.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	See Enclosure located after Chairperson Elections.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Resolution/Organizational Meeting of the Fluvanna County Board of Supervisors				
MOTION(s):	<p>I move to adopt the resolution entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2015” which designates the location, day, and time of meetings.</p> <p>Meeting Place: Circuit Courtroom of the Fluvanna County Courts Building</p> <p>Meeting Times: Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended When scheduled, Work Sessions begin at 4:00 p.m. prior to the evening meeting</p>				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	The Code of Virginia requires an annual organizational meeting of the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates.				
ENCLOSURES:	Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	X



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION

At a regular monthly meeting of the Fluvanna County Board of Supervisors held on Wednesday, January 7, 2015, in Palmyra, Virginia, the following action was taken:

Present

Mozell Booker
Robert Ullenbruch
Mike Sheridan
Tony O'Brien
Donald W. Weaver

Vote

Organizational Meeting of the Fluvanna County Board of Supervisors 2015

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

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

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

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

Adopted this 7th day of January 2015
by the Fluvanna County Board of Supervisors

ATTEST:

Steven M. Nichols, County Administrator

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Board of Supervisors 2015 Meeting Calendar				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the Board of Supervisors 2015 regular Meeting Calendar as presented.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Board of Supervisors 2015 Meeting Calendar				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	X



2015 Meeting Calendar

Fluvanna County Board of Supervisors
All Meetings on Wednesday

Date	Regular Meetings	Work Sessions (When Scheduled)
Jan 7	4:00 pm	
Jan 21	7:00 pm	4:00 pm
Feb 4	4:00 pm	
Feb 18	7:00 pm	4:00 pm
Mar 4	4:00 pm	
Mar 18	7:00 pm	4:00 pm
Apr 1	4:00 pm	
Apr 15	7:00 pm	4:00 pm
May 6	4:00 pm	
May 20	7:00 pm	4:00 pm
Jun 3	4:00 pm	
Jun 17	7:00 pm	4:00 pm
Jul 1	4:00 pm	
Jul 15	7:00 pm	4:00 pm
Aug 5	4:00 pm & 7:00 pm	
Sep 2	4:00 pm	
Sep 16	7:00 pm	4:00 pm
Oct 7	4:00 pm	
Oct 21	7:00 pm	4:00 pm
Nov 4	4:00 pm	
Nov 18	7:00 pm	4:00 pm
Dec 2	4:00 pm	
Dec 16	7:00 pm	4:00 pm

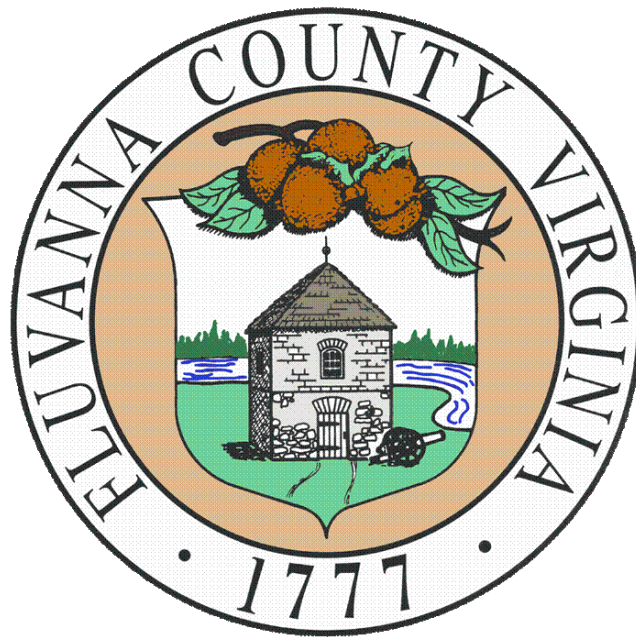
Adopted this 7th day of January 2015
by the Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Board of Supervisors By-Laws and Rules of Practice and Procedures				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the Board of Supervisors By-Laws and Rules of Practice and Procedures				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:					
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A

FLUVANNA COUNTY BOARD OF SUPERVISORS



BYLAWS AND RULES OF PRACTICE & PROCEDURES

Adopted
January 7, 2015

TABLE OF CONTENTS

<u>SECTION</u>	<u>TOPIC</u>	<u>PAGE</u>
I	Creation	1
II	Seal of the Board	1
III	Principal Address	1
IV	Chairperson of the Board	1
V	Vice Chairperson	1
VI	County Administrator	1
VII	Clerk to the Board	1
VIII	County Attorney	1
IX	Quorum for the Exercise of Board Business	1
X	Meetings and Attendance	2
XI	Order of Business	3
XII	Conduct of Business	4
XIII	Order	5
XIV	Committees	5
XV	Parliamentarian	5
XVI	Rules	6
XVII	Official Board Travel	6
XVIII	Recording of Meetings	6
XIX	Approval of Certain Checks, Authorization to Sign with Stamp	6

January 7, 2015

**FLUVANNA COUNTY BOARD OF SUPERVISORS
BYLAWS AND RULES OF PRACTICE AND PROCEDURES**

I. CREATION. Fluvanna County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of five (5) members elected from each of the Voting Districts.

II. SEAL OF THE BOARD. When affixed to any paper or document by the Clerk of the Board, the Seal has the force and effect for authentication for the Board.

III. PRINCIPAL ADDRESS. 132 Main Street, Palmyra, Virginia, mailing address: P.O. Box 540, Palmyra, Virginia 22963.

IV. CHAIRPERSON OF THE BOARD. At the first meeting of the year, the Board selects one of its members to serve as Chairperson. The Chairperson is a voting member and serves for one year.

V. VICE CHAIRPERSON. At the first meeting of the year, the Board selects one of its members to serve as Vice Chairperson. The Vice Chairperson is a voting member and serves for one year.

VI. COUNTY ADMINISTRATOR. The County Administrator shall assume the general duties as set forth in the Code of Virginia, Section 15.2-1541. He shall maintain an office at the same address as the Board.

VII. CLERK TO THE BOARD. The Administrative Assistant to the County Administrator is appointed and shall serve as Clerk to the Board for all purposes except those set out in paragraph G of Section 15.2-407, which is hereby expressly placed in the County Administrator, or his designee Section 15.2-1538.

VIII. COUNTY ATTORNEY. The County Attorney assists the Board in analyzing the facts; provides advice and action in legal matters, and represents the Board in civil actions.

IX. QUORUM FOR THE EXERCISE OF BOARD BUSINESS

A. A quorum shall not be necessary for the exercise of administrative functions.

B. A majority of the Board shall constitute a quorum for the purpose of conducting Board business.

X. MEETINGS AND ATTENDANCE

A. All meetings and business shall be conducted in accordance with the Code of Virginia, Robert’s Rules of Order Revised, and these bylaws as interpreted by the Chairperson.

B. **Regular Meetings.** Held on the first Wednesday of each month at 4:00 p.m. and on the third Wednesday of each month at 7:00 p.m. in the Fluvanna Circuit Courtroom. Closed Meetings will be held as needed. Meetings held on the first Wednesday will adjourn/recess no later than 8:00 p.m., and meetings held on the third Wednesday will adjourn/recess no later than 11:00 p.m. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time, but shall not do so if two or more members object. Meetings shall start at the appointed time, and if the Chairperson is not present, the Vice Chairperson shall preside. If neither the Chairperson nor the Vice Chairperson is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chairperson.

C. **Work Sessions.** Held on the third Wednesday of each month, as needed, at 4:00 pm, prior to the 7:00 p.m. regular meeting in the Fluvanna Circuit Courtroom.

D. Guidelines for Presentations

1. Agenda items due by COB Tuesday the week before the Board meeting.
 - Note: Presentations are due by COB Tuesday the week of the meeting.
2. All Public Hearing, Action Matter, and Consent Agenda items require a Staff Report.
3. Samples and the “**Motion – Staff Report Template**” are available in the “Library/00-BOS Submissions” folder under “Procedures and Formats.”
4. Copy all files into the “Library/00-BOS Submissions” folder (if you do not have access to the county’s shared drive, email the materials to clerk@fluvannacounty.org.)
5. Items can be in any file format (e.g., doc, docx, pdf, ppt, pptx, xls, xlsx)
6. **NO** paper copies required.
7. Name the submission files as follows:

For Agenda Category:	Name Your File:
06 Public Hearing	06-Short title of item similar to agenda
07 Action Matters	07-
08 Presentations	08-
09 Consent Agenda	09-
10 Unfinished Business	10-
11 New Business	11-

E. The County Administrator shall list all items requested on the agenda. If the County Administrator considers an item not appropriate for consideration by the Board, he shall inform the Chairperson, and if the Chairperson is in agreement, the Board shall first discuss whether to entertain the item.

F. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.

G. The Board shall consider all items on the agenda before taking any other items, unless an unlisted item is brought by consent of the Board.

H. Items not on the agenda shall be heard as the final items of the Board's business, time permitting, or shall be carried over to the next regular or special meeting as determined by the Chairperson or the Board.

I. The Chairperson's vote on all issues before the Board shall be recorded with the prevailing side, unless the Chairperson clearly votes otherwise.

J. Once a notice for Public Hearing has been advertised (regardless of the nature), the Public Hearing will be conducted, unless the Board formally defers the matter to a future meeting.

XI. ORDER OF BUSINESS. The Order of Business shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

1 – Call to Order, Pledge of Allegiance, and Moment of Silence
2 – Adoption of Agenda
3 – County Administrator's Report
4 – Board of Supervisors' Updates
5 – Public Comments #1
6 – Public Hearing
7 – Action Matters
8 – Presentations
9 – Consent Agenda
10 – Unfinished Business
11 – New Business
12 – Public Comments #2
13 – Closed Meeting (as needed)
14 – Adjourn

Items shall be heard in order of the agenda in preference over other business, except that the Board may vote to call up any matter at any time.

XII. CONDUCT OF BUSINESS

A. When the question is called and there is no dispute, the Chairperson shall call for the vote.

B. Any member abstaining on a vote shall so indicate following the call for the vote.

C. When a motion is made and then cannot obtain a second, the motion will die for lack of a second and does not require a vote.

D. Exhibits before the Board shall become the property of the Board and shall be filed with the County Administrator.

E. Citizens shall not speak at a meeting until they are recognized. Citizens shall request recognition by addressing "Mr. Chairperson" or "Madam Chairperson" (as appropriate) and await acknowledgment. At his/her discretion, the Chairperson may permit a dialogue without individual recognition between members of the Board or between a member and a citizen if such dialogue is orderly and contributes to the expeditious conduct of business.

F. Should it be desired by the Chairperson, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The County Administrator shall take down verbal resolutions as accurately as possible, but when loosely worded or unindicated "whereases" precede the motion, the County Administrator should use appropriate language to accomplish the intent of the Board.

G. Prior to initiating a public hearing, the Chairperson shall recount the rules under which the hearing shall be operated, but he/she may amend the rules during the hearing by giving notice of the change to those gathered.

H. At the beginning of the public hearing, the Chairperson shall call upon the County Administrator or the other staff member handling the matter at hand or shall himself/herself recount a description of the issue placed before the hearing.

I. Subject to revocation or extension by the majority of the Board assembled, the Chairperson may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Notwithstanding the foregoing statement, every Board member, by his/her election or appointment, is entitled to speak on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.

J. All members or citizens shall limit their comments before and to the Board. The Chairperson may prohibit questions from citizens until a speaker has finished his/her presentation.

K. The Board of Supervisors has set forth the following rules for time limits:

1. Public Comments shall be limited to five (5) minutes per individual.
2. Presentations shall be limited to ten (10) minutes.
3. Action Item presentations shall be limited to thirty (30) minutes.
4. The above limitations may be extended by majority consent of the Board.

L. At such times a Board member may find him or herself with a conflict of interest, the Board member shall state the nature of the conflict of interest and shall, at their election, remove him or herself from the meeting.

M. Issues that the Board plans on discussing or has required a presentation shall normally have all materials in the agenda package for advance study.

XIII. ORDER

A. It shall be the duty of the Chairperson to maintain order and decorum at meetings. The Chairperson shall speak to points of order in preference to all other members.

B. In maintaining decorum and propriety of conduct, the Chairperson shall not be challenged and no debate shall be allowed until after the Chairperson 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.

C. No member or citizen shall be allowed to use slanderous 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 Chairperson and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.

D. When a person engages in such breaches, the Chairperson 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 and may, at his discretion, bring formal charges for disruption of a public meeting.

XIV. COMMITTEES. Ad hoc committees will be appointed by the Chairperson as needed. Constitutional Officers may be appointed to committees.

XV. PARLIAMENTARIAN. The County Attorney shall act as Parliamentarian to the Board.

XVI. RULES

A. The bylaws may be suspended at any time by a majority vote of the Board of Supervisors.

B. The bylaws may be altered by a majority vote of the Board of Supervisors.

XVII. OFFICIAL BOARD TRAVEL

A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.

B. A Board member shall obtain advance approval of the Board prior to official travel out-of-state. A report and accounting of funds shall be made for travel.

XVIII. RECORDING OF MEETINGS. The Clerk of the Board (or another person acting in that capacity) shall record each regular meeting. These recordings are the property of the Fluvanna County Board of Supervisors. Interested persons may listen to the recordings in the County Administrator's office or may obtain copies of the recording by making appropriate arrangements with the County Administrator's office. Costs will be borne by the person making the request. The original recordings shall not be removed from the County Office Building.

XIX. APPROVAL OF CERTAIN CHECKS, AUTHORIZATION TO SIGN WITH STAMP

A. The Chairperson, County Administrator, Treasurer, and Vice Chairperson are hereby authorized to sign and issue checks without prior approval of the Board for the following purposes: end of the month salaries, end of the month contracted personal services, utility payments, and other payments deemed appropriate and necessary by the Chairperson, County Administrator, and Treasurer; such actions to be reviewed and ratified at the next appropriate meeting of the Board.

B. The Chairperson of the Board of Supervisors, and in his/her absence, the Vice Chairperson, are authorized to substitute his/her facsimile signature provided he/she signs a certified list of individual checks for which his/her facsimile signature is authorized; also the signature plates are in the sole possession of the Treasurer.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date:

AGENDA TITLE:	Appointment/Reappointment to the Parks and Recreation Advisory Board				
MOTION(s):	I move to appoint/reappoint _____ to the Parks and Recreation Advisory Board, Social Services Representative, with a term to begin January 1, 2015 and to terminate June 30, 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Normal				
DISCUSSION:	Applicants who have shown an interest in this position: David McGlothlin				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Boards and Commissions Applications				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application to Serve on
Boards/Commissions/Committees

Name: David McGlothlin

Election District: Rivanna

Mailing Address: 32 Kiowa Lane City: Palmyra State: VA Zip: 22963

Physical Address: 32 Kiowa Lane City: Palmyra State: VA Zip: 22963

Home Phone: (434) 953-7976 Work Phone: (434) 842-8221 Cell Phone: (434) 953-7976 Fax Phone: (434) 842-2776

Email: David.McGlothlin@dss.virginia.gov

Education/Experience/Professional Expertise:

BA Recreation and Leisure-Salisbury University-1991
Group Leader/Supervisor-New Dominion School-1992-1997
Resident Services Director-Oakland School-1997-2001
Social Worker-City of Charlottesville-2001-2003
In Home Counselor-Family Preservation Services-2003-2009
Family Services Worker-Community Attention-2009-2013
Family Services Supervisor-Fluvanna DSS-2013-Present

Civic Activities/Committee Memberships (include other boards/committees/commissions, Fraternal, Business, Church or Social Groups):

Inter Agency Council-Fluvanna County-2013-Present
FAPT-Fluvanna County-2013-Present

Interest in Serving on Board/Commission/Committee:

I have lived in Fluvanna for eight years. My son Finn, is thirteen years old, attends Fluvanna High School, and participates in travel soccer with FYSA. My degree is in Recreation and Leisure. I currently work for Fluvanna DSS as a Family Services Supervisor. I think all of this gives me insight into the needs of the community from a social services perspective as well as from a Parks and Recreation perspective. I would appreciate the ability to work with all of the team members in improving the quality and quantity of programming that is made available to the community. I bring a strengths based approach and work well with others to problem solve.

**Please Indicate on the following sheet all Boards/Commissions/Committees on which you wish to serve:

The County of Fluvanna does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please submit this form by e-mail or
Return to:
Clerk, Board of Supervisors
P.O. Box 540
Palmyra, VA

Signature

11/5/14

Date

County of Fluvanna * Post Office Box 540 * Palmyra, VA 22963 * (434)591-1910 * Fax (434)591-1911

This form is available on the Fluvanna County website: www.fluvannacounty.org

- Agricultural/Forestal Advisory Committee:** Consists of four landowners who are engaged in agricultural or forestal production, four other landowners of the County, the Commissioner of the Revenue and a member of the governing body. The committee shall advise the planning commission and the governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the County.
- Board of Zoning Appeals:** Consists of five members, appointed by the Fluvanna County Circuit Court to serve five-year terms. The role of this organization is to hear and decide appeals of the requirements of the Zoning Ordinance or Administrator.
- Board of Building Code Appeals:** Consists of five members appointed by the locality for a specific term established by written policy. This appeals Board hears appeals as authorized by the local governing body.
- Community Policy and Management Team:** Members appointed by the Board with responsibility of implementing the Comprehensive Services Act. Membership includes Community Services Board, Social Services, Health Department, Juvenile Court Services Unit, BOS and local school division and a parent representative; three year term.
- Court Green Committee:** Oversees landscaping and landscaping maintenance needs on the court green, the museum grounds and Confederate Square. It meets at the call of any member or the County Administrator. Its purpose is to provide consensus on significant alterations to the appearance of the court green and its surroundings on matters that often are a matter of taste; three year term.
- Economic Development Authority:** Purpose is to promote industry and develop trade by inducing manufacturing, industrial, governmental, commercial enterprises and institutions of higher learning to locate and remain in the Commonwealth and consist of seven At-Large members; four year term.
- Economic Development Commission:** Ten members, one from each electoral district and four at large. Chartered to support the Board in development planning and economic development issues; four year term.
- Finance Board:** Purpose is to ensure county funds are invested safely and receive a high rate of interest, in accordance with state law and the guidelines of the state treasurer. Consists of BOS Chairman, citizen representative, treasurer and Clerk to the Board.
- Fluvanna County Youth Advisory Council:** Membership consist of interested citizens and representation from local government, agencies and youth-serving organizations, & at least one, but not more than two, citizens under the age of eighteen; with a minimum age of fifteen; members appointed by the Board of Supervisors; serves as liaison between organized groups concerned with youth, specifically the Board of Supervisors and the youth citizens of the county; two year term.
- Fluvanna Partnership for the Aging Committee:** Consists of a representative from each magisterial district, appointed by the Supervisors of the district, and representatives from the following agencies: Social Services, Virginia Extension Services, JABA Case Manager, Senior Center Director, MACAA Director, Fork Union Nursing Home Director, Health Department, and County Administrator's office; four year term.; meets 4th Monday of month at 11:00 am at the Fork Union Rescue squad building.
- Fluvanna Transportation Safety Commission:** Mission Statement is to further transportation safety within Fluvanna County; to increase transportation safety awareness among school age children & adults; and to assist VDOT in selected tasks pertaining to the County. Voting members include one BOS appointee from each voting district and representative of the Board of Supervisors, Fluvanna Schools and the Fluvanna Sheriff's Department; three year term.
- Fork Union Sanitary District Advisory Committee:** Consists of seven voting members who shall be appointed by the Board of Supervisors and must be members of the District's service area. The FUSD Advisory Board shall investigate and be informed on all matters relating to water production and supply in the FUSD and on other matters as the Board of Supervisors request; four year term.
- James River Alcohol Safety Action Program:** Organized and exists pursuant to an agreement for Joint Exercise of Powers entered into among the City of Charlottesville, and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson and functions as administrative and fiscal agent for the Program. One person is appointed by the governing body of each participating locality; three year term.
- JAUNT Board:** Two members appointed; JAUNT manages budgets, policies and programs of the corporation's transportation services; three year term. The Board of Directors generally meets at the Charlottesville office.
- Jefferson Area Board for Aging Advisory Council:** Members provide input on the development and administration of JABA's Area Plan, participates in public hearings, represents the interests of older persons, reviews and comments on all community policies, programs and actions affecting the senior citizen's and elder caregivers of Planning District Ten. Each participating jurisdiction shall be represented by two voting members; two year term. The Council meets the first Tuesday of each month from 12:00-1:00 pm.
- Jefferson Area Board for Aging Board of Directors** Meets the third Tuesday of each month. The meeting is usually held at the Center for Adult Rehab and Elder Care in the Alzheimer's Suite unless otherwise notified; two members appointed by the board of Supervisors; two year term.
- Jefferson Area Disability Services Board:** Service area comprises a rural, primarily agricultural area wherein services to persons with physical and/or sensory disabilities are hampered by the relative isolation of clients; consist of one representative appointed by the Board of Supervisors with a three year term.
- Library Board of Trustees:** Consist of seven members, one from each election district and the Library Director as ex-officio; four year term.
- Local Workforce Investment Board:** Consist of a majority of private sector representatives; number of appointments per locality is based on population (Fluvanna has two); three year term.
- Monticello Area Community Action Agency:** Provides services and supplies among local churches, schools, and community organizations for people in crisis situations, or with longer-term needs; four year term; one representative appointed by the Board of Supervisors.
- Parks & Recreation Advisory Board:** Members are appointed by the Board. Three are agency appointed and six are at-large. The Advisory Board provides counsel to the board on community recreation issues, assists department director in determining program priorities and content, and leisure issues in the community; four year term.
- Piedmont Virginia Community College Board:** Local advisory board which is appointed by its participating local jurisdictions; provides a vital link between the college and the community; participates in selection, evaluation and removal of college president; reviews and acts on annual local funds budget as prepared by the president, etc.
- Planning Commission:** The Code of Virginia requires the County to create a local Planning Commission to promote the public health, safety, convenience, and welfare of its citizens, to plan for the orderly development of the community and to develop and update the County's Comprehensive Plan. The role of the Planning Commission is to serve primarily in an advisory capacity to the Board of Supervisors for a four year term; There are two members from the Rivanna Election District, one member each from the Columbia, Cunningham, Fork Union and Palmyra Election District's.
- Region Ten Community Services Board:** A total of 14 members are appointed by the Boards of Supervisors of Albemarle, Fluvanna, Greene, Louisa, and Nelson Counties and the Charlottesville City Council. The board establishes policy and programs to provide mental health, mental retardation, and substance abuse services, and governs the operations of over forty component programs; Fluvanna has one representative with a three year term; meets the 2nd Monday of each month in the evening.
- Regional Jail Board:** The Regional Jail shall be supervised and managed by a board to consist of at least one representative from each political subdivision participating therein who shall be appointed by the local governing body for a two year term.
- Social Services Board:** The board is administrative and is responsible for local policy decisions, discretionary power over local funding, submission of the annual county budget, appointment of the department director and decisions governing optional and local services. The board exercises an interest in all matters pertinent to the local social services; consist of seven members-one from each district and a BOS representative; four year term.
- Southeast Rural Community Assistance Project, Inc:** Regional board for southeast region that helps small rural towns and communities needing aid in upgrading their water and wastewater systems. We also provide training and technical assistance to rural residents for operation and maintenance of those systems, for capacity building and for economic development in their communities. One board appointed representative; five year term; meets quarterly for three days throughout the state.
- Thomas Jefferson Emergency Medical Services Council:** One member appointed by the Board to represent the local government. The Board establishes regional EMS protocols, grades and ranks Rescue Squad Assistance Fund applications, develops regional EMS training/continuing education programs, and acts as a liaison between the region and State; two year term.
- Thomas Jefferson Partnership for Economic Development:** Enhances the assistance and information that can be made available to both existing & new businesses interested in investing in the Greater Charlottesville Region; marketing the region & the development opportunities that exist for different types of businesses; and assisting the public sector members of the Partnership to define and improve the "product" that can be offered to prospective companies.
- Thomas Jefferson Planning District Commission:** Two members, at least one of which is a local elected official, are appointed by each of six member jurisdictions. An elected official serves a term coinciding with duration of their locally elected position; terms for citizen members are three years. The purpose of the Commission is to foster regional cooperation, provide a forum for discussion of regional issues, and to plan with local governments for the future of the region. Fluvanna has two representatives with a two year term.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Strategic Initiatives Update				
MOTION(s):					
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dr. Jackie Meyers, CSA				
PRESENTER(S):	Dr. Jackie Meyers, CSA				
RECOMMENDATION:					
TIMING:					
DISCUSSION:					
FISCAL IMPACT:	None				
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:	Strategic Initiatives Update Presentation				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

2014-2015 Strategic Initiatives Action Plan

County of Fluvanna

Updated: December 29, 2014

No.	Action Item	Plan	BOS Champion	Action Office(r)	Status	Date Completed
Strategic Initiative #1: FOSTER ECONOMIC WELL-BEING						
1A	Draft and adopt an economic development strategy for Fluvanna County inclusive of an implementation schedule.	2014-15	O'Brien	Comm Dev	There has been an Economic Development plan in place since 2011. An update of the plan is in progress.	
1B	Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.	2015	O'Brien	Comm Dev	<p>The Market Fluvanna Campaign with two avenues for participation will culminate in a final choosing of winners and end with a Gala to showcase the work from both initiatives.</p> <ol style="list-style-type: none"> 1. The I Love Fluvanna Campaign 2. The Business Promo Challenge <p>The Gala will be held on January 24, 2015 at the Fluvanna County High School.</p>	

1C	Draft and implement a tourism development strategy for Fluvanna County.	2015	Sheridan	Comm Dev	Fluvanna County has applied as a partner with Piedmont Wine Country Partnership for a VTC Grant that will allow the partnership to launch the <i>Virginia's Piedmont, America's Wine Country</i> marketing campaign. The marketing effort will showcase area events, wineries and other agri-tourism attractions. The campaign will target both a national audience and an international audience for the purpose of attracting more tourists to the region. Community Development has been working on the mapping and the layout for the tourism guide. Once a draft of the guide has been assembled, a copy will be proved to the Board and various Department Heads for comments and suggestions.	
1D	Develop an infrastructure plan that will support business, commercial and residential development in Fluvanna County with specific focus on the Zion Crossroads master plan, the Pleasant Grove master plan and the Town of Columbia.	2014	O'Brien	Staff	There is a Zion Crossroads RFP for water and sewer that is being brought for review to the BOS. VDOT is doing a study of the road infrastructure as they consider widening 250.	
Strategic Initiative #2: PRACTICE GOOD GOVERNANCE						
2A	Develop and adopt a Board of Supervisor's (BoS) Code of Performance that demonstrates the Board's commitment to witnessing the values inherent with good governance.	2014	Booker	COAD	Code of Ethics adopted by BOS on April 2, 2014	2014-04-02

2B	Place a Chairman's message on the county's website and in local newspapers on a quarterly basis.	2014	Booker	Clerk to the Board	Chairman's Messages now published in FAN Mail and on website.	2014-08-06
2C	Establish baseline performance measures for core services and programs offered by Fluvanna County.	2015	Sheridan	CSA, P&R	Reports on Core Services have been submitted accompanied by measures and data pertaining to each Department/Agency.	
2D	Develop an annual county report inclusive of a citizen's guide to county government and share it with county citizens and county businesses.	2014	Sheridan	CSA, COAD	Draft presented to BOS on Dec 17, 2014. Final document will be printed and e-distributed in January 2015.	Jan 2015
Strategic Initiative #3: STRENGTHEN COMMUNITY PARTNERSHIPS						
3A	Sponsor a Fluvanna County futures forum to gain citizen input about the kind of future they want for Fluvanna County.	2014	O'Brien	PZA/PC	Completed	
3B	Update the Fluvanna County comprehensive plan.	2014-15	O'Brien	PZA/PC	The Planning Commission is revising the Comprehensive Plan with final approval from the BOS is projected for March; in progress.	
3C	Develop fact sheets for major policy issues and share them with the public and the media.	2014	Booker	COAD Directors	Economic development and Infrastructure already created and published. Other topics under consideration.	

3D	Develop a “This is Fluvanna County” video message to be shared with county citizens and businesses as well as use with county economic development initiatives.	2014	O’Brien Sheridan	COAD Comm Dev Emerg Svc Coord	Expect to get substantial marketing materials, including video, from the Market Fluvanna Campaign. Items will be available beginning in late Jan 2015 after contest ends and awards are presented at Awards gala on Saturday, January 24 th , 5:00 – 8:00 pm.	
Strategic Initiative #4: FUND THE FUTURE						
4A	Draft and adopt a fiscal policy for Fluvanna County inclusive of a debt management/debt reduction strategy.	2015	Weaver	Finance	The policy development is in progress. The BOS approved refinancing of all currently eligible debt in 2014.	
4B	Develop and adopt a county water and sewer service plan and implementation schedule.	2014-15	Ullenbruch	Public Works	This project is in active planning and evaluation. The preliminary work has been funded for Phase 1 of a master water & sewer plan. RK & K is working with Public Works to help with planning and evaluation.	
4C	Develop a five-year revenue and expenditure forecast focused on services and programs sponsored by Fluvanna County.	2014-15	Weaver	Finance	Finance has developed a 5 year budget forecast for presentation to the board in February 2015. The Budget Year plus Four will now be a standard part of the County’s annual budget process.	Dec 2014
4D	Add a capital maintenance component, inclusive of life cycle costs, to the Fluvanna County Capital Improvements Program (CIP). (incl. depreciation)	2014-15	Weaver	Public Works, Finance, & PZA	Submitted and approved.	April 2014

4E	Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize. Relatedly, establish a target tax rate the county can use with the sources of revenue utilized by the county.	2014-15	Ullenbruch	COAD Finance Comm. of Revenue	Draft presented in Jan 2014. Follow-up work session May 7, 2014.	
----	--	---------	------------	--	--	--

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, December 17, 2014 be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for December 17, 2014				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
December 17, 2014
Work Session 4:00 pm
Regular Meeting 7:00 pm

MEMBERS PRESENT:

Mozell Booker, Fork Union District, Chairperson
 Bob Ullenbruch, Palmyra District, Vice-Chairperson
 Donald W. Weaver, Cunningham District
 Tony O'Brien, Rivanna District (*Arrived at 4:02 pm*)
 Mike Sheridan, Columbia District (*Arrived at 4:13 pm*)

ALSO PRESENT:

Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Wayne Stephens, Public Works Director/County Engineer
 Robert Popowicz, Community Development Director
 Eric Dahl, Finance Director
 Kelly Belanger Harris, Clerk to the Board of Supervisors

WORK SESSION**CALL TO ORDER**

Chairperson Booker called the Work Session meeting of Wednesday, December 17, 2014, to order at 4:00 pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chairperson Booker called for a moment of silence.

Chairperson Booker welcomed representatives from RK&K, Mr. Jeff Kapinos, Senior Manager, Municipal Engineering, Mr. Malachi Mills, and Mr. Ryan Delo. Mr. Kapinos presented a comprehensive overview of Water and Wastewater Service options to the Zion Crossroads Community Planning Area. The presentation and resultant discussion focused on water source options, wastewater treatment options, demand projections, and water and wastewater system layout possibilities. Mr. Kapinos then offered preliminary recommendations for proceeding with water systems and wastewater treatment systems.

Mr. Kapinos indicated that a Draft report would be provided to the Board on January 15, 2015 with a final arriving on or before March 1, 2015. Supervisor comments and feedback received between January 15 and March 1, 2015 would be incorporated into the final study.

At 5:34, Chairperson Booker thanked the work session participants and recessed for dinner.

RECESS FOR DINNER**RECONVENE FOR REGULAR MEETING****CALL TO ORDER**

Chairperson Booker called the Regular Meeting of Wednesday, December 17, 2014, to order at 7:00 pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chairperson Booker called for a moment of silence.

ADOPTION OF AGENDA**MOTION**

Mr. Weaver moved to accept the Agenda for the December 17, 2014 Regular Meeting of the Board of Supervisors.
Mr. Ullenbruch seconded and the Agenda was adopted with a vote of 5-0. AYES: Booker, O'Brien, Sheridan, Ullenbruch, & Weaver. NAYS: None. Absent: O'Brien, Sheridan.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Cheryl Wilkins, Emergency Services Coordinator
 - Last year FEMA requested a review of the February 2010 Winter Snowstorm public assistance request. Original request was for \$106,514; Received \$36,880 in 2012.
 - Upon further review, Ms. Wilkins identified an additional \$25,000 in personnel, equipment, and materials costs, raising total request to \$131,767.
 - On December 3, 2014, FEMA approved an additional \$89,340.49.
- More satisfied customers at the Clerk of the Circuit Court's Office
 - Letter complementing staff - Sandra Parrish, Kathy Allen, Trista Larson
 - Letter from an Attorney's Office - "You have some of the nicest, most helpful clerks I have ever met."
- Market Fluvanna Contest
 - Awards Gala, Saturday, January 24th, High School Auditorium
 - Art Exhibit and Dessert Reception – 5:00-6:00 pm
 - Awards Gala - 6:00 to 8:00 pm
- Market Fluvanna Campaign has two contests:
 - I Love Fluvanna Contest (no pre-registration required)
 - Business Promo Challenge – has 10 pre-registered competitor teams

- All entries are due January 9th, with judging happening following week.
- Awards for I Love Fluvanna - Chamber of Commerce and local businesses are sponsoring 7 division awards, 3 Category Awards, and Grand Prizes (total value of \$1,620)
- Awards for Business Promo Challenge - EDA sponsoring 4 technical awards and grand prize (total value of \$2,500)
- Red Rocker Candy was chosen as the "Made in the South" featured business in the December 2014 issue of *Cooking with Paula Deen*. The magazine article highlighted three products developed by Sue Charney for her Fluvanna County company: Rocking Chair Mix[®], Cashew Toffee with White Chocolate, and Peppermint Bark.
- Proposed Roundabout at the Intersection of Rt. 53 (Thomas Jefferson Parkway) and US Rt. 15 (James Madison Highway)
 - VDOT will hold an informal open house, public meeting to allow citizens the opportunity to view plans for the project, at Fluvanna County Public Library, Thursday, January 15, 2015, from 4:30 – 6:30pm
 - VDOT representatives will be on hand to answer questions, but will not give a formal presentation.
 - *Inclement weather date will be Thursday, January 22, 2015, at the same time and location.*
- FY15 Reduction in State Aid to Localities
 - Reduction options:
 - Designate the reductions be withheld from the payments for one or more of the programs.
 - Make a reimbursement payment directly to the Commonwealth for the full amount of your locality's reduction.
 - Choose a combination of program reductions and a reimbursement payment to the Commonwealth.
 - Any direct payment to the Commonwealth for all or a portion of the locality's share (#2 or #3) must be made by 12/31/14

In response to impromptu discussion regarding these options for responding to the reduction,

MOTION

Mr. O'Brien moved that we take the \$59,514.00 from the FY15 CSA account to cover the FY15 Reduction in State Aid to Localities. Mr. Weaver seconded and the motion passed, 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None.

- Annual Report to the Citizens
 - Final Draft provided by Mr. Nichols to Supervisors for review
 - Expected release in January 2015
 - Website
 - FAN Mail link
 - Hard copies (~500)

BOARD OF SUPERVISORS UPDATE

Sheridan—Was not able to attend the Columbia Task Force meeting on Friday, December 12, 2014. Met with Andy Sorrell, State Ag Dept., and Mr. Russell Jennings, High School Ag Teacher, to talk about County Fair Committee, the possibility of stocking Pleasant Grove with quail, and starting a working/teaching farm at Pleasant Grove. Met with State Senator Thomas A. Garrett, Jr., on December 16, 2014.

Weaver—Lake Monticello Fire and Rescue Annual Dinner and Awards, December 6, 2014; Scottsville Rescue Annual Dinner and Awards on Saturday, December 13.

Ullenbruch—Met with Social Services Board, Board provided Christmas Dinner for staff; Jail Board, FY16 budget discussion; didn't attend Louisa County Water Authority public meeting regarding the James River Water Project; believed that Mr. Sheridan needed to be there and able to speak/participate. However, three Supervisors were present, and in keeping with state statute allowing only 2 supervisors to be in attendance at any event/meeting that was not advertised as a public meeting, the Supervisors in attendance were not be allowed to speak/participate in the meeting. Mr. Ullenbruch also wanted to offer his appreciation for all that Mr. Sheridan does for this county.

O'Brien—Attended Piedmont Workforce Network; TJPDC, discussing House Bill 2, an effort for VDOT to align regional needs. Also attended the Louisa County Water Authority public meeting in Kents Store.

Booker—attended Governor's Finance Conference on Infrastructure in Roanoke, along with Mr. Bobby Popowicz, Community Development Director, and Mr. Eric Dahl, Finance Director. Also attended the Louisa County Water Authority public meeting in Kents Store.

PUBLIC COMMENTS #1

Chair Booker opened the first round of Public Comments.

- Bonnie Opyoke, Chestnut Ct, wished to address the Board about the rezoning public hearing to be heard tonight. Mr. Payne instructed the Board, and public, that comments made during the Public Comment time are to be those comments that are not related to a forthcoming Public Hearing.

With no one else wishing to speak, Chair Booker closed the first round of Public Comments.

PUBLIC HEARINGS

ZMP 14-04 I & J Home Builders, Inc.—Mr. Nichols informed the Board that the applicant has asked for an indefinite deferral for their request with respect to 30.47 acres of Tax Map 9, Section A, Parcels 11, 11B, 11F, and 11G to rezone the same from A-1, Agricultural, General, to R-3, Residential, Planned Community (conditional).

MOTION

Mr. Ullenbruch moved that the Board of Supervisors **defer** ZMP 14:03 of the attached ordinance for ZMP 14:03, a request to amend the Fluvanna County Zoning Map with respect to 30.47 acres of Tax Map 9, Section A, Parcels 11, 11B, 11F, and 11G to rezone the same from A-1, Agricultural, General, to R-3, Residential, Planned Community (conditional). Mr. O'Brien seconded and the motion carried with a vote of 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None.

ACTION MATTERS

Appointment of CPMT Community Representative— Steve Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to reappoint William Hughes to the Community Policy and Management Team, with a term to begin January 1, 2015 and to terminate December 31, 2016. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None

Appointment to James River Alcohol Safety Action Program— Steve Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to reappoint Jeff Haislip to the James River Alcohol Safety Action Program, with a term to begin January 1, 2015 and to terminate December 31, 2017. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None

Appointment to FUSD Advisory Board— Steve Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to reappoint Bobby Shumake to the Fork Union Sanitary District Advisory Committee (FUSD), with a term to begin January 1, 2015 and to terminate December 31, 2018. On a second by Mr. Sheridan, the motion passed, 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None

Appointment to MACAA— Steve Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to reappoint Libby Edwards-Allbaugh to the Monticello Community Action Agency (MACAA), with a term to begin January 1, 2015 and to terminate December 31, 2018. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None

Formal Acceptance of Columbia and Cunningham Schools – Eric Dahl, Finance Director

MOTION

Mr. Sheridan moved to accept the conveyance of the Cunningham Elementary School and the Columbia Elementary School and to approve the Letter of Agreement among Fluvanna County, the Fluvanna County School Board and Conterra Ultra Broadband, LLC and authorize the Chairperson and the County Administrator, either of whom may act, to execute the deed of conveyance, the Letter of Agreement and any other documents, including but not limited to a closing memorandum, necessary or appropriate to carry out the transfer of the school property to Fluvanna County, subject to approval by the County Attorney of the form of all documents. Mr. Weaver seconded and the motion passed, 5-0. AYE: Booker, O'Brien, Sheridan, Ullenbruch, Weaver. NAYS: None. ABSTAIN: None

PRESENTATIONS

FY14 Comprehensive Annual Financial Report—Eric Dahl, Finance Director, gave a summary presentation of the Comprehensive Annual Financial Report (CAFR.)

Discussion points included projected vs actual revenue; sales tax revenue trends; FY14 expenditures breakdown.

Mr. David Foley, from Robinson, Farmer, and Cox thanked the Board for the opportunity to review the Auditor's Report, noting that all three reports in the Auditor's report were clean. Supervisor questions and discussion centered on: current procedures for accounting for adjustments made in the general fund; capital programs and improvements; GASB 68—pertaining to accounting for pensions. Mr. Foley noted that the County is in compliance with all state requirements and noted that recent changes in Accounting Software has seen continued improvements since it was implemented.

DSS Pay Plan Update – Kim Mabe, DSS Director, and Gail Parrish, HR Manager, addressed the Board with an update to the report that was given at Board meeting, and to clarify the issues around the pay plans that have been approved. Ms. Mabe gave a brief history of the means by which Social Services employees are granted raises by the state, and potential discrepancies that may arise based on the unique position Social Services employees enjoy as County employees who are governed by State regulations.

Blue Ridge Juvenile Detention Center Report—Dr. Jacqueline A. Meyers, CSA Coordinator, offered an overview of Juvenile Court, criteria for placement of youth at BRJDC, and follow-up services for youth who have been placed at BRJDC once they leave. Dr. Meyers walked the Board through historical budget data as well as FY16 projections. Supervisor discussion focused on number of Fluvanna youth detained, number of detention days, education while detained, and average cost per day.

Regional EMS Team for Biohazard Response Update—Ms. Cheryl Wilkins, Emergency Services Coordinator, updated the Board with the regional plan for responding to potential outbreaks of serious disease.

Updated Fluvanna County Parks Leash Policy for Dogs—Jason Smith, Director of Parks and Recreation, Mr. Jeff Haislip, Commonwealth's Attorney, and Mr. Paul Sheridan, County Animal Control Officer, provided the Board with a report on recent incidents of uncontrolled dogs in County parks. The Board directed Staff, in consultation with Mr. Fred Payne, County Attorney, to draft a leash policy for dogs in County parks.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

- Minutes of December 3, 2014 – Kelly Belanger Harris, Clerk to the Board
- Accounts Payable Report for November 2014 (\$1,599,940.26) – Eric Dahl, Finance Director
- CRM Request for Mold Remediation/Maintenance Upgrades, CORRECTION – Wayne Stephens, Public Works Director/County Engineer
- CRM Request for Exterior Repairs to the Administration Building—Wayne Stephens, Public Works Director/County Engineer
- CRM Request for Performing Arts Center Repairs—Wayne Stephens, Public Works Director/County Engineer

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for December 17, 2014. Mr. Sheridan seconded and the motion passed 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chairperson Booker opened discussion regarding the need for a regular Treasurer’s Report to the Board of Supervisors. After brief discussion, the Board requested that the Treasurer present a report to the Board, beginning with the January 21, 2015 meeting and quarterly thereafter.

PUBLIC COMMENTS #2

Chair Booker opened the floor for the second round of public comments. With no one wishing to speak, Chair Booker closed the second round of public comments.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 10:01 pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, Section 2.2-3711 A.6, and Section 2.2-3711 A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, and Legal Matters. Mr. Sheridan seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 11:12pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.” Mr. Sheridan seconded. The motion carried, with a roll call vote of 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXTEND

Mr. O’Brien moved to extend the meeting until 12:00 am. Mr. Weaver seconded, and the motion passed 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

MOTION

Mr. O’Brien moved that the board authorize the County Attorney to direct AR Park, LLC to transfer the files relating to Fluvanna County, VA v. Davenport & Company/Securities, Circuit Court case no. 11CL-191, including all paper files for each listed matter, as well as the electronic files in native format (for Microsoft Word, PowerPoint and Excel files) and .pst format (for Lotus Notes files, including all file attachments) to Douglas M. Palais, Esquire at Vandeventer Black, LLP, 707 East Main Street, Suite 700, Richmond, Virginia 23218; and further moved that Mr. Palais continue as counsel for the County in the said case. Mr. Sheridan seconded, and the motion carried 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 11:15pm Mr. Ullenbruch moved to adjourn the meeting of Wednesday, December 3, 2014. Mr. Sheridan seconded and the motion carried with a vote of 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

Mozell H. Booker
Chairperson



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: purchase the materials and service necessary to migrate the FCPS bus radio system from within Cunningham and Columbia school buildings to the the base of the communication towers as directed by the LOA agreement.

Section 1 - REQUEST

Requesting Department/Agency	Dept/Agency Contact	Date of Request
Fluvanna County Public Schools	Department of Technology	2014/12/18
Phone	Fax	Fiscal Year
434-591-2061		FY15

Reserve Fund Purpose Category: Other one-time, minor capital projects less than \$20,000

Description of Project/Repair	Qty	Unit Price	Total Price
Central Virginia Electric Cooperative Time and Materials	1	\$2,600.00	\$2,600.00
Fluvanna County Government electrical permits	2	\$25.00	\$50.00
FCPS Maintenance Department Materials	1	\$1,000.00	\$1,000.00
FCPS Technology Department Materials	1	\$2,100.00	\$2,100.00
Total Request:			\$5,750.00

Description and justification for proposed use.
 On November 12, 2014, FCPS signed the LOA between the Fluvanna County Government and Conterra Broadband. At that time all three parties had approved the letter and the schools were obligated to relocating their bus radio equipment that is currently located inside of Cunningham and Columbia school buildings to the base of the communication towers. In order to perform the migration, the following reserve request is required to fund the project. This is a one time cost with no recurring costs.

Department/Agency Head Name	Signature	Date
Joshua Gifford	Joshua Gifford <small>Digitally signed by Joshua Gifford DN: cn=Joshua Gifford, o=Fluvanna County Public Schools, ou=centralgifford@fluvanna.k12.va.us Date: 2014.12.18 10:07:54 -0500</small>	2014/12/18

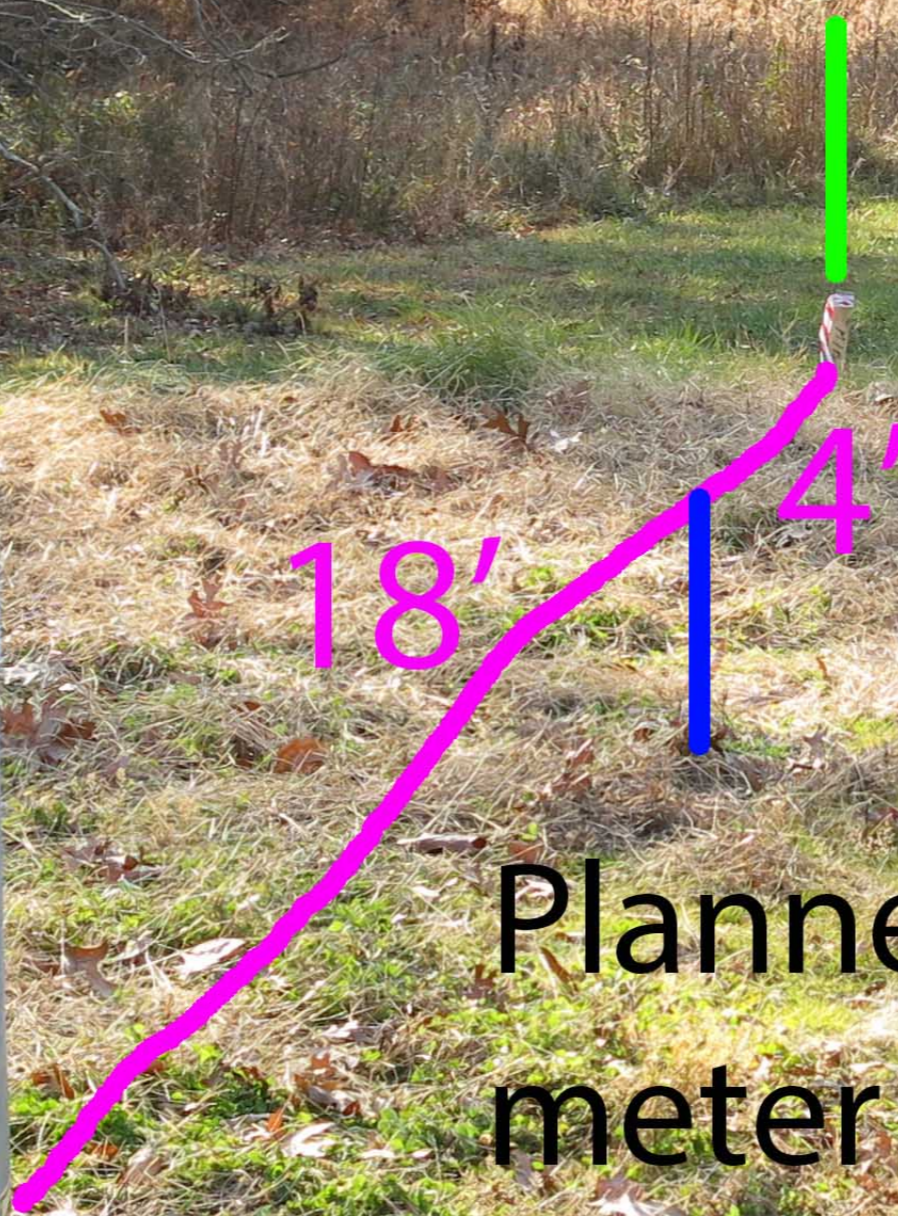
Section 2 - REVIEW

Recommended?	County Finance Director	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Recommended?	County Administrator	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 3 - BOARD OF SUPERVISORS

Approved?	Decision Date	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Planned electrical pole installation - 22' from Conterra tower location



Planned location of electrical meter and disconnect as well as FCPS equipment. 18' from tower and 4' from cvec pole



Planned electrical pole installation - 35' high and 40' from Conterra tower location

Planned location of electrical meter and disconnect as well as FCPS equipment. 30' from tower and 10' from cvec pole

10'

30'

15'



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: Provide \$600 from the Capital Reserve Maintenance Fund to augment the amount previously provided via Board action on December 17, 2014.

Section 1 - REQUEST


Requesting Department / Agency: Public Works (PW15-006a)		Dept / Agency Contact: Wayne Stephens	Date of Request: Dec 17, 2014	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY15
Reserve Fund Purpose Category:				
Description of Project/Repair			Qty	Unit Price
Difference between \$3,000 and \$2,400 - - to correct an error in CRMF Request #PW15-006			1	\$600.00
			Total Request:	\$600.00

Description and justification for proposed use

Due to an error in preparation of Capital Reserve Maintenance Fund Request #PW15-006, an incorrect dollar figure was included in the Motion to approve the Request.

The correct figure, \$3,000 appeared on the Total request line of the form, but a previous 'draft' figure was inadvertently left in the actual wording of the Motion itself.

Staff respectfully requests that an additional \$600 be added to the \$2,400 which was approved by a Board Motion on December 17, 2014, so that a total of \$3,000 will be available to fund the plaster repairs at the Performing Arts Center.

Department / Agency Head Name: J. Wayne Stephens	Signature 	Date 2014/12/23
---	--	--------------------

Digitally signed by Wayne Stephens
DN: cn=Wayne Stephens,
email=wstephens@fluvdomain.co.fluvanna.va.us, o=Microsoft
Date: 2014.12.23 10:39:40 -05'00'

Section 2 - REVIEW

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director	Date
Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
---	----------------	-----------



Capital Reserve Maintenance Fund Request


MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: Provide \$12,900 from the Capital Reserve Maintenance Fund to pay the costs of replacing the gutters and downspouts on the Administration Building.

Section 1 - REQUEST

Requesting Department / Agency: Public Works		Dept / Agency Contact: Wayne Stephens		Date of Request: Jan 7, 2015	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY15	
Reserve Fund Purpose Category: Unexpected facility repairs or replacements					
Description of Project/Repair			Qty	Unit Price	Total Price
Replace all rain gutters and downspouts on the Administration Building			1	\$12,900.00	\$12,900.00
				Total Request:	\$12,900.00

Description and justification for proposed use

During recent rain storms, significant leaks were noticed at several points in the gutters on the Administration Building. Inspection revealed that the leaks are due to corrosion of the gutters themselves, as opposed to failure of sealant at joints/ seams in the gutters. It is recommended that the gutters on the building be replaced as part of the existing exterior improvements/upgrades project, and that the additional expense be funded from the Capital Reserve Maintenance Fund. While the cost is not insignificant, the most economical approach to executing this work will be to include it as part of the existing project.

Department / Agency Head Name: J. Wayne Stephens	Signature 	Date 2014/12/30
---	--	--------------------

Digitally signed by Wayne Stephens
DN: cn=Wayne Stephens,
email=wstephens@fluvdomain.co.fluvanna.va.us, o=Microsoft
Date: 2014.12.30 09:31:33 -0500

Section 2 - REVIEW

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director	Date
Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
---	----------------	-----------

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 7, 2015

AGENDA TITLE:	VDOT Secondary Street Acceptance Request—Forest Glen				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “Secondary Street Addition – Forest Glen Subdivision.”				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Bobby Popowicz, Community Development Director				
RECOMMENDATION:	Adoption of the Resolution				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:					
ENCLOSURES:	Resolution, VDOT Form AM-4.3				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

In the County of Fluvanna

By resolution of the governing body adopted January 7, 2015

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

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Forest Glen Subdivision

Type Change to the Secondary System of State Highways: Addition

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

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ Forest Glen Lane, State Route Number 1008

Old Route Number: 0

● From: Rte 640

To: west to Creekside Lane, a distance of: 0.53 miles.

Recordation Reference: PB 2 Page 182-186

Right of Way width (feet) = 50

Street Name and/or Route Number

◆ Creekside Lane, State Route Number 1009

Old Route Number: 0

● From: Forest Glen Lane

To: south to end of cul de sac, a distance of: 0.05 miles.

Recordation Reference: PB 2 page 182-186

Right of Way width (feet) = 50

Street Name and/or Route Number

◆ Forest Glen Lane, State Route Number 1008

Old Route Number: 0

● From: Creekside Lane

To: end of cul de sac, a distance of: 0.04 miles.

Recordation Reference: PB 2 Page 182-186

Right of Way width (feet) = 50



BOARD OF SUPERVISORS

**County of Fluvanna
Palmyra, Virginia**

RESOLUTION

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, January 7th, 2015, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

<u>Present</u>	<u>Vote</u>
Mozell H. Booker, Chairman	
Robert Ullenbruch, Vice Chairman	
Mike Sheridan	
Tony O'Brien	
Donald W. Weaver	

A RESOLUTION TO TAKE STREETS IN THE FOREST GLEN SUBDIVISION INTO THE SECONDARY SYSTEM OF HIGHWAYS IN FLUVANNA COUNTY, VIRGINIA

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

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

NOW, THEREFORE BE IT RESOLVED, on this 7th day of January 2015, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

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

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

Adopted this 7th day of January 2015
by the Fluvanna County Board of Supervisors

A Copy, teste:

Kelly Belanger Harris, Clerk
Board of Supervisors
Fluvanna County, Virginia



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: December 30, 2014
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY15 Capital Reserve Balances

The FY15 Capital Reserve account balances are as follows:

County Capital Reserve:

FY14 Carryover	\$2,470.00
FY15 Beginning Budget:	\$200,000.00
Less: Permanent Pleasant Grove Sign at Entrance to Pleasant Grove 9.3.14	-\$15,000.00
Less: Correct Health & Safety Code Violations at Various County Bldgs 9.3.14	-\$35,000.00
Less: Mold Remediation & Related Work at Community Center & Performing Arts Building 12.3.14	-\$21,000.00
Less: Installation of Restroom Fans, Treasurer's Building 12.3.14	-\$3,000.00
Less: Correction to Mold Remediation & Related Work at Community Center & Performing Arts Building 12.17.14	-\$2,100.00
Less: Plaster Repairs and Painting of Water Damaged Ceiling at Performing Arts Center 12.17.14	-\$2,400.00
Less: Specified Repairs to Exterior of the Administration Building 12.17.14	-\$22,500.00
Available:	\$101,470.00

Schools Capital Reserve:

FY14 Carryover	\$122,693.00
FY15 Beginning Budget:	\$200,000.00



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

Less: Carysbrook Elementary Music Room Carpet Replacement 7.2.14	-\$3,520.00
Less: Central Elementary Asbestos Abatement and Air Tests 7.2.14	-\$3,100.00
Less: Central/West Central Flooring 9.3.14	-\$76,600.00
Available:	\$239,473.00



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: December 30, 2014
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY15 BOS Contingency Balance

The FY15 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Sheriff's Office Unclaimed Body Charges 10.1.14	-\$1,712.00
Less: Info Tech MUNIS Tax Project Training 10.1.14	-\$16,000.00
Less: Parks & Recreation Earth Day Funding 12.3.14	-\$13,500.00
Available:	\$118,788.00



Culpeper District Fluvanna County Monthly Report January 2015

Preliminary Engineering

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety Project – Intersection Improvements at Route 618	Right of Way	Advertisement	December 2015
Route 656, Bridge replacement over Holman Creek	Field Inspection	Right of Way	TBD
Route 15/53 Roundabout	Preliminary Design	Public Hearing	January 2016
Route 600 North Boston Road – Reconstruction	--	Project Scoping – 2015	TBD
Route 633 North Boston Road – Reconstruction	--	Project Scoping – 2015	TBD
Route 629 Deep Creek Road– Bridge Replacement	--	Project Scoping	January 2018
Route 636 Garden Lane – Unpaved Road		Scoping	State Force Construction
Route 1007 Stoneleigh Road – Unpaved Road		Scoping	State Force Construction
Route 714 Union Church Road – Unpaved Road		Scoping	State Force Construction

Construction Activities

- **Guardrail Repair GR07-967-096, N501**
Scope: Guardrail repairs – on call – District wide.
Next Major Milestone: Contract **Renewed.**
Contract Completion: June 30, 2015
- **Route 6 Hardware River Bridge**
Scope: Bridge Replacement
Next Major Milestone: Girders set. Continue construction of the superstructure.
Contract Completion: August 14, 2015
- **Route 6 Rivanna River Bridge**
Scope: Bridge Replacement
Next Major Milestone: Complete construction of piers and setting girders for north (Phase 1) segment of bridge. Some delay encountered due to subsurface conditions.
Contract Completion: November 20, 2015 (May get revised next month)

- **Surface Treatment Schedule ST7A-967-F14, P401**
Scope: Albemarle, Greene, Fluvanna, Louisa Counties
Next Major Milestone: Routes remaining 608, 610, 611, 613, 619, 628, 629, 631, 632, 635, 670, 676, 682, 683, 684, 685, 686, 692 and 693. (To be completed next year.)
Contract Completion: November 1, 2015
- **ADA0-967-256,N501**
Scope: Replace curb, gutter, sidewalks
Next Major Milestone: Tasks TBD
Contract Completion: December 31, 2015 (Contract is Renewable)

Traffic Engineering Studies

Completed

- **Route 656, Bremo Road**
Speed study; under review
VDOT Study Number—065-0656-20140919-011
- **Route 53 Thomas Jefferson Parkway**
Speed study; complete
VDOT Study Number—065-0053-20140701-011
- **Route 6**
Safety study; complete
VDOT Study Number—065-0006-20140825-007
- **Route 659 Kent Store Way**
Speed study; complete
VDOT Study Number—065-0659-20140912-011
- **Route 15 James Madison Highway**
Speed study; under review
VDOT Study Number—065-0015-20140912-011

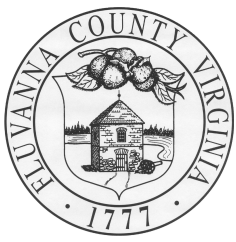
Under Review

- **Route 53 Thomas Jefferson Parkway**
Signing study; pending
VDOT Study Number—065-0053-20141117-010

Maintenance Activities

VDOT Area Headquarter crews completed the following activities during the past month. For specific route activities, please contact the Charlottesville Residency Office.

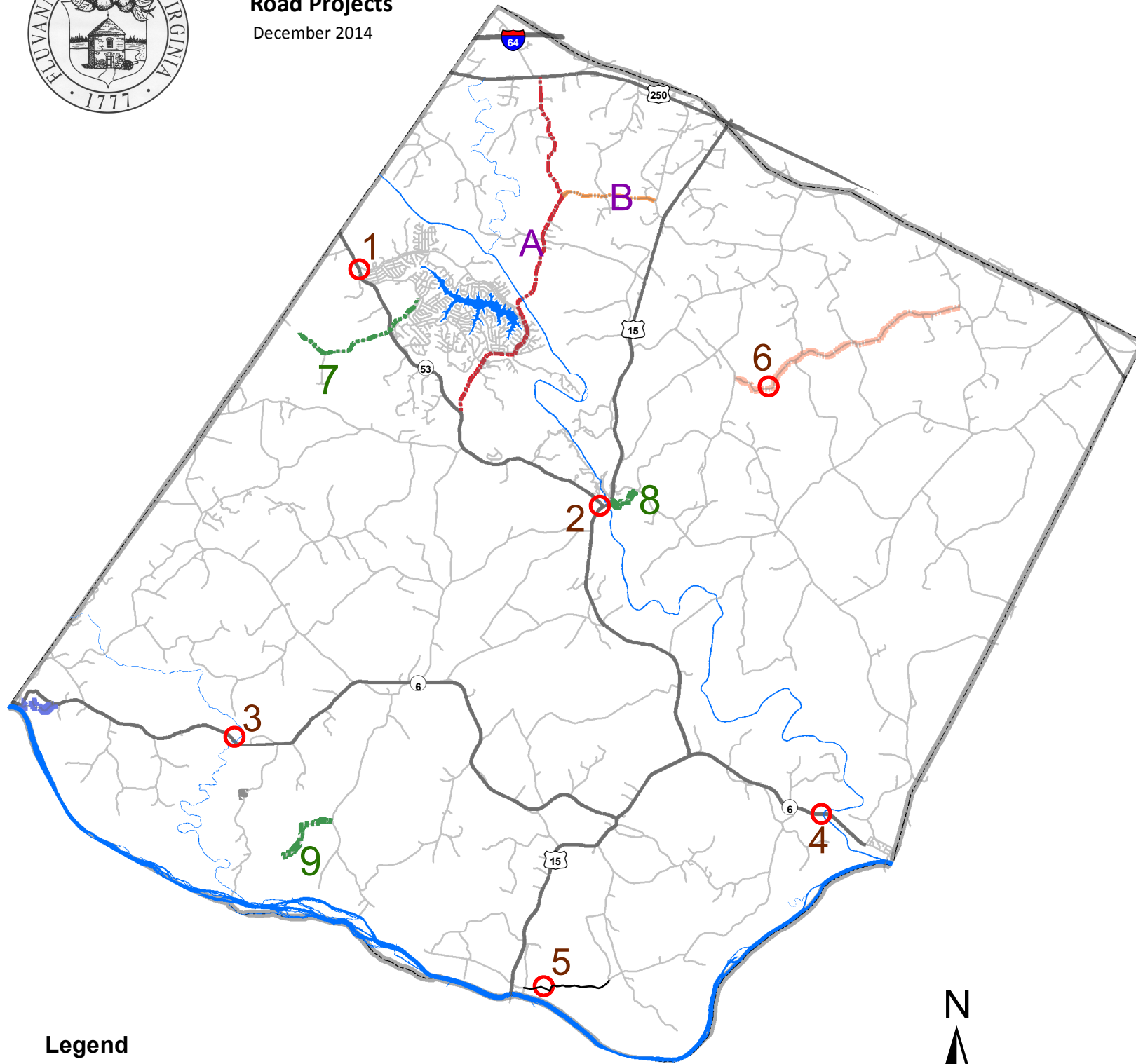
- Debris removal on 2 secondary routes
- Drainage repairs on 9 secondary routes
- Machining on 5 NHS secondary routes
- Mowing was completed on 8 secondary routes
- Patching was performed on 3 secondary routes
- Shoulders repaired on 1 secondary route
- Trash removal on 1 secondary route
- Tree removal on 4 secondary routes
- Trimming along 1 primary route and 4 secondary routes



Fluvanna County

Road Projects

December 2014



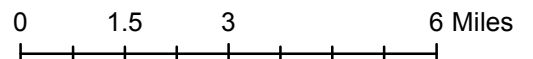
Legend

Engineering and Construction

- 1 Rte 53 Safety Project - Intersection Improvements @ Rte 618
- 2 Route 15/53 Roundabout
- 3 Rte 6 Bridge Replacement (Hardware)
- 4 Rte 6 Bridge Replacement (Rivanna)
- 5 Rte 656 Bridge Replacement (Holman)
- 6 Rte 629 (Deep Creek Rd) Bridge Replacement
- 7 Rte 636 (Garden Ln)- unpaved road (scoping)
- 8 Rte 1007 (Stoneleigh Rd) - unpaved road (scoping 2017)
- 9 Rte 714 (Union Church Rd) - unpaved road (scoping 2019)

Road Reconstruction

- A Rte 600 (South Boston Rd) - Reconstruction
- B Rte 633 (North Boston Rd) - Reconstruction





BOS Directives and Requests Status Report

Updated: Nov 24, 2014

Status	Date	Directive/Request	Action By	Comments
Pending	19-Nov-14	Draft an Ordinance Amendment regarding signage requirements for actions requiring Public Hearings (e.g., SUPs, ZMPs, etc.).	Planning	
Pending	19-Nov-14	Research Business License Fee options and costs for presentation to the Board at the January 21, 2015, meeting.	COR/Community Development Director	
Pending	19-Nov-14	Research possible methodologies to restructure the County's Business Personal Property Tax for presentation to the Board in Feb/Mar 2015.	COR/Community Development Director	
Pending	17-Dec-14	Leash Policy for Dogs in County Parks	P&R staff	
Pending	17-Dec-14	Quarterly Report	Treasurer	
Pending	3-Dec-14	Compile a comprehensive list of financial policies and agreements with FRA	Staff	
Pending	3-Dec-14	Present a proposal within 60 days for a revised Rescue service structure for the County.	FRA Leadership	
Pending	3-Dec-14	Proceed with Option 3 with regard to the Zion Crossroads Visitor Center.	Econ Dev	
Pending	19-Nov-14	Research possible methodologies to restructure the County's Business Personal Property Tax for presentation to the Board in Feb/Mar 2015.	COR/Comm Dev Dir	
Pending	19-Nov-14	Research Business License Fee options and costs for presentation to the Board at the January 21, 2015, meeting.	COR/Comm Dev Dir	
Pending	19-Nov-14	Draft an Ordinance Amendment regarding signage requirements for actions requiring Public Hearings (e.g., SUPs, ZMPs, etc.).		
Pending	15-Oct-14	Review FUSD debt refinancing opportunities and alternatives	Finance	
Pending	15-Oct-14	Present a FUSD revenue forecast update in January 2015	PW	
Pending	1-Oct-14	Coordinate a Work Session on November 19, 2014, with the Fluvanna Fire and Rescue Association	ESC	
Pending	1-Oct-14	Follow-up on the status of the report from the June 2014 CSA State Audit	COAD/CSA	
Pending	16-Jul-14	Return to the Board with specific amounts and dates proposed for change to be Capital Improvements Plan process.	Finance/COAD	
Pending	5-Jun-13	Pursue a cell phone stipend policy	COAD	
Pending	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna	Comm Dev	Request submitted to VDOT
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Pending	2-Jan-13	Research County funds investment plan and options	Treasurer	
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James	PW	