



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

March 2, 2016,

Regular Meeting at 4:00 pm

Work Session at 6:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE
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
T	Adoption of 2016-18 Strategic Initiatives and Associated Actions - Steve Nichols, County Administrator
U	DHCD Planning Grant—Piedmont Housing Alliance Senior Affordable Housing Project—Robert Popowicz, Director of Community Development
V	Sign on Bonuses for Law Enforcements Officers—Captain Von Hill, Sheriff's Office
W	Salary Adjustment for Deputies Under Minimum LEO Entry Level Salary—Captain Von Hill, Sheriff's Office
8	PRESENTATIONS (normally not to exceed 10 minutes each)
	None.
9	CONSENT AGENDA
XYZ	Minutes of February 3, 2016—Kelly Belanger Harris, Clerk to the Board
A	Minutes of February 10, 2016—Kelly Belanger Harris, Clerk to the Board
B	Approval of Funds Transfer from Schools Capital Reserve Maintenance Fund to CIP Bus Purchases — Gena Keller, Superintendent
C	FY16 BOS Contingency Budget Transfer – Legal Fees—Mary Anna Twisdale, Management Analyst
D	FY16 Library Supplemental Appropriation - E-Rate Funding—Mary Anna Twisdale, Management Analyst
E	FY16 Victim Witness Program Grant Award—Mary Anna Twisdale, Management Analyst
10	UNFINISHED BUSINESS
	TBD
11	NEW BUSINESS
	TBD

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.*

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – BUDGET WORK SESSION

TBD

15 – ADJOURN



Steven M. Nichols
2016.02.25 11:18:54 -05'00'

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.
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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!

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

Meeting Date: March 2, 2016

AGENDA TITLE:	Adoption of 2016-18 Strategic Initiatives and Associated Actions				
MOTION(s):	I move the Board of Supervisors adopt the 2016-18 Fluvanna County Strategic Initiatives and Associated Actions, as presented.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Current				
DISCUSSION:	<p>The attached Fluvanna County 2016-18 Strategic Initiatives and Actions were developed during your Leadership Planning Retreat on Jan 30, 2016.</p> <p>Formal adoption of the 2016-2018 strategic initiatives/action plan will set the direction so that staff, County boards, commissions, and committees, and interested citizens will understand the direction you have established and to work on the specific action items for each strategic initiative.</p>				
FISCAL IMPACT:	TBD				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	The previous 2014-16 Strategic Initiatives and Actions were adopted by the Board of Supervisors in 2014.				
ENCLOSURES:	Fluvanna County 2016-18 Strategic Initiatives and Action Plan (Draft)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

Adopted: March 2, 2016

2016-2018 STRATEGIC INITIATIVES AND ACTIONS

Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.

B8 - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.

B9 - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

Strategic Initiative C -- PROJECT MANAGEMENT

C1 - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.

C2 - Create a County-wide overlay map showing utilities and other key features that support business growth and development.

C3 - Investigate all options for GIS system delivery and management to support needs of all County departments.

C4 - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.

C5 - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

C6 - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.

C7 - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.

C8 - Successfully oversee and manage the County's E911 Emergency Communications System Project.

C9 - Proceed with the Pleasant Grove Farm Museum design.

C10 - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM

D1 - Create EDTAC - Economic Development and Tourism Advisory Council.

D2 - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.

D3 - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.

D4 - Create separate Tourism and Business information pages for the County website.

D5 - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.

D6 - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.

D7 - Create a "New Residents Guide" package for distribution to local Real Estate agents.

D8 - 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.

D9 - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.

D10 - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).

D11 - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY

E1 - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.

E2 - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.

E3 - Update, format, and improve web-accessibility of all County Financial Policies.

E4 Review, update, and approve new Fluvanna County Proffer Guidelines.

E5 - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.

E6 - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

AGENDA ITEM STAFF REPORT

Meeting Date: March 2, 2016

AGENDA TITLE:	DHCD Planning Grant – Piedmont Housing Alliance Senior Affordable Housing Project				
MOTION(s):	I move that the Board of Supervisors approve an application for CDBG Funding to further study the feasibility to convert the former Columbia And Cunningham schools into Senior Housing				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Bobby Popowicz				
PRESENTER(S):	Piedmont Housing Alliance / Bobby Popowicz				
RECOMMENDATION:	Support Grant Application				
TIMING:	March 2, 2016				
DISCUSSION:	To discuss the CDBG Process and the County’s role in the CDBG Process				
FISCAL IMPACT:	No Impact				
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

Meeting Date: March 2, 2016

AGENDA TITLE:	Sign on Bonuses for Law Enforcements Officers				
MOTION(s):	I move to authorize Sheriff Eric B. Hess to offer a sign on bonus to newly hired certified law enforcement officers in the amount of \$3,000.00.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Sheriff Eric B. Hess, Sheriff; Captain Von L. Hill				
PRESENTER(S):	Captain Von L. Hill				
RECOMMENDATION:	Approve the sign on bonuses for newly hired law enforcement officers.				
TIMING:	As of the next pay cycle.				
DISCUSSION:	After cost vs new hire analysis it was discovered that Sheriff's Office spends a significant amount of money to train officers to become certified law enforcement officers. A bonus makes the offers to already certified experienced officers more appealing and would minimize the inordinate amounts of funding necessary to train a new hire. Anyone eligible to receive the bonus will be mandated to sign a three contract with the Sheriff, requiring then to repay the bonus, if they are not continuously employed by the Sheriff, as a law enforcement officer during the term of the contract.				
FISCAL IMPACT:	Funding \$3,000.00 sign on bonus. Cost savings in training expenses will overwhelmingly compensate for the bonus for experienced certified law enforcement officers.				
POLICY IMPACT:	Addition of the contract pending legal review with the county's attorney.				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X			X	



FY 17 INCENTIVE PLANNING

A PATHWAY OF PROGRESSION



THE CONTRACT

36 month period of the contract

MENT OF DEPUTY RELATED ING & EQUIPMENT

[DATE] and is between Eric B. Hess, Sheriff of
[NAME], a new employee of the Fluvanna County's Sheriff's
Appointee.

work for the Sheriff as a Deputy and the Sheriff will acquire
sign-on bonuses, basic law enforcement training and equipping of the

parties agree as follows:

resigns from an appointment by the Sheriff and seeks employment in any other law
related field within a period of thirty-six (36) months from the date the Appointee was
or she will be liable to reimburse the Sheriff a prorated amount for his or her sign on bonus,
training and equipment cost. The Sheriff has determined that the sign on bonus of Three Thousand
(3,000.00) is for Appointees who are already certified as Basic Law Enforcement Officers. The
determined that the equipment cost of the Appointee is Three Thousand Four Hundred
dollars (\$3,424.00). The Sheriff has determined that the total cost of basic training for
not already certified as Basic Law Enforcement Officers is Twenty-Four Thousand
Six dollars (\$24,196.00). A schedule denoting how the sign on bonus, basic
expense will be lowered over time, and is on the second page of this document.

FY 17 CERTIFIED FCSO LAW ENFORCEMENT OFFICERS INCENTIVE PLAN

Virginia DCJS Certified Recruit Candidates with two or more years of service with another Virginia Law Enforcement Agency will qualify for the Fluvanna County Sheriff's Office Certified Law Enforcement Officers Incentive Plan.

Upon completion of OTJ training, the certified candidate with a minimum of 2 years of experience as a full time Officer would receive a \$3000.00 cash bonus.

Reserve credit for service as a Virginia certified officer, which will be applied toward the Fluvanna County Sheriff's Office Career Development Program.

FY 18 CERTIFIED FCSO LAW ENFORCEMENT OFFICERS INCENTIVE PLAN

Virginia DCJS Certified Recruit Candidates with two or more years of service with another Virginia Law Enforcement Agency will qualify for **one of two categories** of the Fluvanna County Sheriff's Office Certified Law Enforcement Officers (LEO) Incentive Plan.

1. Upon completion of the On the Job Training (OJT) program, the certified candidate with **2-5 years of experience** as a full time Officer would receive a \$3000.00 cash bonus.
2. Upon completion of the OJT program, the certified candidate with **6 or more years of experience** as a full time Officer would receive a \$5000.00 cash bonus.

Credit for service as a Virginia certified officer will be applied toward the Fluvanna County Sheriff's Office Career Development Program. Six months credit will be applied for each year of service up to a total of two years credit. This would allow a Virginia certified candidate with four or more years of full time service with another agency to be eligible for our career development program after only one year of service in this agency.

FY 19 CERTIFIED LAW ENFORCEMENT OFFICERS INCENTIVE PLAN

Virginia DCJS Certified Recruit Candidates with two or more years of service with another Virginia Law Enforcement Agency will qualify for **one of two categories** of the Fluvanna County Sheriff's Office Certified Law Enforcement Officers (LEO) Incentive Plan.

2. Upon completion of the OJT program, the certified candidate with 6 or more years of experience as a full time Officer would receive a \$5000.00 cash bonus.

Credit for service as a Virginia certified officer will be applied toward the Fluvanna County Sheriff's Office Career Development Program. Six months credit will be applied for each year of service up to a total of two years credit. This would allow a Virginia certified candidate with four or more years of full time service with another agency to be eligible for our career development program after only one year of service in this agency.

CAREER DEVELOPMENT PROGRAM

The Career Development Plan describes process through which Appointees acquire skills and knowledge that contribute to professional growth and job satisfaction. This of course adds to the achievement of this agency's organizational goals. The process includes an appraisal of values, skills, experiences, and accomplishments and is based on the premise of value-added service.



Career Development Plan

2016 - 2017

2016 - 2017

SIGN ON BONUSES FOR EXPERIENCED CERTIFIED NEW HIRES VS.

Non-certified Trainee Cost

Salary	\$12,960
■ Uniforms/Gear/Equipment	\$3,424
■ Vehicle	\$1,800
■ Academy	\$624
■ Fuel	\$972
■ Meals	\$5,040
Approximate Total	\$24,820

OTHER INCENTIVE PROGRAMS



- ▾ Police Department
 - Contact Us
 - Crime Statistics
 - Crime Prevention
 - Awards / Recognition
 - Records Requests / Fingerprinting
 - Citizens Police Academy
 - Links
 - Information / Tips
 - Report an Incident
 - Crime Victim and Witness Rights
 - Memorials
 - Police Chaplain
 - Quality of Service
 - ▾ Employment Opportunities
 - Police Officer Employment Criteria
 - **CERTIFIED OFFICER INCENTIVE PROGRAM**
 - City Internal Police Recruitment Program
 - Other Employment Opportunities
 - Special Units

[Departments and Services](#) » [Departments H-Z](#) » [Police Department](#) » [Employment Opportunities](#)

CERTIFIED OFFICER INCENTIVE PROGRAM

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#) [\[+\] Feedback](#) [Print](#)

Certified Officer Incentive Program

In an effort to attract certified officers, the Charlottesville Police Department has created two certified officer incentive packages. These incentives are offered to officers who are Virginia Department of Criminal Justice Services (DCJS) certified and have either two to five years experience as a full time officer with a Virginia law enforcement agency or six or more years experience as a full time officer with a Virginia law enforcement agency.

The first category is for officers with **two to five** years experience. Hiring incentives for those candidates are as follows:

Upon completion of the FTO Program, a certified officer with two to five years prior experience will receive a cash bonus of \$5,000, contingent upon the officer's agreement to repay the bonus to the City if he or she does not remain in continuous employment of the Department for a period of 30 months from the date of completion of the FTO Training. Also, such certified officer shall receive the following upon completion of the initial one year probationary period:

- A 5% raise over and above the standard probationary raise received by non certified probationary officers.

The second category is for officers with **six or more** years prior experience as a Virginia certified officer. Hiring incentives for those candidates are as follows:

Upon completion of the FTO Program, a certified officer with six or more years prior experience will receive a cash bonus of \$5,000, contingent upon the officer's agreement to repay the bonus to the City if he or she does not remain in continuous employment of the Department for a period of 30 months from the date of completion of the FTO Training. Also, such certified officer shall receive the following upon completion of the initial one year probationary period:

- A 10% raise over and above the standard probationary raise received by non certified probationary officers.

OTHER INCENTIVE PROGRAMS



Incentive Program

WINCHESTER POLICE DEPARTMENT RECRUITMENT INCENTIVE FOR VIRGINIA CERTIFIED LAW ENFORCEMENT OFFICERS



Recruitment testing

PURPOSE

The Winchester Police Department Recruitment Incentive Program is designed to attract qualified Virginia certified Officers for employment with the Winchester Police Department. Hiring Virginia certified police officers will make a more immediate impact on staffing than new recruits that are required to complete the entire police department field training program and basic police academy. These Virginia certified police officers may also have education and training that can be applied to serving the community and training department employees.

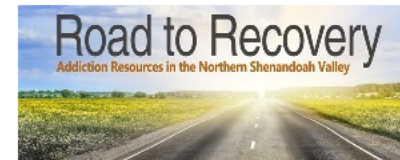
POLICY

The Recruitment Incentive Program officer Virginia certified police officers an incentive in the form

SIGN UP TODAY!



ADDICTION RESOURCES IN THE NORTHERN SHENANDOAH VALLEY



A MESSAGE FROM THE CHIEF OF POLICE



"As the Chief of the Winchester Police Department, I would like to welcome you to our website. I am delighted to be associated with a department with such a long and proud history of serving the citizens of

SALARY ADJUSTMENTS FOR DEPUTIES UNDER MINIMUM ENTRY LEVEL SALARY



Currently, we have five experienced Deputies that earn less than a new starting experienced certified Deputy.

IMMEDIATE PAY RAISES FOR FIVE DEPUTIES

1.	Employee 780 – 2 or more at FCSO	4 years of experience	\$2,441.00
2.	Employee 450 – 2 years of experience		\$927.00
3.	Employee 861 – 2 or more at FCSO	3 years of experience	\$2,495.00
4.	Employee 556– 2 or more at FCSO	9 years of experience	\$2,432.00
5.	Employee 485– 2 or more at FCSO	4 years of experience	\$2,995.00
	Immediate total funding needed	FY17	\$11,290.00

Meeting Date: March 2, 2016

AGENDA TITLE:	Salary Adjustment for Deputies Under Minimum LEO Entry Level Salary				
MOTION(s):	1. I move to adjust five salaries to reflect the proper pay band for experienced entry level law enforcement officer. I authorize \$11,290.13 to be funded immediately to facilitate this adjustment.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Sheriff Eric B. Hess, Sheriff; Von L. Hill, Captain- Sheriff's Office				
PRESENTER(S):	Von L. Hill, Captain- Sheriff's Office				
RECOMMENDATION:	To approve the mentioned process.				
TIMING:	Adjusts to begin in the next pay cycle.				
DISCUSSION:	Currently, is not equitable to have five experienced deputies in our agency who have three to five years of experience that earn less than a new starting experienced certified Law Enforcement Officer. If approved, there are current salary savings in the FY16 budget to cover the funds needed to make the salary increases.				
FISCAL IMPACT:	Funds in the form of savings can cover the current need in this budget. However, it needs to be funded starting in FY17.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Meeting Date: March 2, 2016

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, February 3, 2016 Regular Meeting, 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 February 3, 2016				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING AND REGULAR MEETING MINUTES
Circuit Court Room
February 3, 2016
Regular Meeting 4:00 pm

MEMBERS PRESENT: Mike Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District,
Tony O'Brien, Rivanna District (*arrived at 4:13pm*)
Donald W. Weaver, Cunningham District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Eric Dahl, Finance Director
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chair Sheridan called to order the Regular Meeting of Wednesday, February 3, 2016, at 4:04 pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chair Sheridan called for a moment of silence.

SPECIAL PRESENTATION

Chair Sheridan invited Mr. Weaver to come forward for a Special Presentation and Building Dedication. Joining Chair Sheridan and Mr. Weaver were Supervisors Booker, Eager, and O'Brien, and former Supervisors Norma Huttner, Gene Ott, and Robert Ullenbruch, who each gave testimony to Mr. Weaver's commitment to the County through his years of service. Joining Mr. Weaver for the dedication were his children, Donna Daugherty, Paula Sacre, Leslie Davis, Debra Weaver, & Todd Weaver.

ADOPTION OF AGENDA

Mr. Nichols recommended adding New Business-- Dewatering of the Bremo Power Plant Coal Ash Pond.
(*Mrs. Booker excused herself at 4:47pm.*)

MOTION

Mr. O'Brien moved to accept the Agenda for the February 3, 2016, Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Booker.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Successful BOS Leadership Planning Offsite on January 30th
 - Kudos to Kelly Harris for overall planning, organizing, and facilitating with assistance from many other staff for set-up and breakdown
 - A number of staff tasks
 - Revised the County Vision Statement Fluvanna County...The heart of central Virginia and your gateway to the future.
 - Created draft 2016-17 Strategic Initiatives and Actions
 - Five Strategic Initiative Areas:
 - SERVICE DELIVERY
 - COMMUNICATION
 - PROJECT MANAGEMENT
 - ECONOMIC DEVELOPMENT AND TOURISM
- Fluvanna County Business Climate Survey
 - Still seeking feedback from area businesses and business people
 - Send email to survey@fluvannacounty.org to receive a link to the survey
- Planning Grant Application to State Department of Housing and Community Development (DHCD) for potential Conversion of Columbia and Cunningham Schools to Independent Living Facilities
 - Collaboration between Piedmont Housing Alliance and JABA
 - On March 2nd Agenda for BOS Approval
- Upcoming Meetings:
 - Wednesday, February 10: 7:00 pm - Budget Work Session - Non-Profit Presentations
 - Wednesday, February 17: 4:00 pm – Budget Work Session - Constitutional Officers; 7:00 pm – Regular Meeting
 - Wednesday, February 24: 6:00 pm - Work Session with School Board; 7:00 pm - Budget Work Session - Adopted School Budget Brief

(*Mrs. Booker returned to the Meeting at 4:51pm.*)

BOARD OF SUPERVISORS UPDATE

Booker—YAC; conference call JABA.

Eager—FLDP.

O'Brien—TJPDC.

Sheridan— TJPDC Mayors and Chairs.

Weaver— None.

PUBLIC COMMENTS #1

At 4:55pm, Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:55pm.

PUBLIC HEARINGS

None.

ACTION MATTERS

Benefits Consulting & Third Party Administrator Proposal – Gail Parrish, HR Manager, presented a proposal to secure a Benefits Consulting and Third Party Administrator. Ms. Parrish noted that as she is not a broker, she is unable to negotiate fees and services with insurance companies. Without negotiation, Ms. Parrish believes that insurance benefits will increase by at least 10%. Pierce Group has the capability to negotiate as a broker. In addition to the services the County currently receives from FFGA, our current 3rd Party Administrator, Pierce Group Benefits provides Health Care Premium negotiation and plan administration, which FFGA does not provide. Pierce Group Benefits also provides an IT Benefits System that will interact with the County's HR module in Munis. The system will eliminate staff time to manually enter all benefits and changes, as well as the monthly reconciliation of vendor invoices with employee payroll deductions. The total annual cost will be about \$14,120 and Pierce Benefits Group will not begin charging for fees until July 2016. Pierce Benefit group also agrees not to increase the fees for a minimum of 3 years.

MOTION

Mrs. Booker moved to approve the Service Contract for Benefits Consulting and 3rd Party Administrative Services between Pierce Group Benefits and the County of Fluvanna to:

- Provide a comprehensive benefits package to include all services as specified in the contract at no fee to the County.
 - Provide Consulting and Administrative services for the County's Health plan at an agent fee of \$7 per participant per month; invoice starting July 2016. If the County obtains a Health Plan that provides agent commissions, the agent fee is waived.
 - Provide the IT support program, BenSelect, at a fee of \$2 per participant per month, invoice starting July 2016.
- And further authorize the County Administrator to execute the contract, subject to County Attorney approval as to form.

Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment to the Fluvanna Partnership for Aging Committee – Steve Nichols, County Administrator, presented an administrative adjustment to the Fluvanna Partnership for Aging, appointing Linda Bernick, who currently serves as the At-Large member, as the Palmyra District representative. This moves opens the At-large position, a position that may be easier to fill than one restricted by Election District.

MOTION

Mrs. Eager moved to appoint Linda Bernick to the Fluvanna Partnership for Aging (FPA) Committee, Palmyra District position, replacing Deborah Foreman who has resigned, with a term to begin immediately, and to terminate December 31, 2017. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Ratification of Declaration of Local Emergency—Steven M. Nichols, County Administrator.

MOTION

Mr. Weaver moved to confirm the decision for a local emergency declaration within Fluvanna County in response to a significant winter storm event, making the declaration effective 10 a.m. on Friday, January 22, 2016, and to be ended, effective retroactively, as of noon, January 26, 2016. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

PVCC Annual Update—Dr. Frank Friedman, President, PVCC, came before the Board to give an Annual Update to the Board about the status of Piedmont Virginia Community College. Dr. Friedman noted that each PVCC meets with the leadership of the each of the counties that are served by PVCC once every 7 years. As this is Fluvanna's year to meet with the PVCC College Board, Dr. Friedman extended an invitation to the Board for a meeting planned for March 2016. Dr. Friedman remarked that Fluvanna County has a strong presence in the college, and dual enrollment at the Fluvanna High School is among the highest in the service area.

VDOT Quarterly Update—Joel DeNunzio, Residency Administrator, thanked the Board for the opportunity to update the Board on VDOT happenings in Fluvanna. Mr. DeNunzio gave an overview of the status of the opening of the Louisa Residency Office, HB2 scoring of Fluvanna projects, safety improvements on Thomas Jefferson Parkway (Rt. 53) and received Board remarks and concerns.

Recess for Dinner and Closed Meeting

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 5:58pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.6, and A.7, of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment of Funds, and Legal Matters. Mrs. Booker seconded and the motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Mrs. Booker did not return from Closed Session and was absent for the remainder of the meeting.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:04pm, 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. O’Brien seconded. The motion carried, with a roll call vote of 4-0. AYE: Sheridan, Eager, O’Brien, and Weaver. NAY: None. ABSENT: Booker.

Reconvene into Open Session

Once reconvened, Chair Sheridan noted a change in order of the Meeting Agenda: the Budget Work Session Presentations were moved ahead of remaining Agenda Items D & E, & New Business.

BUDGET PRESENTATIONS

Registrar/Electoral Board — Catherine Hobbs, Chair, Electoral Board, presented a request for funds for FY17. Noting that is a Presidential Election year, voter turnout is expected to be more than 100% greater than the election last year, and will increase time and funding requirements. Ms. Hobbs brought attention to the fact that a recommended increase to the Registrar’s wages is not included in this budget proposal; this increase is based on legislative changes to the duties of Registrar and is recommended and fully supported by the Electoral Board and Board of Elections.

Health Department – Dr. Denise Bonds, Director, Thomas Jefferson Health District, brought forward an FY17 funding request. Dr. Bonds briefly updated the Board on Health Department Services and solicited feedback and input from the Board.

Virginia Cooperative Extension – John Thompson, Extension Agent, *not present*.

Library – Cyndi Hoffman, Library Director, gave a comprehensive overview of the FY17 Library Budget and request. Citing FY16 statistics, Ms. Hoffman highlighted the number of library participants for the summer program, number of books checked out, and revenue generated by library fines and state aid. A request for increased worker hours and an additional half-time position was not included in the request.

Department of Social Services – Kim Mabe, Director, presented an overview of the Social Services Department, focusing on: salary structure, high staff turnover, and strategies for employee retention.

Fire and Rescue Services – Cheryl Elliott, Emergency Services Coordinator, Mike Brent, County Fire Chief, and John Lye, President of the Fire and rescue Association, gave an overview of services provided by the Fluvanna Fire and Rescue Association, a break out of the calls per agency, and associated funds. Chief Brent spoke briefly about a newly proposed County Fire/EMS Chief position.

MOTION TO EXTEND

At 8:26pm, _____ to extend the meeting until midnight. Mr. Weaver seconded and the motion passed 4-0. AYE: Sheridan, Eager, O’Brien, Weaver. NAY: None. ABSENT: Booker.

PRESENTATIONS

Fiscal Year 2017 Budget Proposal and FY 2018-2021 Projected Budgets (The Five-Year Financial Plan) – Steve Nichols, County Administrator, and Eric Dahl, Finance Director, provided the Board with an overview of the FY17 Budget Proposal, highlighting the collaborative nature of the process and noting the hard work by Mary Anna Twisdale, Management Analyst, and Eric Dahl, Finance Director. Presentation and discussion focused on: County debt has been scrutinized to provide options for management; FY17 Budget Proposal keeps the tax rate the same as FY16; services will not increase with this budget; staff salaries will remain the same, benefits may remain level, but could increase; real estate reassessments could increase, bringing greater revenue.

FY17 Revenues and Expenditures – Eric Dahl, Finance Director, presented expected revenue and expenditures for FY17. Included in the breakdown of the revenue sources were: property taxes as the largest revenue sources, delinquent tax payments, Public Service Corporation Tax, sales tax, and Commonwealth funding for schools. Expenditure breakdown highlighted: school division spending, water projects, and CIP projects.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

Fluvanna Parks and Recreation and JABA MOU Addendum No. 1 – Jason Smith, Parks & Recreation Director
A Resolution Recognizing Donald W. Weaver and the Dedication of the Donald W. Weaver Building—Steven M. Nichols, County Administrator

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for February 3 2016. Mr. O’Brien seconded and the motion passed 4-0 for Tab E; 3-0-1 for Tab F with Mr. Weaver abstaining.

Tab E: AYE: Sheridan, Eager, O’Brien, and Weaver. NAY: None. ABSENT: Booker.

Tab F: AYE: Sheridan, Eager, O’Brien. NAY: None. ABSENT: Booker. ABSTAIN: Weaver.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Dewatering of the Bremo Power Plant Coal Ash Pond, Steven M. Nichols, County Administrator, canvassed the Board for direction on responding to community concerns regarding the recently approved permit to dewater the Dominion-Bremo coal-ash ponds.

PUBLIC COMMENTS #2

At 10:22pm, Chair Sheridan opened the floor for the second round of public comments. With no one else wishing to speak, Chair Sheridan closed the second round of public comments at 10:22pm.

ADJOURN

MOTION:

At 10:23pm, Mr. Weaver moved to adjourn the meeting of Wednesday, February 3, 2016. Mr. O'Brien seconded and the motion carried with a vote of 4-0. AYE: Sheridan, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Booker.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

DRAFT



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 03-2016

**A RESOLUTION RECOGNIZING DONALD W. WEAVER AND THE
DEDICATION OF THE DONALD W. WEAVER BUILDING**

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, February 3, 2016, at which 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 and as shown below.

WHEREAS, during his long tenure of service to the citizens of Fluvanna County, Donald W. Weaver has served as the Cunningham District representative on the School Board from 1980 to 1987, as the Cunningham District representative on the Board of Supervisors from 1990 to present, and on numerous County and area boards, commissions, and committees over the past 35 years; and

WHEREAS, in view of his tireless dedication and continuing years of service, the Fluvanna County Board of Supervisors wishes to recognize these efforts by dedicating the Clerk of the Circuit Court's former office building, more recently housing the offices of the Children's Services Act Coordinator, in his honor;

NOW THEREFORE BE IT RESOLVED, on this 3rd day of February 2016, the Fluvanna County Board of Supervisors does hereby name the old Clerk's Office Building located adjacent to the Historic Courthouse in honor of Donald W. Weaver, and

BE IT RESOLVED FURTHER, the Fluvanna County Board of Supervisors wishes to express deep gratitude to Donald W. Weaver for his long and continuing service to the County of Fluvanna.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 3rd day of February, 2016:

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

A Copy, teste:

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



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. 04-2016

A Resolution for the Declaration of Local Emergency

At a regular meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, February 3, 2016, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

WHEREAS, the Board of Supervisors of Fluvanna County does hereby find that:

- i. That the actual and predicted extreme cold temperatures and heavy snowfall and otherwise dangerously inclement weather in Fluvanna County is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby;
- ii. That a state of emergency throughout the Commonwealth has previously been declared by the Governor;
- iii. That, due to the extreme winter weather, a condition of peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Virginia Code Section 44-146.21, the Director of Emergency Services has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively as of 10 a.m. on January 22, 2016, to which declaration the Board of Supervisors hereby consents; and

BE IT FURTHER RESOLVED that during the existence of said local emergency, the Director of Emergency Management and the Emergency Services Coordinator of Fluvanna County respectively, shall have the powers, functions and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate the effects of said local emergency; and

BE IT FURTHER RESOLVED pursuant to Virginia Code Section 44-146.21, that the local emergency heretofore declared within Fluvanna County effective 10 a.m. on January 22, 2016, be, and it is hereby, **DECLARED TO BE ENDED**, effective retroactively as of noon, January 26, 2016.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 3rd day of February, 2016:

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

A Copy, teste:

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

Meeting Date: March 2, 2016

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, February 10, 2016 Regular Meeting, 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 February 10, 2016				
REVIEWS	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 10, 2016
Work Session Meeting 6:00pm**

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

MEMBERS ABSENT: None.

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

CALL TO ORDER

At 6:01pm, Chair Sheridan called the Work Session Meeting of February 10, 2016 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

COUNTY ADMINISTRATOR'S REPORT

None.

COMMUNITY MEETING - Dewatering of the Dominion Breomo Power Plant Coal Ash Ponds

- **Virginia Department of Environmental Quality - Amy Owens, DEQ Valley Regional Office Director & Fred Cunningham, Water Permitting**, spoke generally about the process that will be employed to close and dewater the existing coal ash ponds at the Dominion-Bremo Bluff power station.
- **Dominion Virginia - Cathy Taylor, Environmental Director, Dominion Virginia**—spoke generally about coal ash pond dewatering, and specifically about the Breomo project.
- **Southern Environmental Law Center - Brad McLane, Senior Attorney, SELC**—outlined concerns with the proposed procedure for dewatering the coal ash ponds and impact on the river and environs.
- **James River Association - Patrick Calvert, Upper James Riverkeeper, James River Association**—Highlighted concerns with the permit, and impact on river and aquatic life.

Public Comments

- Paul Beyer—noted that he has lived adjacent to the power station for many years with no adverse effects.

JRWA BOARD CANDIDATES (5 minutes each)

- Robert Dorsey (*Withdrew application*)
- Charles "Mark" Dunning
- Curtis Putnam
- Jerry Swiggett
- John E. Easter

Chair Sheridan called for a five minute break.

BUDGET REQUEST PRESENTATIONS (5 minutes each) - BUDGET BINDER TAB 55

The following agencies presented their FY17 Budget request:

- *Piedmont Virginia Community College (PVCC) – Mr. Kim McManus, VP Of Finance and Administrative Services*
- *Central VA Small Business Development Center – Betty Hoge, Director*
- *Thomas Jefferson Planning District Commission – Chip Boyles*
- *Thomas Jefferson Soil & Water Conservation District – Emily Nelson*
- *Jefferson Area Board for Aging (JABA) – Marta Keane*
- *Monticello Area Community Action Agency (MACAA) – Ryant Washington and Julian Bivins, Executive Director*
- *Region 10 – Charles Fawcett*
- *JAUNT – Did not present*
- *Thomas Jefferson EMS Council – Did not present*
- *Central Virginia Partnership for Economic Development – Helen Cauthen*

- *ReadyKids (Children, Youth, and Family Services) – Did not present*
- *Piedmont Workforce Network – Morgan Romeo*
- *CHIP – Jon Nafziger*
- *Shelter For Help In Emergency – Sarah Ellis*

- *OAR/Jefferson Area Community Corrections* – Neal Goodloe
- *Legal Aid* – Erin Trodden
- *Sexual Assault Resource Agency* – Becky Weybright
- *Rivanna Conservation Alliance (Streamwatch)* – Robbi Savage
- *Fluvanna Louisa Housing Foundation* – Dan Burke
- *Fluvanna Arts Council* – Adele Schaefer,
- *Fluvanna Historical Society* – Did not present
- *Fluvanna Leadership Development Program* – Susan Beattie
- *Youth Advisory Council* – Dr. Jackie Meyers
- *Fluvanna County Chamber of Commerce* – Did not present

UNFINISHED BUSINESS

2016-18 Strategic Initiatives and Action Plan – Steve Nichols, County Administrator, presented a draft update of the Strategic Initiatives as discussed at the 2016 Board Leadership Planning Retreat and solicited feedback for the Board before finalizing the plan for adoption.

NEW BUSINESS

None.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 9:58pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6 & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Legal Matters. Mr. O'Brien seconded and the motion carried, with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 11:41pm, 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, 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." Mrs. Booker seconded and the motion carried, with a roll call vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXTEND

At 11:42pm, Mr. O'Brien moved to extend the meeting until midnight. Mr. Weaver seconded and the motion carried 4-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 11:42pm Mr. O'Brien moved to adjourn the Budget Work Session Meeting of Wednesday, February 10, 2016. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

AGENDA ITEM STAFF REPORT

Meeting Date: March 2, 2016

AGENDA TITLE:	Approval of funds transfer from Schools Capital Reserve Maintenance to CIP				
MOTION(s):	I move the Board of Supervisors approve a budget transfer for \$12,500 from Schools Capital Reserve Maintenance to FY 2016 CIP Programmed Fleet Replacement - School Buses.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Mrs. Gena C. Keller, Superintendent				
PRESENTER(S):	Mrs. Gena C. Keller, Superintendent				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	The activity bus utilized by Fluvanna County High School has become "beyond reasonable repair" and our current daily transportation fleet will not allow us to pull a "regular" bus out of daily service for activity usage. Therefore, we were in need of an immediate purchase of suitable activity based transportation for students. Local funds were used and FCPS is requesting CRM transfer to CIP fleet from previously allocated money to fund the purchase.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	Funds to be moved were appropriated April 15, 2015.				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

AGENDA ITEM

Meeting Date: March 2, 2016

AGENDA TITLE:	FY16 BOS Contingency Budget Transfer – Legal Fees				
MOTION(s):	I move the Board of Supervisors approve a budget transfer for \$6,900 from the BOS Contingency budget to the Board of Supervisors- Professional Services budget for legal fees regarding the interjurisdictional agreement.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Mary Anna Twisdale, Management Analyst				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	Legal fees for Thompson McMullan PC to advise Board of Supervisors regarding interjurisdictional agreement, attend Fluvanna Board of Supervisors meeting, preparation and travel.				
FISCAL IMPACT:	<p>The following FY16 budget changes will be made:</p> <ul style="list-style-type: none"> • Decrease: BOS Contingency, \$6,900 • Increase: Board of Supervisors, Professional Services, \$6,900 <p>Current BOS Contingency balance \$93,650</p>				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

AGENDA ITEM

Meeting Date: March 2, 2016

AGENDA TITLE:	FY16 Library Supplemental Appropriation- E-Rate Funding				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$3,648.28 to the FY16 Library Budget to reflect E-Rate telecommunications reimbursement funding.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Mary Anna Twisdale, Management Analyst				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services. The discounts are based on available funding.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	The FY16 General Fund budget will increase by \$3,648.28				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

AGENDA ITEM

Meeting Date: March 2, 2016

AGENDA TITLE:	FY16 Victim Witness Program Grant Award				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$4,585 in the FY16 Commonwealth Attorney's Other Operating Expense budget for the Commonwealth of Virginia Victim Witness Program Award.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Mary Anna Twisdale, Management Analyst				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>The original grant award of \$30,569 dated July 16, 2015 has been revised to reflect an increase in the total amount of awarded funds for FY16.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	The FY16 General Fund budget will increase by \$4,585.00				
POLICY IMPACT:	None.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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: March 2, 2016
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 Capital Reserve Balances

The FY16 Capital Reserve account balances are as follows:

County Capital Reserve:

FY15 Carryover	\$15,970.00
	\$100,000.00
Less: HVAC Repairs at Various County Buildings 9.2.15	-\$42,900.00
Less: FSPCA Repairs 9.2.15	-73,700.00
Plus: Transfer from Unassigned Fund Balance 9.2.15	\$50,000.00
Less: Equipment Replacement at Carysbrook Sewage Pump Station 12.16.15	-\$35,000.00
Available:	\$14,370.00

Schools Capital Reserve:

FY15 Carryover	\$203,733.00
FY16 Beginning Budget:	\$125,000.00
Less: Evacuation Chairs and Installation 10.21.15	-\$7,600.00
Less: School Board Office Roof Repair 12.16.15	-\$90,000.00
Less: New Clocks Fluvanna Middle School 12.16.15	-\$17,300.00

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Less: Replace Doors on Walk-in Cooler/Freezer Fluvanna Middle School 1.6.16	-\$8,090.00
Available:	\$205,743.00

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MEMORANDUM

Date: March 2, 2016
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY16 BOS Contingency Balance

The FY16 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Rivanna River Renaissance Conference Funding Support 9.2.15	-\$500.00
Less: State Vet Fee for FSPCA 9.16.15	-\$250.00
*Less: Fire Ladder Truck Replacement 9.16.15	-\$50,000.00
Less: Advertising Columbia/Cunningham Schools 12.2.15	-\$2,500.00
Less: Pleasant Grove House Security System Installation 1.6.16	-\$3,100.00
Available:	\$93,650.00

*Actual amount to be determined, not to exceed \$50,000.



BOS Directives and Tasks Status Report

Updated: Feb 24, 2016

Status	Date	Directive/Task/Request	Action By	Comments
Pending	6-May-15	Move forward with Business License Fee, Vehicle License Fee, Business Equip Tax Reviews	Finance/COR/Comm Dev	
Pending	3-Dec-14	Compile a comprehensive list of financial policies and agreements with FRA	ESC	
Pending	17-Jul-13	Prepare cash proffer guidance for consideration by the Board	Planning	
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James River water intake to determine viability to support county water needs.	PW	
Complete	3-Feb-16	organize an Information Meeting regarding the Dewatering of the Dominion Bremo Power Plant Coal Ash Ponds.	Comm Dev	meeting held 02/10/2016
Complete	6-Jan-16	membership requirements for the Thomas Jefferson Area Community Criminal Justice Board (TJACCJ)	County Administrator	Jeff Haislip appointed 01/20/2016
Complete	6-Jan-16	prepare an appointment for the Community Development Director to serve on the TJPDC Rural Transportation Caucus.	Admin Staff	Bobby Popowicz appointed 1/20/2016
Complete	18-Nov-15	Provide information regarding the need for and costs of ongoing contractor support services for the Treasurer's Office.	Treasurer	Treasurer provided info to BOS by email on 12-1-2015.
Complete	15-Apr-15	Review existing Sign Ordinance and return with recommendations.	Planning/ County Atny	Ordinance revised on 12-16-2015
Complete	16-Dec-15	Bowman Consulting Group, LTD to resume work	Purchasing	
Complete	2-Dec-15	Bowman Consulting Group, LTD to stop work	Purchasing	
Complete	16-Sep-15	Coordinate with Sheriff's Office to determine new vehicle needs for Crime Scene Investigator and return to Board with proposal at the October 7, 2015 meeting.	Finance/Sheriff	Approved Nov 4, 2015
Complete	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna Bridge on Route 6.	Comm Dev	Request submitted to VDOT
Complete	1-Apr-15	Draft a proposed policy regarding Cellphone Usage while driving County vehicles.	PW/HR	Approved Sep 2, 2015
Complete	17-Dec-14	Leash Policy for Dogs in County Parks	P&R/County Attorney	Approved Sep 2, 2015
Complete	3-Jun-17	Add the Cooperative Extension Kitchen Requirements request to the June 17, 2015, Action Agenda for consideration.	Extension	Deferred indefinitely
Complete	1-Jul-15	Survey the community for opinions regarding formal naming of bridges and County buildings.	Admin	Report to BOS Sep 2015
Complete	1-Jul-15	Survey the community for opinions regarding formal naming of the park in Courts Square.	Admin	Report to BOS Sep 2015
Complete	1-Apr-15	Return with an Employee Recognition program that relies less on a large financial bonus.	Tiger Team	Adopted on July 1, 2015
Complete	18-Feb-15	In consultation with the Sheriff and the County Attorney, to develop a draft ordinance for Nuisance Barking.	Planning	Cancelled
Complete	4-Feb-15	Return with a proposal for future Task Force efforts after the March 17, 2015 special election for the Repeal and Annulment of the Town Charter of Columbia.	Columbia Task Force	May 20, 2015
Complete	4-Feb-15	Pursue a venue change, from the Circuit Court Room to he High School Auditorium, for the March 16, 2015 State Corpotation Commission hearing on the proposed Aqua Virginia rate increase.	COAD/Clerk	SCC can not change venues.
Complete	21-Jan-15	Return to the Board with a final billing policy and fee schedule on March 18, 2015	ESC	Complete Summer 2015
Complete	21-Jan-15	Present a proposal for a revised Rescue Service structure for the County.	FRA Leadership	June 3, 2015 Work Session
Complete	21-Jan-15	Proceed with procuring a billing provider for EMS cost recovery	ESC	May 20, 2015 BOS
Complete	21-Jan-15	Move forward with EMS Cost Recovery Program	ESC	2015
Complete	21-Jan-15	Advertise and hold a Public Hearing on February 18, 2015 to approve an ordinance to allow for EMS Cost Recovery	ESC	March 18, 2015
Complete	21-Jan-15	Cancel FY09 Ambulance rechassis, return funds to General Fund Balance	Finance	February 4, 2015
Complete	21-Jan-15	Hold and not proceed on FY15CIP, Pleasant Grove Picnic Shelter	PW	April 15, 2015
Complete	21-Jan-15	Hold and not proceed on FY15CIP, Pleasant Grove Restroom Facility	PW	April 15, 2015