



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

72 Main Street, Palmyra, VA 22963

June 4, 2025

Regular Meeting at 5:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

SPECIAL PRESENTATION

Honoring the Service and Retirement of Martha Gatlin

Honoring the Service and Retirement of Sherri Stader

4 – COUNTY ADMINISTRATOR'S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – APPOINTMENTS

A Board, Commission, and Committee Appointments – Eric Dahl, County Administrator

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

B Historic Courthouse Restoration Update – Eric Dahl, County Administrator

C Fire Training Building Update – Eric Dahl, County Administrator

8 – ACTION MATTERS

D Commonwealth Attorney Case Management System – Jeff Haislip, Commonwealth Attorney

E Establishment of the Fluvanna County Tourism Advisory Committee (TAC) – Eric Dahl, County Administrator

F Advertise for a public hearing to amend Sections 4-2-1 and 4-2-1.1 to provide for lifetime individual dog licenses – Dan Whitten, County Attorney

G FY26 Compression Pay Adjustments – Eric Dahl, County Administrator

H Amendments to Personnel Policy 2.13, Leave and Holidays – Dan Whitten, County Attorney

I Social Services Performance-Based Bonus Opportunity for Medical Assistance Renewals – Kim Mabe, Director of Social Services

J Authorization to Advertise a Public Hearing for the First Amendment to the Lease Agreement with Cellco Partnership d/b/a Verizon Wireless – Dan Whitten, County Attorney

9 – PUBLIC HEARING

10 – CONSENT AGENDA

K Temporary Staff Stipend for Additional Duties – Mitchell – Eric Dahl, County Administrator

L FY25 Public Works Insurance Claim – 2014 Ford F-150 – 0539 – Tori Melton, Director of Finance

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

- M Virginia Department of Health Generator MOU – Eric Dahl, County Administrator
- N Pleasant Grove Park Playground Purchase Order Contract with Landscape Structures, Inc. and Sparks@Play, LLC – Dan Whitten, County Attorney
- O FY25 Emergency Services Insurance Claim – 2008 Yukon – 5120 – Tori Melton, Director of Finance
- P Zion Crossroads Water and Sewer Fund Capital Budget Carryover – Tori Melton, Director of Finance
- Q Department of Emergency Services Ambulance Purchase Agreement with FESCO Emergency Sales – Dan Whitten, County Attorney
- R CRMF – FCPS Division Blacktop Fill and Sealcoat – Don Stribling, FCPS Executive Director
- S CRMF - Commonwealth's Attorney Basement – Dale Critzer, Director of Public Works

11 – UNFINISHED BUSINESS

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING

TBD

15 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

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

GENERAL RULES OF ORDER

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

RULES OF PROCEDURE FOR PUBLIC HEARINGS

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

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FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT

TAB A

MEETING DATE:	June 4, 2025			
AGENDA TITLE:	Board, Commission, and Committee Appointments			
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):			
Board/Commission/Committee	Candidates (I) indicates incumbent	Term Start	Term End	
JABA Advisory Council – Fluvanna County Representative	Allison Pace (I) Patti Reynard	July 1, 2025	June 30, 2027	
JAUNT Board – Fluvanna County Representative	Isella Wittich (I) Patti Reynard	July 1, 2025	June 30, 2028	
Planning Commission – Fork Union District	Kathleen Kilpatrick (I) David Harlow Jonathan Wayne Stephens Patricia Marie Beers Block	July 1, 2025	June 30, 2029	
Social Services Board – Fork Union District	Charles Haden Thomas Parrish	July 1, 2025	June 30, 2029	

BCC VACANCIES AND APPLICANTS				
BCC Interest	Applicant	Type	District	Current BCC Appointments / Other Notes
JABA Advisory Council – Fluvanna County Representative	Allison Pace (I)	Reappt	Columbia	Incumbent seeking reappointment.
JAUNT Board – Fluvanna County Representative	Isella Wittich (I)	Reappt	Rivanna	Incumbent seeking reappointment.
- JAUNT Board – Fluvanna County Representative - JABA Advisory Council – Fluvanna County Representative	Patti Reynard	Appt	Palmyra	
Planning Commission – Fork Union District	Kathleen Kilpatrick (I)	Reappt	Fork Union	Incumbent seeking reappointment. Also Serving on Agricultural/Forestral Advisory Committee.
Planning Commission – Fork Union District	David Harlow	Appt	Fork Union	Currently serving on Library Board of Trustees.
Planning Commission – Fork Union District	Jonathan Wayne Stephens	Appt	Fork Union	
Planning Commission – Fork Union District	Patricia Marie Beers Block	Appt	Fork Union	

Social Services Board – Fork Union District	Charles Haden Thomas Parrish	Appt	Fork Union	Currently serving on Library Board of Trustees, and elected to the Thomas Jefferson Soil and Water Conservation District Board.
DISCUSSION:	• JABA Advisory Council – Fluvanna County Representative – one term available to begin July 1, 2025 and end June 30, 2027. • JAUNT Board – Fluvanna County Representative – one term available to begin July 1, 2025 and end June 30, 2028. • Planning Commission – Fork Union District – one term available to begin July 1, 2025 and end June 30, 2029. • Social Services Board – Fork Union District – one term available to begin July 1, 2025 and end June 30, 2029.			
ENCLOSURES:	Candidate Applications			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

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

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

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

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

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

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i> Patti Reynard		Date 2-25-2025	
Mailing Address (including City, State, & ZIP) 3531 Union Mills Rd Troy, VA		Physical Address (if different)	
Years Lived in Fluvanna 62	Phone # 	Alternate Phone #	Email Address

Office Use Only

Application Received On:	02-24-2025	Application Received By:	Leontyne Peck
Acknowledgement Sent:	02-25-2025	Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

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

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

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

SKILLS:

- Project Management
- Training and development
- Client-focused
- Quick learner
- Microsoft Office
- Computer proficient
- Budgeting
- Billing
- Vendor Certified
- High level of mechanical aptitude
- Dedicated to providing professional, proficient and effective results.
- Proficiency in LLEAP & Uni
- Results-oriented
- File/records maintenance
- Financial records and processing
- Contract negotiation/review/drafting

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

EXPERENCES

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

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

Simulation Technology Specialist Senior: The Clinical Skills Learning Center, School of Nursing at the University of Virginia. August 2015 – April 2018
(Hourly position working 1500 hrs. per yr – averaging 3-4 days a week most weeks)

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

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

University of Virginia July 2010 – June 2015

(Salaried Full Time Position with full benefits 40 hrs per week)

- o Administrative / technical professional offering versatile office management and technical support skills and proficiency in Microsoft Windows and Apple platforms.
- o Managed and monitored financial reporting, budget activity, and billing via the University's Oracle financial accounting infrastructure.
- o Prepare, run, and tear down elaborate multi-learner, multi-device simulation scenarios.
- o Design, build, and improvise fixtures and environments to enhance the realism of simulation scenarios.
- o Repurpose and adapt older equipment for educational simulation activities. Maintained functionality of simulators well past warranty expiration.
- o Implemented an inventory controls system
- o Managed and maintained inventory annual audit and day-to-day activity

Office Manager: Office of Medical Education, School of Medicine

University of Virginia 1990 – June 2010

Salaried Full Time Position with full benefits 40 hrs per week)

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

required deadline date.

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

Office Support Specialist: Alderman Library

University of Virginia 1985 – 1990

Salaried Full Time Position with full benefits 40 hrs per week

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

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

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

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

REASONS FOR WANTING TO SERVICE FLUVANNA COUNTY:

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



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Iscella Wittich		Election ☐ Columbia ☐ Cunningham ☐ Fork Union District: ☐ Palmyra ☒ Rivanna ☐ Other	
Mailing Address (including City, State, & ZIP) 17 Barefoot Ln. Palmyra VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 25	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Graduate Eastern Michigan University--1957 Elementary school teacher- 2 years Retired --U.S. Custom Service-19 years--1998. Acting Division Director 1 1/2 years--Field Operations. Branch Chief 5 years. Keynote speaker numerous Custom House Broker Association meetings. Assigned 5 month solo detail New York City specific mission. Accomplished.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): President--National Association Employees & Federal Retirees--Central Virginia Region--4 years Volunteer Alzheimer's Association--Captain Walk Team; Lead, Fluvanna County Library , Chat Cafe, 3 years; Keynote Speaker at Walk to Cure Alzheimer's 2015, Charlottesville. Church Board Member--4 years, Trustee member--3 years--St. Stephen's United Methodist church, Burke, VA--1990s-1998. Church Lay Leader, Palmyra United Methodist Church, Palmyra, VA 2007-2022. President United Methodist Church 4 years. Volunteer Weekend Meals on Wheels--Inventory			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: JAUNT was a life-saver for my beloved husband and myself during his dementia journey. There are many others in need of JAUNT for transportation to work, education, appointments, or socialization. There are so many opportunities ! By my filling the vacant position on Fluvanna's Jaunt Board, I believe positive things will be accomplished to bring a brighter future for both the citizens of Fluvanna County and JAUNT.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Iscella Wittich (from file)		Date 06-15-2023	

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

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
X	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	2023-06-15	Application Received By: Caitlin Solis
Acknowledgement Sent:	2023-06-15	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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Name: David Chesly Harlow	Election ☐ Columbia ☐ Cunningham ☒ Fork Union District: ☐ Palmyra ☐ Rivanna ☐ Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): See attached	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To be more involved in the county that I have grown up in and to do my part to give back to Fluvanna county as a whole	

Fluvanna County Board, Committee, and Commission Attendance Policy

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ON WHICH YOU WISH TO SERVE.**

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i> David C. Harlow			Date 10-26-2022
Mailing Address (including City, State, & ZIP) 400 Rosewood Drive Scottsville, VA 24590			Physical Address (if different)
Years Lived in Fluvanna 30	Phone # 	Alternate Phone #	Email Address
Office Use Only			
Application Received On:	10-26-2022	Application Received By: Leontyne Peck	
Acknowledgement Sent:	10-27-2022		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

DAVID HARLOW

SUMMARY OF QUALIFICATIONS

Dedicated and accomplished healthcare professional with a strong background in healthcare management and leadership. Possessing a comprehensive understanding of the complex healthcare landscape, I have consistently demonstrated the ability to effectively navigate and drive positive change in dynamic healthcare environments proven success in overseeing and optimizing operational efficiency, quality improvement, and patient satisfaction. Adept at strategic planning, resource allocation, and team development, resulting in enhancing organizational performance and financial outcomes. Excellent communication and interpersonal skills enable effective collaboration with multidisciplinary teams, stakeholders, and external partners. Committed to delivering exceptional healthcare services while adhering to regulatory requirements and promoting a culture of continuous improvement. Bringing a solid record of accomplishment of achieving results and a passion for advancing healthcare delivery.

EDUCATION

Master of Business Administration (MBA) **December 2024**
Johns Hopkins University Carey Business School **Baltimore, MD**

- **Concentration:** Health Administration, Public and Private Sector Leadership, and Entrepreneurship, Innovation, and Technology

Doctor of Philosophy (PhD) in Education **May 2022**
Liberty University **Lynchburg, VA**

- **Concentration:** Organizational Leadership

Master of Arts (MA) in Human Services Counseling **Sept 2018**
Liberty University **Lynchburg, VA**

- **Concentration:** Health & Wellness

Bachelor of Science (BS) in Health Sciences **May 2015**
James Madison University **Harrisonburg, VA**

- **Concentration:** Pre-Medicine Concentration

Associates of Applied Science (AAS) **July 2013**
Piedmont Virginia Community College **Charlottesville, VA**

CERTIFICATIONS

Health Care Economics **December 2023**
Harvard University – Harvard Business School **Boston, MA**

Python for Managers **October 2023**
Columbia University – Columbia Business School **New York, NY**

LEADERSHIP EXPERIENCE

Student Panelist – Academic Ethics Board **September 2023 – December 2024**
The Johns Hopkins University **Baltimore, MD - Remote**

- **Purpose:** Collaborate with 3 faculty members and 3 student panelists per hearing to hear cases on academic integrity concerns and render verdicts, thoughts, and opinions on the topics

Fluvanna Leadership Development Program **August 2023 – March 2024**

- **Purpose:** Developmental leadership program to provide tools to be more engaged and effective in local government within Fluvanna County. Some of the education provided reviews county ordinances, non-profit growth, school board and county administrator collaboration, in addition to Board of Supervisor support and networking.

DAVID HARLOW

Council Member

December 2022 – June 2025

Library Board of Trustees

Palmyra, VA

- **Purpose:** Acts as a governing board for the Fluvanna County Library. Employ a competent and qualified library director. Determine the mission, goals, and objectives of the library and adopt written policies governing the library. Ensure that the library has a long-range planning process that considers the library's strengths and weaknesses and can be implemented and evaluated. Be familiar with local, state, and federal library laws; actively support pending library legislation. Establish, support, and participate in a planned public relations program.
- **Affecting Legislation:** Established by the County Board of Supervisors according to the County Code, Section 2-6-2, adopted by the Fluvanna County Board of Supervisors on June 17, 1998.

Healthy Workplace Committee

May 2023 – September 2023

UVA Health

Member

- **Purpose:** Committee of 40 established to promote and support healthy workplace policy and procedures and address stressors in the workplace throughout all of UVA Health. Those supported by the work include both employees and subsequent patient care at UVA Health. My role is to serve the committee and to provide feedback relating to education, member involvement, and engagement throughout the entire UVA Health system.

Secretary for ACHE; CVHEG chapter

January 2023 – January 2024

- **Purpose:** My role is to participate in board meetings and other designated events to provide administrative support for both the Board of Directors and the supporting member population. This is in addition to any other needs as designated by the President of CVHEG. I also assisted in yearly budget creation and appointment.
 - **Oversight Role:** Advisory Committee member

Membership Committee Director for ACHE; CVHEG chapter

January 2022 – January 2023

- **Purpose:** My role is to coordinate with the board for CVHEG to lead initiatives to increase membership and to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

Membership Committee Assistant Director for CVHEG

January 2021 – January 2022

- **Purpose:** My role is to assist in coordination with the board for CVHEG to increase membership and to lead initiatives to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

TEACHING EXPERIENCE

Center for Excellence in Teaching and Learning Faculty Fellow

January 2024 – December 2026

Piedmont Virginia Community College

Charlottesville, VA

- **Purpose:**
 - Act as a liaison with your academic division, department, and unit colleagues to identify professional development needs and goals.
 - Work with the director of the CETL and other Faculty Fellows to develop and facilitate workshops and training sessions to support faculty in adopting effective teaching practices.
 - Provide one-on-one consultations and coaching for faculty.

Adjunct Instructor

December 2023 – present

**Ohio University; Russ College of Engineering & Technology
Master of Science in Project Management Program (MSPM)**

Athens, OH

DAVID HARLOW

- Courses – Project Management/Undergraduate and Graduate

Adjunct Professor

University of Denver; University College

**April 2023 – present
Denver, CO**

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
 - HINF 4010 – Health Informatics Communication – Winter 2024
 - This course focuses on the core skills of healthcare informatics communication such as knowing your audience and how this relates to health informatics specifically. The student will contextualize the role of informatics and Health Informatics/IT in healthcare and the health industry through course projects. Students learn to use communication tools to design communication strategies for informatics, IT, and clinical professionals to achieve success in Health Informatics/IT projects. Through this process, students learn to bridge gaps between Health Informatics/IT professionals, clinicians, and health leaders.
 - HINF 4650 - Project Management – Summer 2023
 - Create strategies to manage the complexity inherent in large-scale projects. Also, relate project scope to cost, time, and resource requirement. Lastly, develop procurement plans and assess project contracts.

Adjunct Professor

Piedmont Virginia Community College

**July 2022 – present
Charlottesville, VA**

- Courses
 - HLT 130 Nutrition and Diet Therapy
 - Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy.

PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY

Data Analytics Project Manager

September 2023 - Present

State of Virginia - Department of Medical Assistance Services (DMAS)

Richmond, VA

- One of four members in the Healthcare Analytics Division to be given a leadership role
- Contribute to key deliverables necessary to meet the HAD's mission to empower data-driven decision making across the agency.
- Responsible for providing HAD with guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Participated in the development of key deliverables necessary to acquire and transform data into meaningful and useful information to fulfill project deliverables.
- The scope of work also includes research, strategic planning, team building, and program design activities.
- Lead project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Worked with executive level management staff, program staff, and key stakeholders as appropriate.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinate and manage SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

DAVID HARLOW

Program Coordinator/Data Analytics Liaison

April 2021 – September 2023

University of Virginia Health System – Population Health

Charlottesville, VA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
- Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs
- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion
- Liaison for contracted departmental hires to assist in establishing relationships and programmatic evolution (Signify Health and Locus Health)
- Assists in the training of new hires in the Population Health Department
- Collaborates with other project coordinator to report data and logistic reports to director on COVID clinic operations at UVA Health, in addition to supporting all COVID clinic data and operations for both student COVID numbers as well as emergent emergency room (ED) patient numbers also

Sample of projects for Population Health

- *Collaborated with CompassRose project rollout system-wide at UVA Health*
- *Implemented leadership and management strategies relating to Cystectomy and Bariatric projects*
- *Partnered with UVA PMO office for UniteUs Implementation across UVA Health*
- *Granted leadership role for SDOH rainbow wheel implementation across ambulatory clinics, both primary care and specialty clinics*
- *Created program auditing guidelines for all programs to look at areas for improvement post implementation*

Patient Advocate

May 2019 – April 2021

University of Virginia Health System – Population Health

Charlottesville, VA,

- Readmission and social determinant of health (SDoH) program at UVA Health that works with patients for 30 days to assign services to make sure unwarranted readmissions do not occur
- Reports directly to department director and project coordinator on new hire training progression
- Assists with new hire trainings and conducts audits on team members for workflow continuity
- Selected by department manager and project coordinator to expand scope of role due to extensive knowledge, proficiency, and understanding of departmental needs

Unit Coordinator

April 2017 – May 2019

The Bridgeline Place

Charlottesville, VA,

- Worked in a non-profit clubhouse model with members who had brain injuries (traumatic and non-traumatic)
- Coordinated kitchen and household supportive goals for members to work on in yearly blocks
- Wrote and supported Individualized Care Plans to make sure members were supported in terms of the goals they want to work on for that given year
- Lead a support group comprised of 7-13 members to discuss supportive techniques with counseling aspects. Some leadership skills used was motivational interviewing and active listening
- Coordinated non-profit safety goals and promoted leadership skills relating to specific rules and regulations the organization was bound by

Conductor

Norfolk Southern Railroad

January 2017 – March 2017

Baltimore, MD,

DAVID HARLOW

- Received training in McDonough, GA to work in an active railyard assembling train orders to be driven up to east coast
- Received orders every shift on priority trains to assemble and be ready for operation
- Communicated with the yardmaster and trainmaster to promote a safe work environment both for myself and the engineer on shift
- After the closing of every shift, my duty was to make sure safety and communication was given in hand-off to next conductor coming on shift

Carpenter

May 2015– January 2017
Charlottesville, VA,

Duprey's Fine Floors

- Lead or co-lead a wide portfolio of projects that focused on hardwood flooring install, refurbishing and general maintenance at some of the most historic real estate in Charlottesville
- Quickly worked up to gaining the trust of the owner to carry out projects with minimal supervision
- Coordinated with other business owners/ building foremen to complete projects within the needed scheduled timeframe
- Projects include The University of Virginia Rotunda, both Range and Lawn rooms at The University of Virginia, Ednam Forest, Farmington, and downtown Charlottesville commercial space, some out of area work as well (focusing in the Richmond area)
- Recognized by business owner for strong dependability and leadership skills leading to the assigning of independent work in a detail-critical environment

Dollar General

February 2011 – July 2013
Palmyra, VA,

Cashier/Stocker (part-time)

- Operated as both a cashier and a stocker for the store
- Was a part of a highly functioning store that resulted us being consulted with other locations to improve their operations due to our efficiency and high ranking across the division
- Quickly worked my way to being one of the more leadership focused employees to be able to do work that was not necessarily outlined in my job description

CONSULTING EXPERIENCE

Johns Hopkins Graduate Consulting Club

September 2023 – December 2024

Director of Education

Remote

- **Purpose:** My role was to direct and provide leadership for members of the Johns Hopkins Graduate Consulting Club by creating educational materials and events to allow students to gain exposure to consulting firms. I directly collaborated with consulting firms to bring them to the club for our members to participate.
 - **Presentations given to members.**
 - October 27 – "Healthcare Consulting: Conversations from the Outside Looking in"
 - 50 individuals signed up to participate in the event

Johns Hopkins Graduate Consulting Club

August 2022 – April 2023

Member

Remote

- **Purpose:** My role was to work alongside five other business student to complete a market analysis for climate change and microbiology innovation: A partnership between the American Society for Microbiology (ASM) and the Johns Hopkins Graduate Consulting Club.
 - **Deliverables for the group:**
 - A comprehensive report
 - A PowerPoint Slide Deck
 - A presentation to key senior ASM leaders to discuss the findings of the report

ADDITIONAL ORGANIZATIONS/ASSOCIATIONS

The University of Virginia Colonnade Club

2023

DAVID HARLOW

American Society of Microbiology	2023
Johns Hopkins Graduate Consulting Club	2023 - 2024
Membership American College of Medical Practice Executives	2022 - present
Member Virginia Hospital & Healthcare Association	2022 - present
Kappa Delta Pi International Honor Society	2021 - 2022
American College of Healthcare Executives	2020 – present
Healthcare Financial Management Association	2020 – present
Central Virginia Healthcare Executive Group (CVHEG)	2020 – present
Council on Undergraduate Research Liberty University Affiliation	2020
Omega Nu Lambda Honor Society Member	2019 – 2020
Brain Injury Association of America	2018 – 2019
American Counseling Association	2018
Institute for Healthcare Improvement (James Madison University Chapter)	2013 - 2015

PUBLICATIONS

May 2022. The perceived benefit that positive intervention plays in the development of students enrolled in e-learning curriculum: A transcendental phenomenological study of the experience of online education.

LICENSES AND CREDENTIALS

Certified Business Consultant	
• Six Sigma Global Institute: 88489208	December 2023
Fellow of the Healthcare Financial Management Association (FHFMA)	
• Healthcare Financial Management Association	July 2023
Project Management Professional (PMP)	
• Project Management Institute: 3421905	February 2023
Certified Revenue Cycle Representative (CRCR)	
• Healthcare Financial Management Association	January 2023
Dare to Lead	
• Brene Brown: Dare to Lead Program	December 2022
Lean Six Sigma Black Belt	
• Six Sigma Global Institute: 53884735	June 2022
Certified Healthcare Financial Professional (CHFP)	
• Healthcare Financial Management Association	August 2022
Applied Suicide Intervention Skills Training	
• LivingWorks	November 2019
NCBH Adult Mental Health First Aid	
• National Council for Community Behavioral Healthcare	August 2019 – August 2022

TECHNICAL SKILLS

DAVID HARLOW

- **Software:** Adobe Photoshop, Adobe Illustrator, EPIC EMR, Python, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS, SAS, MMIS, MES, MS Project, SharePoint, SQL, JIRA, Tableau, AnyLogic, SmartSheets, Teradata Studio, Handshake, Qualtrics, Cardinal
- **Written communication:** Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology
- **Certifications:** CPR/AED



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Jonathan Wayne Stephens		Election ☐ Columbia ☐ Cunningham ☒ Fork Union District: ☐ Palmyra ☐ Rivanna ☐ Other	
Mailing Address (including City, State, & ZIP) 7553 James Madison Hwy Fork Union, VA 23055		Physical Address (if different)	
Years Lived in Fluvanna 10	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.): See attached resume.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Development Review Committee - Goochland County			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): ABATE of Virginia Virginia Citizens Defense League			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I want to use my knowledge and experience in land planning and development to assist Fluvanna County with planning for the future.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature (Typing name below serves as digital signature) Jonathan Wayne Stephens (From File)		Date 12/22/2023	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDCC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

Office Use Only		
Application Received On:	12/22/2023	Application Received By: Caitlin Solis
Acknowledgement Sent:	12/27/2023	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

JONATHAN WAYNE STEPHENS, P.E.

7553 James Madison Highway
Fork Union, Virginia 23055



SUMMARY OF QUALIFICATIONS

Five years experience as the Deputy Director of Public Utilities for Goochland County, Virginia. Six years experience as the Director of Public Works and County Engineer for Fluvanna County, Virginia. Total of fourteen years experience as staff engineer and Director of Engineering for the Fauquier County water & Sanitation Authority. Extensive experience as a project manager with several civil engineering consulting firms in Virginia, specializing in residential subdivision design, commercial site planning, water and wastewater system design, and land planning. Extensive experience in utilities master planning and rate studies for water and sewer utilities, as well as writing and updating ordinances and standards.

PROFESSIONAL EXPERIENCE**GOOCHLAND COUNTY VIRGINIA, Goochland, VA*****Deputy Director of Public Utilities******December 2018 - Present***

Responsible for assisting the Director of Public Utilities in overseeing, coordinating, and directing the activities of the engineering, operations and maintenance and construction inspection staff; advising the Director on all engineering and public utilities projects; reviewing and approving major utility construction projects; reporting on the progress of all major public water and sewer utility projects; and preparing a wide variety of administrative reports on departmental activities.

FLUVANNA COUNTY VIRGINIA, Palmyra, VA.***Director of Public Works / County Engineer******July 2012 – November 2018***

Responsible for managing all Divisions within the Department of Public Works, including Facilities, Grounds, Maintenance, Convenience Center (Landfill) and the Fork Union Sanitary District; and for functioning as the County engineer. Duties included: Overseeing the preparation of departmental operating budgets and capital improvements budgets; preparing CIP submittals; developing plans and specifications for various in-house projects; coordinating with state and federal regulatory agencies; hiring, training, supervising and evaluating department employees; developing and administering a staff development program for the department; making detailed presentations and reports to the Board of Supervisors and the Public; assisting the County Administrator in short- and long-range planning for the county's water and sewer utility needs.

FAUQUIER COUNTY WATER & SANITATION AUTHORITY, Warrenton, VA.***Director of Engineering******December 2003 - April 2012
& May 1989 – May 1995***

Responsible for managing the engineering and inspections departments for the FCWSA. Duties included: Capital project management, design and construction management, preparation and maintenance of utilities master plans, review and approval of plans and specifications, day to day supervision of FCWSA construction inspectors and a 5–6-person in-house construction crew. Also responsible for analysis, design and construction of water and sewer systems, program planning, cost control, review for conformance to construction standards, updating Utilities Standards Manual, creating and maintaining AutoCAD drawings and maps, and modeling of the Authority's water systems using WaterCad modeling software. Participated in update to Fauquier County Subdivision Ordinance.

RICKMOND ENGINEERING, Warrenton, VA.***Civil Department Manager******March 2001 – November 2003***

Responsible for management of all civil engineering activities in the firm's six person Vint Hill office. This included project management, plans preparation, client relations, and coordination of construction phase services. Types of projects undertaken by the Vint Hill office included complete residential subdivision plans; commercial site plans; flood plain studies; water system analyses and modeling; sanitary sewer system analyses and design; and drainage system and stormwater management design.

WILLIAM H. GORDON ASSOCIATES, Leesburg, VA.***Project Manager******February 1999 – March 2001***

Responsible for project management and all aspects of civil engineering design and construction phase services for the Belmont subdivision project, a 1200 acre, 2000 home, multi-phase private golf course community in Loudoun County, Virginia. Duties included the preparation of construction plans and profiles for review and approval by regulatory authorities, including planning, layout, and design of residential lots and streets, water and sanitary sewer systems, storm drainage systems, golf course site planning; the supervision of three staff engineers and two engineering technicians; and day to day interaction with the client to assure project schedules and client requests were met.

CARSON, HARRIS AND ASSOCIATES, Warrenton, VA.***Civil Engineer******June 1995 - February 1999***

Responsible for project management and civil engineering design of various commercial site plans, residential subdivisions, groundwater pumping stations, and wastewater conveyance and treatment systems. Supervised the work of two engineering technicians and two CAD technicians.

EDUCATION AND CREDENTIALS

-Bachelor of Science, Ag. Engineering, VPI & SU - 1986

-Professional Engineer (PE) - 1995



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Kathleen S Kilpatrick		Election ☐ Columbia ☐ Cunningham ☒ Fork Union District: ☐ Palmyra ☐ Rivanna ☐ Other	
Mailing Address (including City, State, & ZIP) 1034 Red Bank Lane Fork Union, Virginia 23055		Physical Address (if different)	
Years Lived in Fluvanna 5	Cell Phone – preferred?	Home Phone – preferred?	Email
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Sweet Briar College, BA, Government, '74; graduate of both Federal (90 ?) and Va (99 ?) Executive Institutes; Fluvanna Leadership Development Program '18-19; U.S. Department of Interior, Office of the Secretary of Interior, Senior Special Assistant for Policy, Management and Budget, '88-93; Legislative and Policy Assistant to Va Governor and Secretary of Natural Resources for game and wildlife, parks & sec, natural history, and historic resources, 93-95; Deputy Director of the Department of Historic Resources, 95-'20; Director of the Department of Historic Resources and State Historic Preservation Officer for the Commonwealth, 2000- 13; Curator of the Virginia State Capitol. Throughout my public career, I have served in senior leadership positions covering the full range of issues relevant to the PC including land use, planning, conservation, preservation, and the sustainable use and development of resources for public and private benefit, achieving national leadership recognition in these area.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Bethel Baptist Church '18 to present, Daughters of the American Revolution since '82 (?) first in Connecticut and currently as a member of the Commonwealth Chapter based in the Richmond metro area, and the National Society of Colonial Dames, Chapter XXIII since (?) 2000. I am actively heading preservation planning for Sweet Briar College now on behalf of 2 consecutive presidents.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I believe service should begin at home. Fluvanna is a wonderful place, rich in its natural, historic, and Human resources. I believe we are at an inflection point. I want to lend my deep interest and skills to ensure we grow with grace and intention for the benefit of all citizens, current and future.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Kathleen S. Kilpatrick (from file)		Date 11/13/2023	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDCC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	11/10/2023	Application Received By: Caitlin Solis
Acknowledgement Sent:	11/13/2023	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

I have served on numerous boards and commissions during my long career ranging from the international (e.g., for UNESCO on the US Board for Monuments and Cultural Sites) to Federal boards (e.g., Board of Directors of National Conference of State Historic Preservation Officers, the NPS John Smith National Water Trail, the Star Spangled Banner -1812 bicentennial trail, and as mid-Atlantic Sector Leader for the Protection of Monuments and Sites following 9-11, etc.) to state commissions and boards including 2007, 1812 and Civil War sesquicentennial. I also served on governors' management excellence and leadership teams, on the advisory board for the Va Executive Mansion, etc.

Since coming to Fluvanna after retirement I have served on Palmrya Revitalization, the Ed and Tourism Advisory, FLDP Steering Committee, Ag & Forestal Advisory, and on the Board of Directors of the Fluvanna Historical Society serving as point person for restoration of our courthouse.

I am currently President of Scenic Virginia, a statewide educational and advocacy nonprofit for scenic, open space and historic assets, and Vice President of the multi-state Journey Through Hallowed Ground, a nationally recognized consortium for history based civics education, and for preservation and sustainable economic development in an area running from Monticello to Gettysburg generally using Rt 15 as its spine.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

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

Name: Patricia Marie Beers Block	Election ☐ Columbia ☐ Cunningham ☒ Fork Union District: ☐ Palmyra ☐ Rivanna ☐ Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): See attached.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am very interested in serving on the Planning committees that deal with Rural preservation, Historical preservation, and policies related to land management. As an owner of a historic property that I helped to have listed on the National Register of Historic Places, a property that was formerly a U.S. Forest Service ranger station within the Chippewa National Forest that was built by the Civilian Conservation Corps (CCC), I am passionate about preserving our national and local history. I will work tirelessly in helping Fluvanna County preserve its artifacts and land uses that date back to the founding of this United States in the 1700s.	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

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

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

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

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i> Patricia Marie Beers Block		Date 12-17-2024	
Mailing Address (including City, State, & ZIP) 103 Island Hill Road Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 2	Phone # 	Alternate Phone #	Email Address
Office Use Only			
Application Received On:	12-17-2024	Application Received By: Leontyne Peck	
Acknowledgement Sent:	12-17-2024	Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

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

EXPERIENCE:

Ms Beers Block has experience in the review, assessment, and practical application of federal laws governing the development and marketing of human drugs and devices regulated by the U.S. Food and Drug Administration. During her 33 year employment by the U.S. FDA Pat conducted field (foreign and domestic) inspections, contributed to the development of FDA regulations and policies for publication, engaged in extensive training of domestic and foreign entities in FDA law and best practices, served as a manager for review staff and field investigators, and served as the quality assurance representative for FDA's Institutional Review Board. (1977-2010)

After her retirement from FDA, Ms Beers Block served as the Vice President of Regulatory Policy for a clinical research software development company- Medidata Solutions Worldwide- providing guidance on the local and international regulations related to good clinical practice and electronic data capture used for medical products regulated by U.S. FDA and other regulatory authorities. (2010-2012)

Ms. Beers Block also worked for Rutgers University Biomedical and Health Sciences School of Health Professions program developing and presenting course for the School's Master degree program in Clinical Trial Management. Ms. Beers Block successfully developed and presented courses that described current FDA policies, regulations, and laws so that students would be prepared for employment in organizations/companies that engaged in the development of drugs and devices for human use. (2010-2020)

Highlights that demonstrate Ms Beers Block's ability to understand, interpret, and prepare reasonable policies and practices that successfully utilized applicable federal laws and regulations included her contributions to the development of policies for the application of 21 CFR Part 11 (electronic records/electronic signatures); developing written guidances on the use of computerized systems in clinical research, developing and presenting training programs on conducting clinical research; and developing and presenting Masters degree courses related to the successful conduct of clinical research in humans.

EDUCATION:

B.S (Biological Science): 1972-1976

B.S. (Computer Science): 2002-2004

Masters, Distance Education: 2016-2017

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:

Member of the Board of Directors of the Society for Clinical Research Associates (SOCRA). Served as Director from 2015-2018, and as Board Secretary from 2018-2020.

Member of the Architectural Review Board on the Island Hill Property Owners Association (POA). Responsibilities include reviewing residential submissions for exterior home modification to assess compliance with Island Hill Property Bylaws. (2024)

Steering Committee Member for the Fluvanna Leadership Development Program. Responsibilities include contributing to the development of FLDP training sessions, and mentoring attendees as they work on group projects (2024)

Member of the Charlottesville Area Tree Steward (CATS). Actively volunteer in the maintenance of Charlottesville area (including Fluvanna County) tree canopy (2023-2024)

Member of the Fluvanna County "Adopt a Spot" program. Actively manage the Island Hill Trekkers volunteer group who monitor trail conditions on the Brush Arbor and the Burke Heights Loop trails in Fluvanna's Pleasant Grove Park (2023-present)

Assistant Trainer at the AKC dog training courses (Rally) offered at the Richmond Dog Obedience Club (RDOC) (2023-present)

Developed and manage the monthly "Star Gazing in Fluvanna" article that is published in the Fluvanna Review newspaper (2023-present)

Treasurer for the Anne Arundel Beekeepers Association (2023-2016)

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

As a member of the Richmond Dog Obedience Club, Ms. Beers Block helps prepare dogs in the performance of Rally, an AKC titled performance activity. Ms. Beers Block also volunteers in the regular Rally trials most recently as Chief Ring Steward, and in the past in a variety of support positions. Ms. Beers Block has donated over 600 hours in volunteer activities at RDOC.

As a member of CATS, Ms. Beers Block is active throughout the year in helping to increase and keep health the tree canopy throughout the Charlottesville area. Ms. Beers Block helps with tree planting, pruning, and the sale of healthy young trees at this organization's annual tree sale.

As a member of SOCRA, Ms. Beers Block develops and presents current information about laws, regulations, and best practices related to the conduct of clinical research in humans during SOCRA's annual conferences. These conferences typically draw over 1000 attendees who have an interest in learning about acceptable practices when conducting research.

As a member of the Island Hill Board of Directors, serving as a representative of the Architectural Review Board, Ms. Bees Block has become familiar with policies and bylaws that govern properties within the Island Hill Community. She must review relevant Virginia State laws and community laws as she reviews resident's submissions for changes/modifications to their Island Hill properties.

Name, degree, and credentials: Patricia M. Beers Block, M.D.Ed, BS, BS
E-mail address: pbeersblock@gmail.com
Recent Position (title): Lecturer, Rutgers The State University of New Jersey

Work Experience

Ms Beers Block's most recent employment was as an adjunct assistant professor and later, full time lecturer from 2010 through 2020 for Rutgers University, Biomedical and Health Sciences, School of Health Related Professions, developing and presenting courses for the School's Masters degree program in Clinical Trials Management. She also served as academic advisor for students in the Clinical Trial Science Trial Management specialty track, and for those students enrolled in the program's Capstone course. Ms. Beers Block left this position during the covid epidemic.

From February 2010-12, Ms. Beers Block served full time as Vice President of Regulatory Policy within the Regulatory Compliance Team for at Medidata Solutions Worldwide, a clinical research data management software company. In this capacity, Pat assisted Medidata in its understanding of local and international regulations related to GCP and electronic data capture. Pat served as a representative of Medidata to the DIA Program Committee charged with the writing and editing of its publication entitled "Computerized Systems in Clinical Research: Current Data Quality and Data Integrity Concepts" (published in 2011).

Prior to joining Medidata, Ms. Beers Block held increasingly more responsible positions during her 33 year career with the U.S. Food and Drug Administration. During her tenure with FDA, Pat acquired extensive knowledge of the regulations, policies, inspectional program, and regulatory review process governing investigational drugs and drug development/manufacturing. Her positions ranged from field Investigator, Supervisory Investigator, Compliance Officer within CDER Office of Compliance, Approvals and Review Manager within CDER's Office of Generic Drugs, and Expert Consumer Safety Officer within the Office of the Commissioner.

Highlights of Ms. Beers Block's FDA career included serving as the Part 11 co-chair from 2009-2010; coordinating the development and publication of FDA's guidances entitled "Computerized Systems Used in Clinical Investigations", and the "Statement of the Investigator (FDA Form 1572)"; and developing and presenting training programs on conducting clinical research in humans, and developing clinical research policies to regulatory authorities throughout the world (Costa Rico, Viet Nam, China, United Kingdom).. Pat served as the Quality Assurance representative for U.S. FDA's Institutional Review Board (IRB), conducting training programs for FDA staff, and investigations on behalf of the IRB while working in the Office of the Commissioner. .

Pat is presently retired from full time employment.

Education

Ms. Beers Block graduated with honors from Rutgers University with a BS in Biological Sciences, from the University of Maryland University College with a BS in Computer Management and Information Science, and from the University of Maryland with a Masters degree in Distance Education. Pat is a lifetime member of the Phi Kappa Phi Honor Society.

Awards

Ms. Beers Block received the *Distinguished Career Service Award* from FDA upon her retirement. This supplements the many awards she received throughout her career for outstanding service to FDA.

She was certified by SOCRA as a Clinical Research Professional (CCRP), and served as a Director on the SOCRA Board of Directors from 2015-2018, and Secretary of the SOCRA Board of Directors from 2018-2020. SOCRA is a professional organization that has over 15,000 members whose interests focus on conducting clinical research in humans in a legally compliant manner.

Volunteer Activities

Ms. Beers Block continues to be a regular contributor to programs developed by the Society of Clinical Research Associates (SOCRA), contributing to its annual program that typically enrolls over 1000 attendees..

Pat volunteered to serve as Treasurer for the Anne Arundel Beekeepers Association from 2013-2016. Pat was a beekeeper from 2010-2022. .

Pat is currently certified as a Charlottesville Area Tree Steward (CATS) and an active volunteer in the maintenance of Charlottesville area tree canopy.

olu

Pat organized and manages an "Adopt a Spot" volunteer group from the Island Hill community to beautify the Brush Arbor trail and the Burke Heights Loop trail in Fluvanna's Pleasant Grove Park;

Pat is a graduate of the Fluvanna Leadership Development Program (FLDP, Class of 21), a current steering committee member for FLDP, and is a current member of FLAG, its alumni group. Her work on the FLDP Steering Committee includes helping with the annual training program offered by FLDP as well as serving as a mentor for a class project.

Pat serves as an assistant trainer at AKC dog training courses (Rally) offered at the Richmond Dog Obedience Club (RDOC) in Henrico VA (2023 to the present), and regularly volunteers to support Rally and Obedience Trials that are offered by RDOC throughout the year.,

Pat developed and managed the monthly Star Gazing program at Pleasant Grove Park from 2023-2024. Pat has been the author of the "Star Gazing in Fluvanna" article that is published monthly in the Fluvanna Review weekly community paper since Dec 2023.

Pat is a current member of the Island Hill Board of Directors, serving as on the Island Hill Architectural Review Board. Submissions for exterior structural modifications from residents within this community are reviewed, evaluated under the IH Property Owners Association Bylaws, and approved/denied based on compliance with the community bylaw requirements.

Pat will start her training as a Fluvanna County Master Gardener in early January 2025.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

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

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

Name: Charles Haden Thomas Parrish	Election ☐ Columbia ☐ Cunningham ☒ Fork Union District: ☐ Palmyra ☐ Rivanna ☐ Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): Resume attached.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Fluvanna County Public Library Board of Trustees, At-Large, June 2022 - Present Parks and Recreation Advisory Board (RAB), Youth Representative, 2013-2014. Thomas Jefferson Soil & Water Conservation District Board, Elected Fluvanna Representative, January 2024 - Present.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Resume attached.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: As a school counselor at the high school, I work closely with social services and I value their partnership as a community agency. I am currently one of the school representatives serving on a Multi-Disciplinary Team (MDT), where I work closely with members of the social services team. MDT consists of Social Services, the Commonwealth's Attorney's Office, the School District, the Sheriff's Office, and other relevant community agencies, and we discuss how to provide holistic support to child victims of physical and sexual abuse in our county. I am consistently impressed by the support Social Services provides our community and the network of resources they are able to connect county residents to. With that said, there are times, though infrequent, that I am concerned about the effect of certain policies or procedures. When I feel that way in any context, I try not to be critical without cause, and rather I try to become better informed and see where I can contribute my input in a productive way. I hope to be able to contribute my experience and energy to supporting the Department of Social Services as they continue to aid the residents of our county.	

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

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Mailing Address (including City, State, & ZIP) 4514 Ruritan Lake Road Palmyra, Va 22963		Physical Address (if different)	
Years Lived in Fluvanna 29	Phone # 	Alternate Phone #	Email Address
Office Use Only			
Application Received On:		Application Received By:	
Acknowledgement Sent:			
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Charles “Haden” Thomas Parrish

[REDACTED] | 4514 Ruritan Lake Road, Palmyra, Va 22963

EDUCATION

Vanderbilt University, Peabody College – Nashville, TN

August 2020 - May 2022

- *Master of Education: Human Development Counseling, School Counseling Track*
- *School Counseling Intern: Waverly-Belmont Elementary School; Two Rivers Middle School; Hillsboro High School* – maintained a weekly or bi-weekly caseload of 8-10 students in addition to supporting the school counselor with other counseling or administrative responsibilities. Facilitated an 8 student 10-week eighth-grade anxiety small group

The University of Virginia – Charlottesville, VA

August 2014 - May 2018

- *Bachelor of Arts: African American and African Studies; Sociology*

Fluvanna County Leadership Development Program – Fluvanna County, Va

2013-2014; 2019-2020

- *Class 11 & 17 Student* - a program to educate citizens about Fluvanna County and the issues and challenges it faces; to prepare its citizens for involvement; and to encourage their participation in keeping Fluvanna a desirable place to live and work

Meriwether Lewis Institute for Civic Leadership – Charlottesville, Va

January 2015 – May 2018

- *2018 Fellow; Vice President of Student Affairs Intern*
- A University of Virginia fellowship that brings together a diverse cohort of 25 students together for a two-and-a-half-year program to nourish lifelong leadership

PROFESSIONAL EXPERIENCE

Fluvanna County High School - School Counselor

July 2022 - Present

- Caseload of ~240 students, responsible for each student’s mental, emotional, academic and post-secondary development
- Member of the school leadership team and the emergency management team
- Work one-on-one with students who are in crisis to deescalate and return to class when appropriate
- Conduct risk assessments with students experiencing suicidal ideation and consult on threat assessments when there is a threat of harm
- Consult and communicate with all stakeholders regarding student success plans
- Interpret objective data to classroom teachers, parents, and students
- Arrange case conferences involving all stakeholders and coordinate the efforts of all specialists working on a case.
- Assist with identifying students with special needs
- Evaluate eligibility and coordinate team to implement and review Section 504 Plans
- Acquaint teachers and families with psychological personnel and services available
- Act as the liaison between school and community agencies in working with students
- Maintain accurate and up-to-date permanent record folders

Virginia College Advising Corps - College Advisor

July 2018 – May 2020

- *A joint venture of The University of Virginia and the College Advising Corps and is an AmeriCorps program*
- *College Advisor at Fluvanna County High School*
- Cultivated productive working relationships with school administrators, counselors, and teachers to promote a college-going culture at Fluvanna County High School
- Counseled one-on-one with 100% of graduating seniors and many underclassmen to find their “best match” post-secondary plans, complete applications, and discuss financial aid applications and resources

Office of Housing and Residential Experience, Vanderbilt University – Nashville, TN

August 2020- May 2022

- *Graduate Building Manager (Assistantship)* – supervised one of the Quarantine & Isolation dorms during the COVID-19 Pandemic that quarantined and isolated undergraduate residents and protected the broader community
- *Graduate Area Coordinator (Assistantship)* – work with 19 Resident Advisors to oversee and support two Residential Colleges

RELEVANT COMMUNITY SERVICE EXPERIENCE

Thomas Jefferson Soil & Water Conservation District Board of Directors

January 2024 - Present

- *Elected to represent Fluvanna County on the 12 person Conservation District Board of Directors (non-salaried position)*
- *Education and Water Resources Committee and Agriculture Committee Advisory Director*
- The Conservation District is a self-governed subdivision of the State, and is comprised of Fluvanna, Louisa, Nelson and Albemarle Counties, as well as the City of Charlottesville
- TJSWCD is one of the largest SWCDs in Virginia, with a population of over 227,000 residents and covering an area of about 1,984 square miles
- TJSWCD works in partnership with the five member localities to support local conservation programs, and to bring state and federal conservation programs and resources to each community

Tadpole Land & Trail Conservancy**February 2020 – Present**

- *Chairman* - Lead and represent the Board of Directors of the nonprofit corporation in achieving the organization's purposes in a manner that respects the natural environment and the ecologically sound use of land and natural resources
- Devoted to preserving and protecting natural ecosystems and wildlife habitats
- Educate the public on issues related to the environment and protection of natural resources
- Provide outdoor educational and recreational opportunities to the public

Farm Bureau Board of Directors**January 2024 - Present**

- *Scholarship Committee Chair* – set criteria for application and coordinate selection of recipients
- Serving 5th term on the board as of 2024, the board's bylaws only allows for two consecutive terms.
- Create and advocate for grassroots policy proposals to address issues faced on Fluvanna's farms and benefit local agriculturalists
- Organize community events to promote agricultural education and show appreciation for Fluvanna's farmers

Fluvanna County Leadership Development Program Steering Committee**August 2022 - Present**

- Contribute to the development of the program, recruit new students, and organize weekly or biweekly education class sessions regarding the attributes and functions of Fluvanna County over the course of the six month program
- Coordinated the Agricultural Businesses session showcasing the successes and challenges of Fluvanna's farmers and their Agri-Businesses

Fluvanna County Public Library Board of Trustees**June 2022 - Present**

- Member of the governing board for the Fluvanna County Library
- Determine the mission and goals and objectives of the library, and adopt written policies governing the library
- Ensure that the Library has a long-range planning process that considers the library's strengths and weaknesses, and can be implemented and evaluated

Fluvanna County Historical Society Board of Directors**January 2024 - Present**

- *Palmyra Representative*
- Contribute to the protection, preservation, and promotion the rich history of Fluvanna County
- Engage the community in educational opportunities to expand awareness of and contribution to the county's history

Fluvanna Christian Service Society**February 2023 - Present**

- *At-large Member, Executive Committee*
- Coordinate with local faith organizations to provide short-term emergency assistance for Fluvanna families who are in need of financial assistance for food or utility bills.
- Partner with the Monticello Area Community Action Agency (MACAA) to make available a food pantry for qualifying area residents as well as MACCA's other rural outreach initiatives.

Fluvanna County Historic Preservation Advisory Group**March - November 2022**

- Advisory Committee to the Fluvanna County Planning Commission on topics of Historic Preservation
- Presentation of final report of recommended actions to the Planning Commission

PROFESSIONAL DEVELOPMENT & MEMBERSHIPS**American School Counselor Association - Professional Member****August 2020- Present****Virginia School Counselor Association - Professional Member****August 2020- Present****Americorps - Service Member****July 2018 -May 2020****Virginia College Access Network - Member****September 2018-May 2020****National College Advising Corps - Member****September 2018- May 2020****Virginia Conflict of Interests Act Training Certification****January, 2024****Virginia Freedom of Information Act Training Certification****January, 2024****AWARDS & HONORS****Superintendent's Award for Outstanding Staff Member, Fluvanna County Public Schools****May 2024**

- Each year, the Superintendent awards one student, teacher,, and community member at graduation

Superintendent's Award for Outstanding Community Member, Fluvanna County Public Schools**May 2019****Madison House Volunteer of the Year, University of Virginia****April 2018**

- Madison House is an umbrella organization with 22 volunteer programs and 4,296 student volunteers

Superintendent's Award for Outstanding Student, Fluvanna County Public Schools**May 2014**

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Historic Courthouse Restoration Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the Historic Courthouse Restoration project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Fire Training Building Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Routine				
DISCUSSION:	Provide an update on the fire training building project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	June 4, 2025					
AGENDA TITLE:	Commonwealth Attorney Case Management System					
MOTION(s):	<u>Motion #1:</u> I move the Board of Supervisors approve the Commonwealth Attorney to move forward with a case management system with Spartan, for an initial amount of \$27,600. <u>Motion #2:</u> I move the Board of Supervisors approve a budget transfer in the amount of \$24,200 from the FY25 BOS Contingency Budget to the FY25 Commonwealth Attorney Budget.					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
		X				
STAFF CONTACT(S):	Jeff Haislip, Commonwealth Attorney and Eric Dahl, County Administrator					
PRESENTER(S):	Jeff Haislip, Commonwealth Attorney					
RECOMMENDATION:	Approve					
TIMING:	Routine					
DISCUSSION:	In 2011, the Commonwealth Attorney's office was looking for a program to replace VCAIS, a State provided case management system that was obsolete and was going away. Software Unlimited (SU) was the most cost effective option. They were looking to expand into VA and we were the second office to go with them. SU was not web based and we had to get IT to dedicate a large server just for that program. It was and is not very intuitive or user friendly. There are five sections of the program; one for data entry, one for the main program, a dashboard for individuals, as well as sections to update law enforcement agencies and statutes. Most of the staff in the Commonwealth Attorney's Office use one of the five and one person does not use the program at all because of its clunkiness. A new case management system, Spartan, gave us a demonstration two weeks ago and we were all impressed. Below are some advantages that we put together to show the necessity to change over. As Spartan is looking to break into Virginia and is offering to do the data migration for no cost, this is the prime time to go with them. 1). In SU, due to the above-mentioned five sections of the program, it is often necessary to enter the same information multiple times. 2). In SU if one person is working on a casefile, other users are blocked from opening that file.					

	3). In Spartan information is updated instantly for all users as entered. Currently we have to reopen the program to get the most recent information. 4). Spartan allows for instant electronic discovery. We now have to use ShareFile on the County server and once we grant access to the file, the attorney can do what they want with the information. Spartan will also notify us when the defense has accessed the file. Currently the link can expire causing us to have to resend the discovery. GOVERNOR YOUNGKIN HAS VETOED MANDATORY E-DISCOVERY THE LAST TWO YEARS SO IT IS COMING SOON. THIS IS THE MAIN REASON FOR NEEDING A CHANGE AT THIS TIME. 5). Spartan allows for searches throughout the program. For example, we could search for a person and every case with that person involved will come up. The same for any word like Fentanyl for example. We cannot currently do that. 6). This allows us to run reports for any statistic. Again, we cannot do that with any confidence with SU. 7). Spartan allows for easy redaction of documents within the program. 8). Spartan has the ability to email or text people with updates automatically after court hearings. Currently, the Victim/Witness Manager has to email each witness and victim to give individual updates. Spartan has a feature that sends messages to any number of people upon the happening of an event. So when a case gets a new date for any event, all preselected individuals are automatically notified. This will save so much time. 9). When a Spartan user clicks on an address the Google street view pops up in a new screen inset on the program. 10). Spartan will allow us to access our information anywhere we can connect to the web. We have to be on the County system to access SU. Basically at our desks. 11). When SU is updated their IT has to remote in to each user causing disruption. Spartan will update without us being affected.				
FISCAL IMPACT:	In the FY26 Commonwealth Attorney Budget, \$3,400 is budgeted for the current case management system software. For the Spartan proposal, it is recommended to allocate the one-time implementation cost of \$21,800 and the \$5,800 subscription fee, for a total of \$27,600 less the existing budget amount of \$3,400 for a total request of \$24,200. It is recommended for the funding to come from the FY25 BOS Contingency. The current FY25 BOS Contingency balance is \$127,641.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Spartan Technology - Spartan Prosecutor CMS Proposal				
	Legal	Finance	Purchasing	HR	Other

REVIEWS COMPLETED:		X			X
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Spartan Technology

Spartan Prosecutor CMS Proposal

HostedBySpartan Cloud Installation

Prepared by:

Brett White
Sales Manager
Spartan Technology

Presented for:

Fluvanna Commonwealth
Attorney's Office

Prepared Date:

May 08, 2025



SPARTAN
Technology Solutions, Inc.
www.spartantechnology.com



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Spartan Technology

125 Venture Blvd
Spartanburg, SC 29306
(877) 727-8260
sales@spartantechnology.com



Why Technology?



As the Prosecutor's Office for your jurisdiction, you are committed to delivering justice for your community by managing a heavy caseload with efficiency and precision. However, your aging case management software causes more problems than it solves. Without a capable CMS, your office experiences fragmented workflows making it difficult to stay organized, share critical information, and effectively manage your caseload.

We understand the unique challenges and pressures faced by prosecutors who need to dedicate time and resources to the pursuit of justice for their community instead of worrying about technology. That's why we've built modern, robust case management software for prosecuting attorneys, so that you and your staff can stay focused on what matters most - the administration of justice.



Why Spartan?

How We Can Help

Spartan Technology Solutions is dedicated to providing cutting-edge technology, specifically designed to drive efficiency and streamline processes in prosecutor offices. Spartan Prosecutor CMS is built with your needs in mind, offering an all-inclusive, highly configurable platform to streamline your office's operations.

Key Differentiators:

- **Built-in document creation and management:** Our software includes server-side document editors that allow you to create and manage documents on any device with a browser, eliminating the need for third-party software.
- **Robust automation through Triggers and Actions:** Our system automates repetitive tasks, freeing up your team to focus on what matters most – delivering justice.
- **Secure eDiscovery Attorney Portal:** Defense attorneys can securely access case information, reducing claims of missing discovery and facilitating communication between parties.
- **Case tracks functionality:** Our system prompts users for timely activities based on the case type, ensuring a consistent and efficient workflow.
- **Flexible hosting options and competitive pricing:** We offer both cloud-hosted and on-premise installations, with affordable pricing to accommodate your office's needs.
- **Intuitive design:** Spartan Prosecutor is designed with the end-user in mind, making it easy for your team to learn and use the system effectively.

Our Solution

Here's what we think would
make a great case management
system for the Fluvanna
Commonwealth Attorney's Office
- Spartan Prosecutor CMS.



Spartan Prosecutor

Prosecutor Case Management System



Built-in Document Management

Spartan Prosecutor offers seamless document creation and management with server-side, built-in editors, eliminating the need for third-party software like Microsoft Word or Adobe Acrobat.

eDiscovery Attorney Portal

Spartan Prosecutor's eDiscovery portal provides secure access for defense attorneys to view and download discovery, with all activity tracked and notifications sent to the prosecution, reducing claims of missing information.

Robust Automation

Our software enables powerful automation with a robust Triggers and Actions Engine that allows any action taken in the platform to trigger another action, streamlining your workflows.

Case Tracks and Workflows

Our case management system features case tracks based on case types, which prompt users when activities are due, acting as an efficient workflow engine for streamlined case management. A more robust workflow engine is also available.

Competitive Pricing and Flexibility

Spartan Prosecutor offers lower cloud hosting fees than competitors and maintains flexibility by providing both cloud-hosted and on-premise installation options, catering to your office's unique needs.

Highly Configurable and Intuitive

Designed with prosecutors in mind, our software is highly configurable and intuitive, allowing for easy customization and adaptation to your office's requirements.



About Spartan

Since 1999, Spartan has been delivering quality software solutions supporting legal, judicial, and government agencies on the local and state level. Headquartered in Spartanburg, South Carolina, the company consists of a dedicated team of professionals with a firm passion and commitment to helping prosecuting attorney offices in the administration of justice.

At Spartan, we realize each office is different, so we work with your office to configure a case management system that meets your needs. We believe every prosecuting attorney's office deserves software that is easy to use, saves time and gives them an advantage in the courtroom.

Spartan has implemented our case management solutions in several statewide implementations, as well as individual jurisdictions in states across the US. We work with offices as small as 1 user, all the way up to offices with hundreds of users.

We're confident we can offer a case management system that your office will love. And we'll be in it for the long haul. Our software is scalable to match the growth in the community you serve. Our support is based in Spartanburg, so you'll always know who you're calling.

We look forward to your favorable evaluation of our company and our software, and to a mutually rewarding relationship!

"Spartan completed a successful implementation of their Prosecution Case Management System for our county. Spartan has been very accommodating to comply with requests by our office... The Spartan helpdesk is prompt in answering support calls and emails, and are very knowledgeable about the Spartan system."

Brad Arnette
Director of IT
Madison County, AL

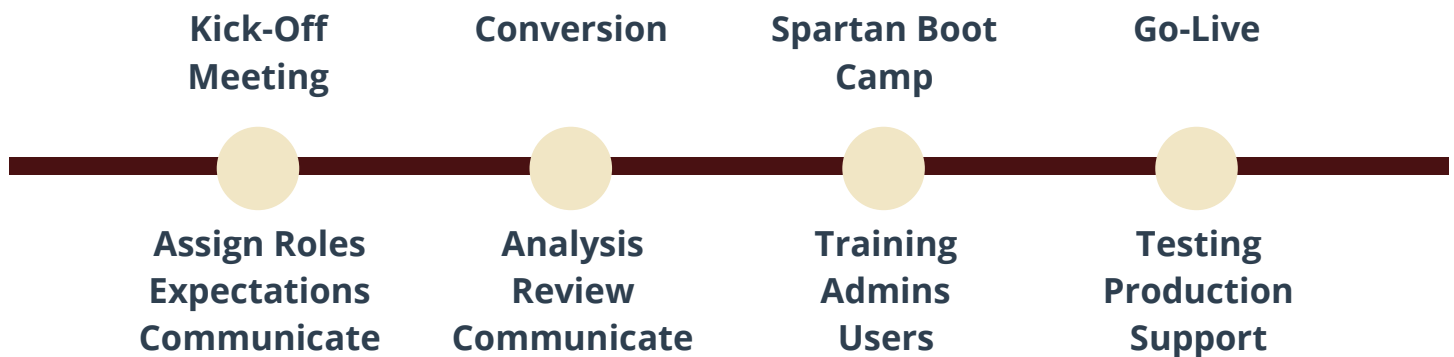
"Overall, Spartan [offices] have experienced a dramatic decrease in case load due to the efficiency of PCMS. For example, Greenville County alone went from 12,000 pending cases to around 8500. Prior to PCMS, most prosecutors had a lag time of at least a year for disposing cases. Now, nearly all cases are disposed in a timely manner, due to the PCMS application and Spartan Disposition Tracks functionality."

Scott Hayes
Director of IS
SC Judicial Department



The Plan

We know this can seem like a lot. Don't worry though, we'll partner with you every step of the way. Our Project Management team has experience converting prosecuting attorney offices over from no system, small house-built systems and large case management systems. We work with you to learn your processes, modify our system when it makes sense, and recommend ways for you to implement best practices within our software. Here's what the process looks like when you partner with Spartan.



Communication is Key

Throughout the process to convert your office over to Spartan, we will be in regular contact with key stakeholders to update on progress, verify results and receive feedback. Our Spartan Boot Camp process will ensure that all of your users are trained and ready to go live. You'll be enjoying the benefits of a modern, web-based case management system before you know it.

Spartan Prosecutor - CMS

Prosecutor Case Management System
Project Quote for HostedbySpartan Subscription

Commonwealth Attorneys Office
Fluvanna County
5/5/2025

Subscription to Spartan Prosecutor

Subscriptions	Quantity	Rate	Total One Time	Total Annual
Spartan Prosecutor - CMS	5	\$960		\$4,800
Spartan eDiscovery Web Portal	1	\$1,000		\$1,000
Annual Support and Maintenance				
			<i>Included</i>	
Total Subscriptions			\$0	\$5,800

Configuration, Training, and Go Live	Quantity	Rate	Total One Time	Total Annual
Set-up of Customer Environment	1	\$2,500	\$2,500	
Business Analysis & Admin Training (Days - One resource)	3	\$1,800	\$5,400	
End User Training and Go-Live (Days - One resource)	3	\$1,800	\$5,400	
Initial Custom Template and Report Creation (by Spartan)				
<i>Includes up to 50 templates and 5 reports</i>	1	\$2,500	\$2,500	
Travel				
Project Management				
			<i>Included</i>	
Total Implementation Cost			\$15,800	\$0

Optional Services	Quantity	Rate	Total One Time	Total Annual
Data Conversion: Software Unlimited				
Conversion Analysis and Review	4	\$1,500	\$6,000	
Post Go-live Document Set-up by Spartan (per doc)	TBD	\$35		
Post Go-live Custom Report Set-up by Spartan (per report)	TBD	\$150		
Total Optional Services			\$6,000	\$0

Total Cost			\$21,800	\$5,800
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Annual Support and Hosting

Additional Costs	Quantity	Rate**	Total
Additional Cloud Storage - (over included 1 TB)	TBD	\$250	TBD
Total HostedbySpartan			TBD

** Up to 1TB of data hosting included for the office.

Additional data charges are billed annually depending on office usage.

Spartan Prosecutor - CMS

HostedbySpartan Quote - Continued

Proposed Payment Schedule

Project Milestone	Allocation	Amount
Contract Signing	Subscription Fees	\$5,800
Administration Training	50% of Remaining Amount	\$10,900
Go-Live	50% of Remaining Amount	\$10,900

Five-Year Budgeting Analysis - Estimated Future Annual Costs

Budget Line Item	Amount
Year One: Software, Conversion, Installation, Training, Support and Hosting	\$27,600
Year Two: Support and Hosting	\$5,800
Year Three: Support and Hosting	\$5,974

Spartan Prosecutor - CMS

Split Payment

HostedbySpartan Quote - Continued

Proposed Split Payment Schedule		
Project Milestone	Allocation	Amount
Contract Signing	Subscription Fees	\$5,800
Administration Training	50% of Remaining Amount	\$5,450
Go-Live	50% of Remaining Amount	\$5,450

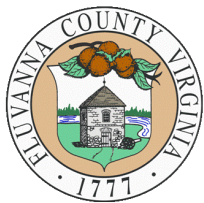
Five-Year Budgeting Analysis - Estimated Future Annual Costs	
Budget Line Item	Amount
Year One: Software, Conversion, Installation, Training, Support and Hosting	\$16,700
Year Two: Support and Hosting	\$16,700
Year Three: Support and Hosting	\$5,974

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Establishment of the Fluvanna County Tourism Advisory Committee (TAC)				
MOTION(s):	I move that the Board of Supervisors approve the Resolution to Establish a Tourism Advisory Committee, and I move that the Board of Supervisors approve the Bylaws for the Tourism Advisory Committee.				
BOS WORKPLAN?	Yes X	No	If yes, which item(s):		D1
AGENDA CATEGORY:	Presentation	Action Matter X	Public Hearing	Consent Agenda	Other
STAFF CONTACT(S):	Eric Dahl, County Administrator; Jennifer Schmack, Director of Economic Development and Aaron Spitzer, Director of Parks and Recreation				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	Since its creation in 2016, the Economic Development and Tourism Advisory Council (EDTAC) provided guidance on both business and tourism issues in the County. As tourism has become a more central component of the County's economic development strategy, the need for a more specialized advisory body became evident. In response, the Board of Supervisors voted on May 21, 2025, to dissolve EDTAC and directed staff to bring forward bylaws to establish a dedicated Tourism Advisory Committee. The purpose of the TAC is to serve in an advisory capacity to the Economic Development Director, Parks and Recreation Director, and Board of Supervisors, offering recommendations on tourism marketing, project initiatives, and long-term strategies for strengthening the County's tourism sector. The committee will also investigate and evaluate tourism-related opportunities to increase visitation and local tax revenues. TAC members will not set policy but will provide strategic input and recommendations. Membership of the TAC will consist of industry experts representing key sectors of the local tourism economy, including arts and culture, history, recreation, restaurants, Lake Monticello, wineries and craft beverages, agribusiness and agritourism, and retail. The Economic Development Director and the Director of Parks and Recreation will serve as voting members, and a member of the Board of Supervisors will serve as a non-voting liaison. Upon adoption of the bylaws, a public application period will open for a minimum of two months to solicit interest from qualified candidates. Applications will be reviewed, and appointments to the committee are scheduled to be made by the Board of Supervisors on August 20, 2025.				

	At the first meeting on September 8, 2025, TAC will consider approval of the Remote Participation Policy.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- Resolution - TAC Bylaws - TAC Remote Participation Policy				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

**BOARD OF SUPERVISORS**

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. XX-2025**A RESOLUTION ESTABLISHING THE FLUVANNA COUNTY TOURISM ADVISORY COMMITTEE AND APPROVING THE BYLAWS THEREOF**

WHEREAS, the Economic Development and Tourism Advisory Council (EDTAC) was established in 2016 to advise Fluvanna County on matters related to economic development and tourism; and

WHEREAS, the existing EDTAC structure has proven to be too broad in scope to effectively address specialized tourism needs; and

WHEREAS, a Tourism Advisory Committee (TAC), governed by proposed bylaws, has been designed to serve by concentrating exclusively on tourism-related matters; and

WHEREAS, the Fluvanna County Board of Supervisors voted on May 21, 2025 to dissolve the EDTAC and directed staff to bring forward bylaws to establish a dedicated Tourism Advisory Committee.

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Fluvanna County:

1. Establishes the Fluvanna County Tourism Advisory Committee; and

2. Directs that the Tourism Advisory Committee shall serve in an advisory capacity to the Economic Development Director, Parks and Recreation Director, and Board of Supervisors, and shall investigate and evaluate tourism-related opportunities to increase visitation and local tax revenues; and

3. Approves the Bylaws of the Tourism Advisory Committee.

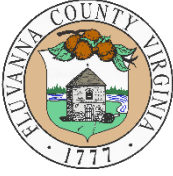
4. This Resolution shall take effect upon adoption.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 4th day of June, 2025:

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

Attest:

Christopher Fairchild, Chair
Fluvanna County Board of Supervisors



BYLAWS Fluvanna County Tourism Advisory Committee (TAC)

**Approved
By BOS:**

A. Name

- i. The name of this group shall be the Fluvanna County Tourism Advisory Committee, hereinafter referred to as the TAC.

B. Purpose and Intent

- i. The purpose of the TAC is:
 - (1) To serve in an advisory capacity for the Economic Development Director, County Administrator, and Board of Supervisors
 - (2) To make recommendations on matters pertaining to tourism marketing initiatives, tourism projects, and long-range plans for the tourism industry in Fluvanna County.
 - (3) To investigate, research, and report on the feasibility of adoption or implementation of ideas and initiatives to further the County's tourism efforts and increase tax revenues and visitation numbers.
- ii. Mission Statement: The mission of the TAC is to inform and engage all tourism sectors and the community that increase tourism in Fluvanna County for the benefit of the entire community.
- iii. The TAC is an advisory board, not a policy board; therefore, it can make recommendations but not set policy.

C. Membership

- i. The TAC shall consist of at ten (10) members and shall be appointed by the Board of Supervisors for two (2) year terms. Members may be reappointed for additional two (2) year terms by the Board of Supervisors. The committee shall be comprised of the following representatives:
 - (1) Economic Development Director
 - (2) Director of Parks and Recreation
 - (3) Board of Supervisors Liaison (non-voting)
 - (4) One member representing each of the following areas:
 - Arts, Theater & Culture

- History or Historical Sites
 - Recreation
 - Restaurant
 - Lake Monticello
 - Wineries/Craft Beverage
 - Agribusiness/Agritourism
 - Retail
- ii. Members shall serve without compensation.
 - iii. The Board of Supervisors may remove any member of the TAC for misconduct or negligence of duty, as well as absenteeism in accordance with the Fluvanna County Board of Supervisors' attendance policy.

D. Officers

- i. Officers of the TAC shall consist of a Chair and Vice-Chair.
- ii. The Chair and Vice-Chair shall be elected by the TAC at the first meeting of the year and shall serve a one (1) year term by majority vote of the TAC members. No member may serve more than two (2) consecutive terms in the same office.
- iii. The Chair shall preside at meetings of the TAC and perform such other duties as are incident to the office or are properly required by the TAC.
- iv. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair and other duties as assigned by the TAC.
- v. If a vacancy occurs in the position of Chair or Vice-Chair, the position shall be filled by the majority vote of the TAC at its first meeting following the creation of such vacancy.

E. Meetings

- i. Regular meetings shall be held on the second Monday of every other month, beginning in September 2025, at 6:00 p.m. Meetings will be held in the County Administration Building 132 Main Street, Palmyra, VA 22963, unless otherwise advertised.
- ii. The quorum for all TAC meetings shall be a majority of its appointed members.

F. Committees

- i. The Chair may establish Standing and Special Committees as necessary to carry out the work of the TAC, including ad hoc groups such as the Fluvanna 250 Committee.

- ii. Special Committees shall be composed of no fewer than two (2) members of the TAC and may include individuals who are not members of TAC.
- iii. All Standing and Special Committees shall provide regular progress reports on their activities to the full TAC.

G. Rules of Order

- i. Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be reached, Robert's Rules of Order (12th edition) will be invoked. Any voting member may also request that Robert's Rules of Order be used in the conduct of business of the TAC.
- ii. A formal vote will be required for all matters pertaining to budget or financial decisions.

H. Amendments

- i. The Board of Supervisors may revise these bylaws to address the procedural or substantive needs of the TAC.

APPROVED BY:

Chair, Board of Supervisors

Date

POLICY FOR REMOTE PARTICIPATION OF MEMBERS OF THE FLUVANNA COUNTY TOURISM ADVISORY COMMITTEE

A. Authority and Scope

1. This Policy shall govern participation by an individual member of the Fluvanna County Tourism Advisory Committee (“TAC”), by electronic communication means in meetings of TAC, from and after the date of adoption of this Policy.
2. This Policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code § 2.2-3700 et seq.
3. Any reference to a specific provision of federal, state, or local law referenced in this Policy shall mean such provision of law, as amended from time to time, or as set forth in any successor provision dealing with substantially the same subject.

B. Definitions

1. “Caregiver” means a caregiver as defined by Va. Code § 2.2-3701.
2. “Member” means any member of TAC.
3. “Remote participation” means participation by an individual member of TAC by electronic communication means in a public meeting where a quorum of TAC is physically assembled, as defined by Va. Code § 2.2-3701. For purposes of determining whether a quorum is physically assembled, an individual member who is a person with a disability as defined in Va. Code § 51.5-40.1 or is a caregiver as defined in Va. Code § 2.2-3701 and uses remote participation counts toward the quorum as if the individual was physically present.
4. “Meeting” means a meeting as defined by Va. Code § 2.2-3701.
5. “Notify” or “notifies,” for purposes of this Policy, means verbal or written notice that is reasonable under the circumstances, with written notice, such as by email or letter, being the preferred means of notice. Notwithstanding the foregoing, notice does not include text messages or communications via social media.
6. “VFOIA” means the Virginia Freedom of Information Act, Va. Code § 2.2-3700, et seq.

C. Mandatory Requirements

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

1. A quorum of TAC must be physically assembled at the primary or central meeting location; and
2. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.
3. For purposes of determining whether a quorum is physically assembled, an individual member who is a person with a disability as defined in Va. Code § 51.5-40.1 or is a caregiver and uses remote participation counts toward the quorum as if the individual was physically present.

D. Process to Request Remote Participation

1. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the TAC Chair (or Vice-Chair if the requesting member is the Chair) that such member is physically unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance, (iii) such member's principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.
2. If the requesting member is unable physically to attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter and that such matter renders the requesting member unable physically to attend. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i) - (iii) above.
3. The requesting member is not obligated to provide independent verification regarding the reason for such member's nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents the member's physical attendance at the meeting.

E. Process to Confirm Approval or Disapproval of Participation from a Remote Location

When a quorum of the TAC has assembled for the meeting, the TAC shall vote to determine whether:

1. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this Policy; and
2. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

F. Strict and Uniform Application of this Policy

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Unless independently received by County staff, the Chair shall provide County staff with copies of the member's written request to participate remotely and the written response, as applicable, if the request or response is in writing, to be retained by County staff for a period of one year, or other such time required by records retention laws, regulations, and policies.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Advertise for a public hearing to amend Sections 4-2-1 and 4-2-1.1 to provide for lifetime individual dog licenses				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing to be held July 2, 2025 to amend County Code Sections 4-2-1 and 4-2-1.1 to provide for lifetime individual dog licenses.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on July 2, 2025 to amend the County Code				
TIMING:	Ordinance is effective 30 days after a public hearing and Board approval				
DISCUSSION:	Virginia Code § 3.2-6528 authorizes local governments to impose either an annual or lifetime license tax on individual dogs at least four months old. An annual individual tax may not exceed \$10; a lifetime tax may not exceed \$50. Under our current County Code, a tax of between \$4 and \$8 is assessed annually. This amendment provides instead for a \$10 license tax, with the license to remain valid for the lifetime of the dog as long as rabies vaccination is kept current. This change will decrease the administrative burden on the Treasurer's Office, and on Fluvanna citizens. Kennel licenses will continue to be issued for one year only.				
FISCAL IMPACT:	Over the last 4 fiscal years, the County has collected about \$8,000 on average per fiscal year. If approved, the County may get a one-time increase in revenues in FY26, but would see a decrease in revenues for future fiscal years.				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- Proposed ordinance to amend County Code Sections 4-2-1 and 4-2-1.1 - Advertisement for Public Hearing - Locality Comparisons				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA”, BY AMENDING §§ 4-2-1 AND 4-2-1.1 TO PROVIDE FOR
LIFETIME LICENSES FOR INDIVIDUAL DOGS

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by amending §§ 4-2-1 and 4-2-1.1, as follows:

CHAPTER 4 – ANIMALS AND FOWL

ARTICLE 2. - DOGS

Sec. 4-2-1. License—Required; term; where license tax payable; amount of tax.

It shall be unlawful for any person to own, keep, hold or harbor any dog over four months of age within the County unless such dog is licensed, as required by the provisions of this article. ~~Dog licenses shall run by the calendar year, namely, from January 1 to December 31, inclusive.~~

An individual dog license issued pursuant to this section is provided for the lifetime of the dog. Such individual license shall be valid only as long as the animal's owner resides in the County and the dog's rabies vaccination is kept current. A kennel license issued pursuant to this section shall be valid for one year only, and shall run from January 1 to December 31. The license tax, which shall be the only license tax on dogs in this County, shall be payable at the office of the Treasurer and shall be as follows:

~~For a male dog, \$8.00~~

~~For an unsexed (successfully spayed or neutered) male or female dog, \$4.00;~~

~~For a female dog, \$8.00;~~

For individual dogs, \$10.00 each;

For a kennel of not more than twenty dogs, \$40.00 **per license tax year;**

For a kennel of ~~not more than~~ **between twenty-one and** fifty dogs, \$50.00 **per license tax year.**

Sec. 4-2-1.1. Same—When license tax payable.

The license tax on dogs shall be due and payable as follows:

~~(A) On or before January 1 and not later than January 31 of each year, the owner or possessor of any dog four months old or older shall pay a license tax as prescribed in the preceding section.~~

~~(B) If a dog shall become four months of age or come into the possession of any person between January 1 and November 1 of any year, the license tax for the current calendar year shall be paid forthwith by the owner or possessor.~~

~~(C) If a dog shall become four months of age or come into the possession of any person between October 31 and December 31 of any year, the license tax for the succeeding calendar year shall be paid forthwith by the owner or possessor and such license shall protect such dog from date of purchase.~~

(A) Lifetime dog license. The lifetime dog license tax must be paid not later than 30 days after a dog has reached the age of four months or not later than 30 days after an owner acquires a dog four months of age or older. Should a dog's rabies vaccination or inoculation expire, any lifetime dog license issued for that dog shall become invalid concurrently on the same date the dog's rabies vaccination or inoculation expired, and said license shall not be valid again as a lifetime dog license under this section until said dog's rabies vaccination or inoculation is again current. A dog shall be deemed to be unlicensed for any time during which its lifetime dog license is deemed to be invalid pursuant to this section.

(B) Kennel dog license. Kennel licenses shall expire annually on December 31 and must be renewed not later than January 31 of the following year. A kennel license tax paid between November 1 and December 31 shall be valid for the remainder of the year during which it was paid and for the next following calendar year.

That the Ordinance shall be effective thirty days after adoption.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, July 2, 2025, at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held Fluvanna County Circuit Court, at 72 Main Street, Palmyra, VA 22963 for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors on the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING §§ 4-2-1 AND 4-2-1.1 TO PROVIDE FOR LIFETIME LICENSES FOR INDIVIDUAL DOGS

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: June 12 & 19, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

434-591-1910

434-591-1913

Locality	Annual or lifetime	Amount	Source
Albemarle	Annual	A. Spayed Female/Neutered Male. One-year tag: \$5.00 Two-year tag: \$10.00 Three-year tag: \$15.00 B. Unspayed Female/Unneutered Male. One-year tag: \$10.00 Two-year tag: \$20.00 Three-year tag: \$30.00	Code
Cumberland	Lifetime	\$10	Code
Goochland	Lifetime	\$10	Code
Greene	Annual	Male dog\$10.00 Female dog10.00 Unsexed female dog5.00	Code
Louisa	Annual	\$10.00 for each intact dog \$4.00 for each spayed or neutered dog	Code
Madison	Lifetime	\$10	Website
Orange	Lifetime	\$10	Code
Powhatan	Annual	Male/Female: \$10.00 Spayed/Neutered: \$7.00	Website

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB G

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	FY26 Compression Pay Adjustments				
MOTION(s):	I move the Board of Supervisors approve the FY26 budget compression pay adjustments plan, as presented, effective June 15, 2025.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator; Donna Snow, Director of Human Resources and Tori Melton, Director of Finance				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Effective for the first pay period of FY26, June 15, 2025.				
DISCUSSION:	On March 5, 2025, the County adjusted General Government and Law Enforcement Pay Rates and Classifications to remain competitive in the marketplace and to continue to attract and retain a talented workforce at market rates. During the presentation to the Board of Supervisors at that time, it was noted that new employees hired after the March 5, 2025 date when the Pay Rates and Classifications were adjusted, compression pay with existing staff would need to be addressed. It was discussed that funding would be included in the FY26 budget to address additional compensation and compression pay. In the FY26 budget, the Board of Supervisors approved a 3% Cost Of Living Adjustment (COLA) for all staff that were hired prior to the Pay Raise Inclusion Policy eligibility date of March 1, 2025. The amount budgeted was \$496,347 for the COLA. In addition, \$250,000 funding was allocated in the FY26 budget for additional compensation and to address compression pay. A plan has been formulated for the additional compensation and compression pay by making adjustments after the 3% COLA has been made, to adjust hourly rates and salaries based upon the percent above the current Law Enforcement, General Government and Department of Social Services Pay Rate minimums in each Pay Band. All current employees hired prior to March 1, 2025 will be eligible for the compression pay adjustments. The chart below on the next page reflects the compression pay adjustments:				

	Percent Above Pay Band/Pay Rate Minimum		Percent Pay Adjustment		
	0 - 5 %		3.00%		
	5.01 - 10%		2.50%		
	10.01 - 15%		2.00%		
	15.01 - 20%		1.50%		
	20.01% or greater		1.00%		
	<u>Law Enforcement Compression Pay Adjustments</u> For all employees that fall under the Law Enforcement Pay Rates and Classifications with a hire date prior to March 1, 2025, the approximate average of the percent above Pay Band/Pay Rate minimums is 18.1% and the average percent pay adjustment is 1.9%. <u>General Government Compression Pay Adjustments</u> For all employees that fall under the General Government Pay Rates and Classifications with a hire date prior to March 1, 2025, the approximate average of the percent above Pay Band/Pay Rate minimums is 12.7% and the average percent pay adjustment is 2.2%. <u>Department of Social Services Compression Pay Adjustments</u> For all employees that fall under the Fluvanna County Department of Social Services Salary Ranges with a hire date prior to March 1, 2025, the approximate average of the percent above Grade/Salary Range minimums is 59.6% and the average percent pay adjustment is 1.0%.				
FISCAL IMPACT:	No additional funds are needed, as the funding was included in the FY26 budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	• Law Enforcement Pay Rates and Classifications • General Government Pay Rates and Classifications • Fluvanna County Department of Social Services Salary Ranges				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	X

FLUVANNA COUNTY DEPARTMENT OF SOCIAL SERVICES
SALARY RANGES
Effective December 4, 2022

Revised Rates

Classifications	Grade/Tier	Salary Range	Midpoint	Hourly
Office Associate I	2/1	\$25,709 \$66,523	\$46,116	\$12.36
Fiscal Assistant III	3/3	\$29,334 \$75,706	\$52,520	\$14.10
Human Services Assistant III	3/3	\$29,334 \$75,706	\$52,520	\$14.10
Administrative Program Assistant II	4/2	\$29,627 \$87,895	\$58,761	\$14.24
Secretary II	4/3	\$31,767 \$87,895	\$59,831	\$15.27
Administrative Services Manager	8/2	\$45,453 \$143,458	\$94,456	\$21.85
Benefit Programs Specialist I/II	5/1	\$33,387 \$106,186	\$69,787	\$16.05
Benefit Programs Specialist III	5/3	\$35,795 \$106,186	\$70,991	\$17.21
Benefit Programs Specialist IV	5/4	\$39,149 \$106,186	\$72,668	\$18.82
Benefit Programs Supervisor	7/1	\$41,146 \$130,865	\$86,006	\$19.78
Family Services Specialist I/II	6/1	\$38,103 \$121,183	\$79,643	\$18.32
Family Services Specialist III	6/2	\$40,852 \$121,183	\$81,018	\$19.64
Family Services Supervisor	8/1	\$46,959 \$149,695	\$98,327	\$22.58
Self-Sufficiency Specialist I/II	6/1	\$36,686 \$116,134	\$76,410	\$17.64
Self-Sufficiency Specialist III	6/2	\$39,334 \$116,134	\$77,734	\$18.91
Social Services Director II	10/1	\$63,418 \$198,749	\$131,084	\$30.49

 FY25 General Government Pay Rates and Classifications Fluvanna County Approved March 5, 2025			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
5	4090	P&R Camp Counselor Seasonal	\$13.65	\$17.06	\$20.47	NA	NA	NA
	8851	Library Clerk						
6	1612	Registrar Clerk	\$14.33	\$17.91	\$21.49	NA	NA	NA
	4131	Facilities Assistant						
	4132	Museum Attendant						
7	3150	Building Services Worker I	\$15.05	\$18.81	\$22.57	\$31,304	\$39,125	\$46,946
	3461	Convenience Ctr Attendant						
	4065	Park Maintenance Worker						
8	3151	Building Services Worker II	\$15.80	\$19.75	\$23.70	\$32,864	\$41,080	\$49,296
	3171	Grounds Maintenance Worker I						
	8831	Library Assistant I						
9	3172	Grounds Maintenance Worker II	\$16.59	\$20.74	\$24.88	\$34,507	\$43,139	\$51,750
	8832	Library Assistant II						
	1020	Commercial Kitchen Coordinator(PT/No Benefits)						
10	1511	Deputy Commissioner I	\$17.42	\$21.77	\$26.13	\$36,234	\$45,282	\$54,350
	1811	Deputy Clerk I						
	2540	Deputy Treasurer I						
	3180	Facility Maintenance Technician						
	3611	Utilities System Operator I (Trainee)						
	7401	Assistant Equipment & Fleet Maintenance Technician						
11	1052	Administrative Assistant- Admin Asst.	\$18.29	\$22.86	\$27.43	\$38,043	\$47,549	\$57,054
	1092	Admin Program Assistant- PT						
	1093	Children's Services Act(CSA) Programs Assistant						
	1094	Law Enforcement Support Technician						
	1250	Human Resources Assistant						
	1321	Financial Services Technician						
	7400	Equipment & Fleet Maintenance Technician						
	8833	Children's Prgram Specialist-Library						

 FY25 General Government Pay Rates and Classifications Fluvanna County Approved March 5, 2025			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
12	1521	Deputy Commissioner II	\$19.20	\$24.00	\$28.80	\$39,936	\$49,920	\$59,904
	1611	Deputy Registrar-Assistant Registrar						
	1821	Deputy Clerk II						
	2530	Deputy Treasurer II						
	3181	Facilities Maintenance Specialist						
	3531	Utilities System Operator II						
	4112	Active Seniors & Therapeutic Recreation Coordinator						
	4113	Recreational Programs and Special Events Coordinator						
	4114	Athletics and Special Events Coordinator						
13	3431	Convenience Center Manager - Recycle Coordinator	\$20.16	\$25.20	\$30.24	\$41,933	\$52,416	\$62,899
	6211	Communications Officer I (No EMD Certification)*(E911)	\$20.16	\$25.20	\$30.24	\$41,933	\$52,416	\$62,899
14	1051	Administrative Program Specialist	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061
	1081	Paralegal/Legal Assistant						
	2520	Deputy Treasurer III						
	1831	Deputy Clerk III-Criminal Division Clerk & Executive Assistant						
	1832	Deputy Clerk III-Jury Management Coordinator						
	2030	Deputy Commissioner of the Revenue III						
	3371	Grounds Services Supervisor						
	3391	Buildings Supervisor						
	3632	Utilities System Operator III						
	4115	Parks and Recreation Services Specialist						
	9102	EMT Basic Life Support (BLS)						
	6213	Communications Officer II (With EMD Certification)*(E911)	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061
	6214	Communications Services Technician *(E911)	\$21.17	\$26.46	\$31.76	\$44,034	\$55,037	\$66,061
15	1122	IT Systems Specialist	\$22.23	\$27.79	\$33.34	\$46,238	\$57,803	\$69,347
	1251	Human Resources Generalist						
	1330	Financial Services Specialist						
	2211	Code Inspector - Building & Site Inspector						
	6212	Communications Team Lead*(E911)	\$22.23	\$27.79	\$33.34	\$46,238	\$57,803	\$69,347

 FY25 General Government Pay Rates and Classifications Fluvanna County Approved March 5, 2025			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
16	1541	Deputy Commissioner of the Revenue IV	\$23.34	\$29.18	\$35.01	\$48,547	\$60,694	\$72,821
	1542	Deputy Commissioner of the Revenue IV-II						
	1841	Deputy Clerk IV- Probate Clerk						
	1842	Deputy Clerk IV- Court Financial Management Analyst I/II						
	1843	Deputy Clerk IV- Criminal Court Division Lead						
	2111	Code Inspector - Code Enforcement Officer						
	2112	Code Inspector - E&SC Plans Reviewer						
	2521	Deputy Treasurer IV						
	3631	Utilities Specialist						
	3633	Utilities System Operator IV						
17	3670	Project Manager, PT/Temp	\$24.51	\$30.63	\$36.76	\$50,981	\$63,710	\$76,461
	5130	Planner/GIS Technician						
	1332	Judicial Assistant						
	2451	Small Business Development & Tourism Specialist						
	3634	Utilities System Operator V						
	6251	Communications Supervisor*(E911)	\$24.51	\$30.63	\$36.76	\$50,981	\$63,710	\$76,461
18	1381	Purchasing Officer	\$25.73	\$32.17	\$38.60	\$53,518	\$66,914	\$80,288
	2351	Senior Planner						
	3635	Chief Utilities Operator						
	7300	HVAC Specialist						
	6281	Communications Operations Coordinator *(E911)	\$25.73	\$32.17	\$38.60	\$53,518	\$66,914	\$80,288
19	1091	Executive Assistant / Clerk to the Board	\$27.02	\$33.77	\$40.53	\$56,202	\$70,242	\$84,302
	1384	Management Analyst I						
	1550	Chief Deputy Commissioner of the Revenue I						
	1711	Victim/Witness Manager						
	1851	Chief Deputy Clerk I						
	2510	Chief Deputy Treasurer I						
	9101	EMT Advanced Life Support (ALS)						
20 Exempt	1385	Management Analyst II	\$28.37	\$35.46	\$42.56	\$59,010	\$73,757	\$88,525
	1551	Chief Deputy Commissioner of the Revenue II						
	2511	Chief Deputy Treasurer II						
	1852	Chief Deputy Clerk II						
21 Exempt	1351	CSA Manager	\$29.79	\$37.24	\$44.68	\$61,963	\$77,459	\$92,934
	9410	Emergency Management Coordinator						

 FY25 General Government Pay Rates and Classifications Fluvanna County Approved March 5, 2025			Mid-Range 25% above Min; Max 50% above Min			* 2,184 hrs annually included 208 hrs scheduled OT		
			Full-Time Hourly Rates			Full-Time Annual Pay (Expected)		
Pay Band	Class	Position Title	Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
22 Exempt	1121	Information Technology Systems Engineer	\$31.28	\$39.10	\$46.92	\$65,062	\$81,328	\$97,594
	3550	Utilities System Supervisor						
23 Exempt	3680	Assistant Public Works Director	\$32.84	\$41.05	\$49.26	\$68,307	\$85,384	\$102,461
24 Exempt			\$34.48	\$43.11	\$51.73	\$71,718	\$89,669	\$107,598
25 Exempt	2250	Building Official	\$36.21	\$45.26	\$54.31	\$75,317	\$94,141	\$112,965
26 Exempt	6291	Director of Communications*(E911)	\$38.02	\$47.52	\$57.03	\$79,082	\$98,842	\$118,622
	8800	Library Director						
27 Exempt	1002	Assistant County Attorney	\$39.92	\$49.90	\$59.88	\$83,034	\$103,792	\$124,550
	1750	Assistant Commonwealth Attorney						
	4290	Director of Parks and Recreation						
	9100	Director of Emergency Services						
28 Exempt			\$41.92	\$52.40	\$62.87	\$87,194	\$108,992	\$130,770
29 Exempt	1120	Director of Information Technology	\$44.01	\$55.02	\$66.02	\$91,541	\$114,442	\$137,322
	1130	Director of Human Resources						
	1600	Director of Elections/General Registrar						
	2390	Director of Planning						
	2450	Director of Economic Development						
	3690	Director of Public Works						
	7500	Director of Public Utilities						
30 Exempt	9000	Chief of Fire and EMS	\$46.21	\$57.77	\$69.32	\$96,117	\$120,162	\$144,186
31 Exempt	1390	Director of Finance	\$48.52	\$60.65	\$72.79	\$100,922	\$126,152	\$151,403
32 Exempt	1150	Assistant County Administrator	\$50.95	\$63.69	\$76.43	\$105,976	\$132,475	\$158,974
33 Exempt	1001	County Attorney	\$53.50	\$66.87	\$80.25	\$111,280	\$139,090	\$166,920
	Special	Seasonal Time Keepers		\$20.00	Per Game			
	Special	Seasonal Referees		\$32.00	Per Game			



FY25 Law Enforcement Pay Rates and Classifications

Fluvanna County

Approved March 5, 2025

Pay Band	Class	Position Title	Full-Time Hourly Rates (2184 hours)			Full-Time Annual Pay (Expected)		
			Mid Range 25% above Min, Max is 50%					
			Minimum	Mid-Range	Maximum	Minimum	Mid-Range	Maximum
105	6070	Deputy Sheriff - In Training	\$26.22	\$32.77	\$39.33	\$57,264	\$71,570	\$85,897
106	6060	Deputy Sheriff	\$27.54	\$34.42	\$41.31	\$60,147	\$75,173	\$90,221
106	6065	Deputy Sherrif - Part Time (No Benefits)	\$27.54	\$34.42	\$41.31	N/A	N/A	N/A
106	6521	Deputy Sheriff - School Resource Officer	\$27.54	\$34.42	\$41.31	\$60,147	\$75,173	\$90,221
107	6050	Deputy Sheriff- Investigator	\$28.92	\$36.14	\$43.37	\$63,161	\$78,930	\$94,720
108	6040	Deputy Sheriff- Sergeant	\$30.36	\$37.95	\$45.54	\$66,306	\$82,883	\$99,459
108	6040	Deputy Sheriff- Sergeant SRO	\$30.36	\$37.95	\$45.54	\$66,306	\$82,883	\$99,459
109	6030	Deputy Sheriff- Lieutenant	\$31.88	\$39.85	\$47.82	\$69,626	\$87,032	\$104,439
110								
111	6020 (EXEMPT)	Deputy Sheriff- Captain@2080 hrs.	\$35.15	\$43.93	\$52.72	\$73,112	\$91,374	\$109,658
112								
113	6010 (EXEMPT)	Chief Deputy Sheriff- Major@2080 hrs.	\$40.69	\$50.86	\$61.03	\$84,635	\$105,789	\$126,942
114	6000 (EXEMPT)	Sheriff @ 2080 hrs.						

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Amendments to Personnel Policy 2.13, Leave and Holidays				
MOTION(s):	I move the Board of Supervisors approve the amendments to County Personnel Policy 2.13, <i>Leave and Holidays</i>, as presented.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney; Eric Dahl, County Administrator; Donna Snow, Director of Human Resources				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<u>Policy Update Summary:</u> 2.13.2 defines the term “immediate family” for purposes of sick leave and authorizes increased payout of sick leave up to certain dollar amounts. 2.13.4 changes the Military Leave limit from 15 days to 21 days in conformance with 2022 amendments to Virginia Code §§ 44-93 and 44-204. 2.13.6 provides that Leave Without Pay is limited to 80 hours per fiscal year, with certain exceptions authorized by the County Administrator or Constitutional Officer. 2.13.9 clarifies Sick Leave Sharing restrictions: - Limits the maximum amount of sick leave that can be received to 80 hours per fiscal year, with certain exceptions authorized by the County Administrator or Constitutional Officer. - The employee donating or receiving the sick leave must have worked for the County for a minimum of 1 year, with certain exceptions authorized by the County Administrator or Constitutional Officer. - An employee may not donate leave after submitting a resignation notice. - An employee that donates leave must have a minimum remaining balance of at least 40 hours of sick leave. - After 1 year of employment, Hybrid employees are not authorized to receive donated leave during the period when they are on short-term disability. 2.13.9 also clarifies Sick Leave Sharing procedures:				

	- After receiving the request, the Human Resources Director shall email the request to all employees. - If a requester receives more leave than what is needed for the pay period, the amount of excess leave will be returned. - The Finance Director and County Administrator shall sign the leave sharing form, and the Finance Director shall process the form.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Revision to County Personnel Policy 2.13, <i>Leave and Holidays</i>				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	• Amended Personnel Policy 2.13, <i>Leave and Holidays</i>				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

02. PERSONNEL

2.13. Leave and Holidays

BOS Adopted – ~~March 20, 2019~~June 4, 2025

2.13.1. Annual Leave

A. Permanent County employees receive paid annual leave which can be taken for any purpose. Except in cases of illness or emergency, annual leave must be approved in advance. All full-time permanent employees of the County of Fluvanna shall be granted annual leave by the County as follows:

Years	Hours Earned per month	Days Earned per year	Service Accumulation
Less than 5 years	8	12	160 hours
5 but less than 10	10	15	200 hours
10 but less than 15	12	18	240 hours
15 but less than 20	14	21	260 hours
20 or more	16	24	280 hours

B. Employees on vacation leave shall be paid their prevailing wage based on the prevailing scheduled work week. Annual leave is earned only upon completion of a full pay period of employment. If an employee is absent for a period exceeding his or her earned leave balances, he or she will not earn annual leave for that period. Also, an employee will not earn annual leave during that portion of an absence with pay that exceeds 60 consecutive calendar days.

C. Probationary employees will not normally be permitted to take vacation leave within 90 days of hire date. Exceptions may be approved by the Department Head on a need basis.

D. Upon separation or retirement, a full-time employee shall be paid for all accrued annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

E. In the event of death of the employee, the employee's estate will be paid for accumulated annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

F. Annual leave accrued above the maximum Service Accumulation above is lost by the employee at the beginning of each new fiscal year.

G. Permanent part-time employees who work at least 20 hours per week, but less than 30, shall be entitled to annual leave equal to 50% of that earned by a full-time employee of equal tenure.

H. Annual leave balances for employees who move from one Fluvanna County department to another, or the constitutional offices, will have those leave balances transferred in their entirety. If the transferred employee is terminated from their position within six (6) months of the hire date in the new position, then the employee's previous department is obligated to incur their prorated share of the leave balance payout assuming all leave balances initially transferred are reduced first by any leave the employee may have taken in the new department.

I. Employees transferring from the Fluvanna County School System or Fluvanna County Social Services shall retain their employment tenure for the purposes of calculating leave accrual rates and allowable service accumulation carryover.

2.13.2. Sick Leave

~~BOS adopted – June 19, 2019~~ June 4, 2025

A. Earning Sick Leave

1. Plan 1 and 2 VRS Employees

a. Permanent full-time employees earn sick leave with pay at the rate of 8 hours per full month worked.

b. Permanent part-time employees (at least 20 hours per week) earn sick leave with pay at the rate of 4 hours per full month worked.

c. Sick leave balances may be carried over from year to year without limit.

d. Sick leave is not earned when an employee is absent for a period exceeding his or her earned leave balances.

e. Sick leave is not earned during that portion of an absence with pay that exceeds 60 consecutive calendar days.

2. Hybrid VRS Employees

a. Permanent full-time employees are provided a lump sum of 96 hours (12 days) of sick leave at the start of each fiscal year.

b. Permanent part-time employees (at least 20 hours per week) are provided a lump sum of 48 hours (6 days) of sick leave at the start of each fiscal year.

c. Sick leave balances are not carried over from year to year.

B. Use of Sick Leave

1. For the purposes of this section, the term "immediate family" is defined to include only:

a. A spouse.

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- b. A biological, adoptive, step, or foster son, daughter, or parent.
- c. A minor child to whom the employee is serving "in loco parentis" or any other individual who stood "in loco parentis" to the employee when the employee was a child or minor.
- d. An individual to whom the employee serves as the legal guardian, next of kin, or medical power of attorney.

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2. Permanent employees may use sick leave for absences related to conditions that prevent them from performing their duties, including:- illness, injury, other personal or immediate family health-related problems, medical appointments, pregnancy, childbirth, or a death in the immediate family (in addition to bereavement leave that may be authorized).

32. Employees shall notify their supervisor in advance of sick leave use whenever possible.

43. In advance of any planned sick leave period of three (3) or more consecutive work days, employees shall provide Human Resources with a written statement from their treating health care provider that includes:

- a. General nature of the employee's condition;
- b. Expected date of return to work;
- c. Any limitations on the duties/schedule for the employee; and
- d. Expected date employee can return to full duties/schedule.

54. Upon return to work following any planned or unplanned sick leave period of three (3) or more consecutive work days, employees shall provide Human Resources with a written statement from their treating health care provider that includes:

- a. General nature of the employee's condition that kept them from work;
- b. Any limitations on the duties/schedule for the employee; and
- c. Expected date employee can return to full duties/schedule.

5. Written statements from the treating health care provider are also required when an employee uses sick leave for three (3) or more consecutive work days for the health care needs of an immediate family member. ~~An immediate family member is defined in section 2-13-10.B.~~

6. All employees on approved sick leave shall be paid their prevailing wage based on their normal scheduled work week.

7. VRS Hybrid Plan employees drawing short- or long-term disability on an approved medical absence shall be paid according to the disability insurance provisions in effect at that time.

8. Employees shall retain all benefits and seniority while on approved sick leave.

C. Other Sick Leave Provisions

1. Sick leave balances will transfer in their entirety with employees who move from one Fluvanna County department or constitutional office to another.

~~2. Full-time or part-time permanent employees with five or more years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$2,500.~~

23. Employees shall not use sick leave in lieu of annual leave. Employees found to be using sick leave inappropriately (e.g., “burning sick leave at the end of the fiscal year” or other inappropriate uses) are subject to disciplinary action up to and including dismissal.

D. Payout of Sick Leave

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~~12. Full-time or part-time permanent employees with at least five years but less than 10 or more years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$2,500.~~

2. Full-time or part-time permanent employees with at least 10 years but less than 15 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$5,000.

3. Full-time or part-time permanent employees with at least 15 years but less than 20 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$7,500.

4. Full-time or part-time permanent employees with at least 20 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$10,000.

2.13.3. Court Leave

Employees of the Sheriff's Office will operate under the Sheriff's policy regarding Court Leave in lieu of this section.

A. An employee's absence from work for jury duty or for attending court in a non-official capacity as a witness shall be defined as “court leave.” Only leave-eligible employees are eligible for court leave.

B. Court leave shall be granted by the County Administrator or Constitutional Officers for their respective employees. Before court leave is granted, the employee must submit a copy of the official summons for jury duty or witness service to the County Administrator or Constitutional Officer prior to the beginning date of such service. Any employee appearing in court either as a defendant or plaintiff in a case shall not be eligible for this leave.

C. A regular leave-eligible employee shall be granted time off without charge to other leave balances or a decrease in pay while performing jury duty, or when subpoenaed as a witness on behalf of the County, or in a proceeding in which the employee is not a party. The period of granted leave shall be only as necessary for the court appearance, plus the necessary travel time.

2.13.4. **Military Leave.**

BOS adopted – June 4, 2025

The following policy is intended to conform to state and federal law with respect to military leave for County employees. In the event that there is any dispute, ambiguity or misunderstanding as to the County's policy with respect to military leave, this policy shall be so construed as to conform to the federal Uniformed Services Employment and Reemployment Rights Act (~~URESSA~~~~USERRA~~) and other applicable federal or state laws.

A. Reserve Duty. Upon presentation of a copy of final orders or other equivalent notice, a regular employee who is a member of an officially-recognized reserve or National Guard unit is eligible for up to 2145 work days of military leave for training purposes or active duty per federal fiscal year (October 1 – September 30). During this ~~2145~~-day period, the employee shall be considered on military leave with pay and shall accordingly be paid his or her full gross salary for regularly scheduled work hours during this period. A full-time employee working a 40-hour work week will be allotted ~~16820~~ hours (~~2145~~ days x 8 hours) of military leave in a fiscal year. Military leave will be prorated for part-time employees and for employees on uncommon ~~h~~ours of duty based upon the “workday formula” as defined under Section 44-93 of the Code of Virginia. Based on formulas in the Code of Virginia as well as the US Office of Personnel Management, Sheriff's Deputies working an 84 hour bi-weekly schedule will be allotted ~~176.4426~~ hours ($84/80=1.05 \times \del{168420} = \del{176.4426} or $1/260 \times 2184 = 8.4 \times \del{2145} = \del{176.426}) of military leave per federal fiscal year.$$

B. Active Duty. Employees who voluntarily enlist in the ~~u~~Uniformed ~~-s~~Services of the United States, or a reservist called to active duty, shall be placed on leave without pay for up to five (5) years while serving in the uniformed services. The leave without pay shall commence after the ~~2145~~-day military leave with pay has been utilized.

C. Procedures for Military Leave. An employee who is leaving to perform military service shall provide advanced written notice to his or her supervisor, which includes the expected dates of the leave. When available, employees shall provide a copy of their military orders. As with all leave requests, the employee should give as much advance notice as possible.

D. Benefits

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1. During military leave with pay, the employee will continue to accrue VRS service time, annual leave, and sick leave. Employees who are on military leave without pay will continue to accrue VRS service time, but not annual leave or sick leave.

2. Employees reemployed following military leave will receive benefits determined by service time that the employee had at the beginning of military leave, plus any additional benefits the employee would have attained had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job.

3. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee and covered dependents may elect to continue his/her health coverage for up to 24 months at the cost of 102% of the overall (both employer and employee) premium rate. This continuation of coverage serves as applicable health insurance coverage under COBRA.

E. Reemployment. Any employee whose absence from employment with the County is necessitated by reason of military service in the uniformed services shall be entitled to all reemployment rights and benefits as set forth in the federal Uniformed Services Employment and Reemployment Rights Act (URESSA) and other applicable federal or state laws.

F. Notice. Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

1. An employee who served for less than 31 days, must report for reemployment at the beginning of the first full regularly scheduled work day following completion of service and eight hours after returning to the employee's residence.

2. An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

3. An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

4. An employee who has been hospitalized or is recovering from an injury ~~of or~~ illness incurred or aggravated while serving must submit an application for reemployment with Human Resources no later than two years following completion of service.

G. Terms

1. An employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

a. If less than 91 days of military service, employee will return to a position in which the employee had been employed prior to military service or a position that the employee would have attained if employment had not been interrupted by military service.

b. If more than 90 days and less than 5 years of military service, then an employee will return to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay.

2. A probationary employee called to military service is eligible for reemployment. When a probationary employee is reemployed, he or she will return to the same status as existed prior to the military service.

H. Exceptions to Reemployment. In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable.

2. The employee's employment prior to the military service was merely for a brief, non-recurrent period of time and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

2.13.5. Absence Without Leave. Absence without leave shall be defined as an absence from the job during a scheduled work period without enough appropriate leave to cover the absence. Also, failure to report to work at the expiration of an authorized leave or to request an extension of time, shall be considered an absence without leave. An unauthorized absence from duty during required hours of attendance shall be treated as an absence without pay. Where there are not adequate reasons for the failure to secure authorization prior to the absence, the employee shall be subject to disciplinary action up to and including termination of employment.

2.13.6. Leave Without Pay

A. Leave of absence without pay may be granted for:

1. Educational leave in excess of such leave allowable with pay;
2. Family Medical Leave Act (FMLA);
3. Military leave in excess of such leave allowable with pay; and

~~4. Use of annual and sick leave which exceeds the amount of leave earned~~ Leave without pay may be authorized under other situations, but it requires specific advance approval of the County Administrator, or the Constitutional Officer for their respective employees.

B. Leave of absence without pay shall not be allowed until all balances of applicable leave with pay have been used. Except for FMLA, ~~or Military Leave~~, a leave of absence without pay shall not be granted for more than one calendar month without approval of the County Administrator or Constitutional Officers for their respective employees.

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C. Any employee returning from leave of absence without pay, during or at the end of the period for which the leave was granted, shall be entitled to reinstatement. If he/she fails to return at the end of the period for which the leave was granted, he/she shall be treated as having resigned.

~~D. Maximum Amount of Leave without Pay. The maximum amount of leave without pay in a fiscal year shall be 80 hours; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances with well-documented evidence provided by the employee.~~

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~~ED. Leave Accrual.~~ During the period for which the leave was granted, employees will not accrue annual or sick leave hours.

~~EE. Benefits.~~ The County will continue to pay:

1. Life insurance premiums; ~~and~~
2. Retirement ~~Contributions~~contributions.

Note: Retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee (i.e., if the employee was on leave without pay for the entire pay period).

~~GF. Health Insurance Premiums.~~ For an employee granted leave without pay status under the Family Medical Leave Act (FMLA), the County will continue to pay the employer portion of the premium. For an employee granted leave without pay status who does not qualify for FMLA, the employee will have to pay both the employer and employee portions of the premium in order to maintain coverage.

2.13.7. Educational Leave. Employees may be allowed to take leave to further their education through courses related to their work. This leave may be with full, partial, or no pay, and must be authorized by the County Administrator, or Constitutional Officers for their respective employees, who decides what type of leave employees may take.

2.13.8. Closures Due To Weather or Other Emergencies

BOS adopted – November 6, 2019

A. Purpose. To prescribe uniform procedures for the closure of County offices and public services during periods of inclement weather and other emergencies.

B. Policy. Fluvanna County will make every reasonable effort to open facilities to the public as scheduled, consistent with safe access for staff and the public. Whenever it is determined that the health and safety of citizens or employees would be placed at risk, or that weather conditions prevent performance of regular operations and services, closure of County offices or specific departments may be deemed necessary.

1. The County Administrator, or designee, is responsible for determining whether a delayed opening, early closure, or full day closure of the County offices is necessary due to inclement weather or other emergency.

2. The chief judge or presiding judge of each respective court may authorize the Clerk of the Court to close the clerk's office and court. The clerk of the respective court will notify the County Administrator or designee of such closure.

C. Employee Safety

1. Employees should use their own judgment when they believe roads or other conditions may be unsafe for travel to/from work, and employees may take appropriate annual leave when necessary during inclement weather or emergency situations. Employees are encouraged to maintain adequate leave balances for such situations.

2. During times of emergency or inclement weather, it is the responsibility of the employee to confirm when and where County facilities will be closed. If such conditions develop during the night and warrant delayed opening or official closing, employees will be notified through the Everbridge Alert System. Additionally, employees are advised to listen to local radio/TV announcements for closures/reopening notices. If there is any doubt, employees should contact their supervisors.

D. Definitions

1. Closure Pay

- a. A supplemental pay category, for leave-eligible employees, paid at an employee's base hourly rate during an officially approved closure period.

- b. Closure pay can only be earned during an employee's regularly scheduled work hours, and is not a factor in calculating overtime wages.

2. Essential Employees. Essential employees are County employees who may be required to work during weather and emergency conditions, as designated by their department head.

3. Full Closure. The twenty-four (24) hour period, beginning at 12:00am, during which time all normal operations cease and County buildings remain closed to the public.

4. Public Safety Personnel. Deputy Sheriffs, including command staff, and Emergency Communications Officers.

E. Essential Personnel Provisions

1. Non-exempt essential employees who physically work some or all of their regularly scheduled hours during an approved closure will receive their normal compensation for those regular hours worked **plus** closure pay for those same hours worked during the closure.
 - a. A full closure begins at 12:00am and ends at 11:59pm of the same calendar day.
2. Overtime compensation applies to essential personnel who physically work more than 40 hours during that work week (Sun to Sat).
3. Overtime is only calculated on the regular and unscheduled hours worked, not the closure pay compensation amounts.
4. Exempt personnel do not receive additional compensation for hours worked during a closure period.

F. Essential Public Safety Personnel Provisions

1. The Sheriff, or designee, has the authority to designate personnel as “Essential Public Safety” or “Non-Essential Public Safety”, based on operational needs of the agency during specific weather and emergency events. Regularly scheduled Public Safety personnel who are deemed non-essential shall abide by the provisions set forth in section 2.13.8G of this policy.
2. Public Safety who are designated “Essential Public Safety Personnel” may be required to physically work their regularly scheduled hours regardless of County service and building closures. Work hours may be modified to meet operational needs.
3. Public Safety personnel who physically work during a calendar day of an approved County closure will receive their normal compensation for those hours worked. Additionally, Essential personnel will receive closure pay for any hours worked during the calendar day of that closure. If the County only closes for a partial day, personnel will only receive closure pay for the hours worked during the time that County services and buildings are closed to the public.

4. Overtime is calculated based on regular and unscheduled hours worked, not the closure pay compensation amounts.

G. Non-Essential Personnel

1. Employees will not be required to make up regularly scheduled time missed during an approved closure. Such time will be charged to the closure pay code.
2. Regularly scheduled hours missed, outside of the approved closure hours, will be charged to accrued annual leave or accrued compensatory time.
3. Leave-eligible employees who are not regularly scheduled to work during an approved closure will not receive closure pay.
4. Personnel on previously approved leave, or who are out of the area on official business during an inclement weather emergency, will be considered to be “non-essential” and shall not receive closure pay.
5. Non-essential employees who work some or all of their regularly scheduled hours during an approved closure will not receive closure pay.

2.13.9. Sick Leave Sharing

BOS Adopted – June 4, 2025

A. Requirements. Leave may be donated from one employee to another under the following conditions:

- ~~1. The~~ ~~1. c~~ Employee receiving the leave uses it for authorized sick leave purposes only; ~~and,~~
- ~~The~~
- ~~1.~~ ~~2. c~~ Employee receiving the leave has exhausted all other leave balances (including annual, sick, and compensatory leave); ~~and,~~
- ~~2.~~
- ~~The~~
- ~~3.~~ ~~3. c~~ Employee donating the leave understands that there is no obligation or pressure to donate leave;
4. The employee donating or receiving the leave must have worked for the County for a minimum of one year; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances;
5. An employee may not donate leave after they have submitted a resignation notice to the County;

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6. The maximum amount of leave that may be received in a fiscal year is 80 hours; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances with well-documented evidence provided by the employee;

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7. An employee that intends to donate leave must have a minimum remaining balance of at least 40 hours of sick leave; and

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8. After one year of employment, Hybrid employees are not authorized to receive donated leave during the period when they are on short-term disability.

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B. Requesting and Donating Leave.

1. After receiving a request for donated leave, the Human Resources Director shall email the request for leave sharing to all County employees.

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2. If an employee(s) has~~ve~~ freely agreed to donate leave to another employee needing sick leave and meeting the conditions outlined in this policy, notification must be made to the Finance Director in writing. The following items must appear in ~~that~~ ~~notice~~ Form 2.13 -Leave Sharing ("Leave Sharing Form"):

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~~a~~1. All parties must acknowledge that they meet all of the conditions as set forth in this policy.

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~~b~~2. Each donor shall indicate ~~the type of leave he/she is donating~~ and how many hours are being donated.

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~~c~~3. This ~~letter-form~~ shall be signed by both the requestor and the donor(s).

3. ~~C.~~ Should a requestor receive ~~more~~ leave ~~than what is needed for the pay period from more than one donor and not use all of the leave~~, the amount of ~~excess~~ donated leave ~~remaining~~ shall be divided equally among the donors and returned to them ~~as the same type of leave that they donated~~.

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4. After receiving the Leave Sharing Form, both the Finance Director and County Administrator shall sign the Leave Sharing Form before it is processed by the Finance Director.

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5. If either the Finance Director or County Administrator is the employee either donating or receiving the leave, the Assistant County Administrator must also sign the Leave Sharing Form.

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2.13.10. Bereavement Leave

A. Policy. Bereavement leave is designed to provide employees with paid time away from work to grieve and to handle matters related to a death in their immediate family. All

Regular full time staff are eligible for paid leave upon the death of an immediate family member. Regular part time staff will be compensated for regularly scheduled work hours only on the approved Bereavement Leave days.

B. Immediate Family Defined

- Spouse
- Child (natural/step/adopted/foster)
- Parent (natural/step/adoptive)
- Sibling (natural/step/adopted)
- Immediate in-laws (father, mother, sister, brother, son, daughter)
- Grandparents (immediate or spousal)
- Legal Guardian
- Person living in the same household as the employee.

C. Other relationships may also be approved on a case-by-case basis by the County Administrator or Constitutional Officer without setting precedent.

D. Length of Leave. Bereavement Leave is granted for up to three days. If additional time is necessary, the employee may elect to use other available leave with the approval of his/her supervisor.

E. Notification

1. Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the Supervisor is notified.

2. If the employee requires more than 3 days leave in the event of a death in the immediate family, vacation, personal, comp, sick, or leave without pay may be requested for the additional days.

3. An employee may request leave for the death of a non-immediate family member or a friend. In this case, vacation, personal, comp or leave without pay may be requested.

02. PERSONNEL

2.13. Leave and Holidays

BOS Adopted – June 4, 2025

2.13.1. Annual Leave

A. Permanent County employees receive paid annual leave which can be taken for any purpose. Except in cases of illness or emergency, annual leave must be approved in advance. All full-time permanent employees of the County of Fluvanna shall be granted annual leave by the County as follows:

Years	Hours Earned per month	Days Earned per year	Service Accumulation
Less than 5 years	8	12	160 hours
5 but less than 10	10	15	200 hours
10 but less than 15	12	18	240 hours
15 but less than 20	14	21	260 hours
20 or more	16	24	280 hours

B. Employees on vacation leave shall be paid their prevailing wage based on the prevailing scheduled work week. Annual leave is earned only upon completion of a full pay period of employment. If an employee is absent for a period exceeding his or her earned leave balances, he or she will not earn annual leave for that period. Also, an employee will not earn annual leave during that portion of an absence with pay that exceeds 60 consecutive calendar days.

C. Probationary employees will not normally be permitted to take vacation leave within 90 days of hire date. Exceptions may be approved by the Department Head on a need basis.

D. Upon separation or retirement, a full-time employee shall be paid for all accrued annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

E. In the event of death of the employee, the employee's estate will be paid for accumulated annual leave, not to exceed the maximum amount of leave that can be carried to the next year, based on their approved Service Accumulation.

F. Annual leave accrued above the maximum Service Accumulation above is lost by the employee at the beginning of each new fiscal year.

G. Permanent part-time employees who work at least 20 hours per week, but less than 30, shall be entitled to annual leave equal to 50% of that earned by a full-time employee of equal tenure.

H. Annual leave balances for employees who move from one Fluvanna County department to another, or the constitutional offices, will have those leave balances transferred in their entirety. If the transferred employee is terminated from their position within six (6) months of the hire date in the new position, then the employee's previous department is obligated to incur their prorated share of the leave balance payout assuming all leave balances initially transferred are reduced first by any leave the employee may have taken in the new department.

I. Employees transferring from the Fluvanna County School System or Fluvanna County Social Services shall retain their employment tenure for the purposes of calculating leave accrual rates and allowable service accumulation carryover.

2.13.2. Sick Leave

BOS adopted – June 4, 2025

A. Earning Sick Leave

1. Plan 1 and 2 VRS Employees

a. Permanent full-time employees earn sick leave with pay at the rate of 8 hours per full month worked.

b. Permanent part-time employees (at least 20 hours per week) earn sick leave with pay at the rate of 4 hours per full month worked.

c. Sick leave balances may be carried over from year to year without limit.

d. Sick leave is not earned when an employee is absent for a period exceeding his or her earned leave balances.

e. Sick leave is not earned during that portion of an absence with pay that exceeds 60 consecutive calendar days.

2. Hybrid VRS Employees

a. Permanent full-time employees are provided a lump sum of 96 hours (12 days) of sick leave at the start of each fiscal year.

b. Permanent part-time employees (at least 20 hours per week) are provided a lump sum of 48 hours (6 days) of sick leave at the start of each fiscal year.

c. Sick leave balances are not carried over from year to year.

B. Use of Sick Leave

1. For the purposes of this section, the term "immediate family" is defined to include only:

a. A spouse.

- b. A biological, adoptive, step, or foster son, daughter, or parent.
- c. A minor child to whom the employee is serving “in loco parentis” or any other individual who stood “in loco parentis” to the employee when the employee was a child or minor.
- d. An individual to whom the employee serves as the legal guardian, next of kin, or medical power of attorney.

2. Permanent employees may use sick leave for absences related to conditions that prevent them from performing their duties, including: illness, injury, other personal or immediate family health-related problems, medical appointments, pregnancy, childbirth, or a death in the immediate family (in addition to bereavement leave that may be authorized).

3. Employees shall notify their supervisor in advance of sick leave use whenever possible.

4. In advance of any planned sick leave period of three (3) or more consecutive work days, employees shall provide Human Resources with a written statement from their treating health care provider that includes:

- a. General nature of the employee’s condition;
- b. Expected date of return to work;
- c. Any limitations on the duties/schedule for the employee; and
- d. Expected date employee can return to full duties/schedule.

5. Upon return to work following any planned or unplanned sick leave period of three (3) or more consecutive work days, employees shall provide Human Resources with a written statement from their treating health care provider that includes:

- a. General nature of the employee’s condition that kept them from work;
- b. Any limitations on the duties/schedule for the employee; and
- c. Expected date employee can return to full duties/schedule.

5. Written statements from the treating health care provider are also required when an employee uses sick leave for three (3) or more consecutive work days for the health care needs of an immediate family member.

6. All employees on approved sick leave shall be paid their prevailing wage based on their normal scheduled work week.

7. VRS Hybrid Plan employees drawing short- or long-term disability on an approved medical absence shall be paid according to the disability insurance provisions in effect at that time.

8. Employees shall retain all benefits and seniority while on approved sick leave.

C. Other Sick Leave Provisions

1. Sick leave balances will transfer in their entirety with employees who move from one Fluvanna County department or constitutional office to another.

2. Employees shall not use sick leave in lieu of annual leave. Employees found to be using sick leave inappropriately (e.g., “burning sick leave at the end of the fiscal year” or other inappropriate uses) are subject to disciplinary action up to and including dismissal.

D. Payout of Sick Leave

1. Full-time or part-time permanent employees with at least five years but less than 10 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$2,500.

2. Full-time or part-time permanent employees with at least 10 years but less than 15 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$5,000.

3. Full-time or part-time permanent employees with at least 15 years but less than 20 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$7,500.

4. Full-time or part-time permanent employees with at least 20 years of continuous Fluvanna County service when their employment ends will be paid for twenty-five (25%) percent of their unused sick leave up to \$10,000.

2.13.3. Court Leave

Employees of the Sheriff's Office will operate under the Sheriff's policy regarding Court Leave in lieu of this section.

A. An employee's absence from work for jury duty or for attending court in a non-official capacity as a witness shall be defined as “court leave.” Only leave-eligible employees are eligible for court leave.

B. Court leave shall be granted by the County Administrator or Constitutional Officers for their respective employees. Before court leave is granted, the employee must submit a copy of the official summons for jury duty or witness service to the County Administrator or

Constitutional Officer prior to the beginning date of such service. Any employee appearing in court either as a defendant or plaintiff in a case shall not be eligible for this leave.

C. A regular leave-eligible employee shall be granted time off without charge to other leave balances or a decrease in pay while performing jury duty, or when subpoenaed as a witness on behalf of the County, or in a proceeding in which the employee is not a party. The period of granted leave shall be only as necessary for the court appearance, plus the necessary travel time.

2.13.4. Military Leave.

BOS adopted – June 4, 2025

The following policy is intended to conform to state and federal law with respect to military leave for County employees. In the event that there is any dispute, ambiguity or misunderstanding as to the County's policy with respect to military leave, this policy shall be so construed as to conform to the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable federal or state laws.

A. Reserve Duty. Upon presentation of a copy of final orders or other equivalent notice, a regular employee who is a member of an officially-recognized reserve or National Guard unit is eligible for up to 21 work days of military leave for training purposes or active duty per federal fiscal year (October 1 – September 30). During this 21-day period, the employee shall be considered on military leave with pay and shall accordingly be paid his or her full gross salary for regularly scheduled work hours during this period. A full-time employee working a 40-hour work week will be allotted 168 hours (21 days x 8 hours) of military leave in a fiscal year. Military leave will be prorated for part-time employees and for employees on uncommon hours of duty based upon the “workday formula” as defined under Section 44-93 of the Code of Virginia. Based on formulas in the Code of Virginia as well as the US Office of Personnel Management, Sheriff’s Deputies working an 84 hour bi-weekly schedule will be allotted 176.4 hours ($84/80=1.05 \times 168=176.4$ or $1/260 \times 2184=8.4 \times 21=176.4$) of military leave per federal fiscal year.

B. Active Duty. Employees who voluntarily enlist in the uniformed services of the United States, or a reservist called to active duty, shall be placed on leave without pay for up to five (5) years while serving in the uniformed services. The leave without pay shall commence after the 21-day military leave with pay has been utilized.

C. Procedures for Military Leave. An employee who is leaving to perform military service shall provide advanced written notice to his or her supervisor, which includes the expected dates of the leave. When available, employees shall provide a copy of their military orders. As with all leave requests, the employee should give as much advance notice as possible.

D. Benefits

1. During military leave with pay, the employee will continue to accrue VRS service time, annual leave, and sick leave. Employees who are on military leave without pay will continue to accrue VRS service time, but not annual leave or sick leave.

2. Employees reemployed following military leave will receive benefits determined by service time that the employee had at the beginning of military leave, plus any additional benefits the employee would have attained had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job.

3. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leave of more than 30 days, an employee and covered dependents may elect to continue his/her health coverage for up to 24 months at the cost of 102% of the overall (both employer and employee) premium rate. This continuation of coverage serves as applicable health insurance coverage under COBRA.

E. Reemployment. Any employee whose absence from employment with the County is necessitated by reason of military service in the uniformed services shall be entitled to all reemployment rights and benefits as set forth in the federal Uniformed Services Employment and Reemployment Rights Act (URESSA) and other applicable federal or state laws.

F. Notice. Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

1. An employee who served for less than 31 days must report for reemployment at the beginning of the first full regularly scheduled work day following completion of service and eight hours after returning to the employee's residence.

2. An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

3. An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

4. An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must submit an application for reemployment with Human Resources no later than two years following completion of service.

G. Terms

1. An employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

a. If less than 91 days of military service, employee will return to a position in which the employee had been employed prior to military service or a position that the employee would have attained if employment had not been interrupted by military service.

b. If more than 90 days and less than 5 years of military service, then an employee will return to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay.

2. A probationary employee called to military service is eligible for reemployment. When a probationary employee is reemployed, he or she will return to the same status as existed prior to the military service.

H. Exceptions to Reemployment. In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable.

2. The employee's employment prior to the military service was merely for a brief, non-recurrent period of time and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

2.13.5. Absence Without Leave. Absence without leave shall be defined as an absence from the job during a scheduled work period without enough appropriate leave to cover the absence. Also, failure to report to work at the expiration of an authorized leave or to request an extension of time shall be considered an absence without leave. An unauthorized absence from duty during required hours of attendance shall be treated as an absence without pay. Where there are not adequate reasons for the failure to secure authorization prior to the absence, the employee shall be subject to disciplinary action up to and including termination of employment.

2.13.6. Leave Without Pay

A. Leave of absence without pay may be granted for:

1. Educational leave in excess of such leave allowable with pay;

2. Family Medical Leave Act (FMLA);

3. Military leave in excess of such leave allowable with pay; and

4. Leave without pay may be authorized under other situations, but it requires specific advance approval of the County Administrator, or the Constitutional Officer for their respective employees.

B. Leave of absence without pay shall not be allowed until all balances of applicable leave with pay have been used. Except for FMLA or Military Leave, a leave of absence without pay shall not be granted for more than one calendar month without approval of the County Administrator or Constitutional Officers for their respective employees.

C. Any employee returning from leave of absence without pay, during or at the end of the period for which the leave was granted, shall be entitled to reinstatement. If he/she fails to return at the end of the period for which the leave was granted, he/she shall be treated as having resigned.

D. Maximum Amount of Leave without Pay. The maximum amount of leave without pay in a fiscal year shall be 80 hours; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances with well-documented evidence provided by the employee.

E. Leave Accrual. During the period for which the leave was granted, employees will not accrue annual or sick leave hours.

F. Benefits. The County will continue to pay:

1. Life insurance premiums; and
2. Retirement contributions.

Note: Retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee (i.e., if the employee was on leave without pay for the entire pay period).

G. Health Insurance Premiums. For an employee granted leave without pay status under the Family Medical Leave Act (FMLA), the County will continue to pay the employer portion of the premium. For an employee granted leave without pay status who does not qualify for FMLA, the employee will have to pay both the employer and employee portions of the premium in order to maintain coverage.

2.13.7. Educational Leave. Employees may be allowed to take leave to further their education through courses related to their work. This leave may be with full, partial, or no pay, and must be authorized by the County Administrator, or Constitutional Officers for their respective employees, who decides what type of leave employees may take.

2.13.8. Closures Due To Weather or Other Emergencies

BOS adopted – November 6, 2019

A. Purpose. To prescribe uniform procedures for the closure of County offices and public services during periods of inclement weather and other emergencies.

B. Policy. Fluvanna County will make every reasonable effort to open facilities to the public as scheduled, consistent with safe access for staff and the public. Whenever it is

determined that the health and safety of citizens or employees would be placed at risk, or that weather conditions prevent performance of regular operations and services, closure of County offices or specific departments may be deemed necessary.

1. The County Administrator, or designee, is responsible for determining whether a delayed opening, early closure, or full day closure of the County offices is necessary due to inclement weather or other emergency.
2. The chief judge or presiding judge of each respective court may authorize the Clerk of the Court to close the clerk's office and court. The clerk of the respective court will notify the County Administrator or designee of such closure.

C. Employee Safety

1. Employees should use their own judgment when they believe roads or other conditions may be unsafe for travel to/from work, and employees may take appropriate annual leave when necessary during inclement weather or emergency situations. Employees are encouraged to maintain adequate leave balances for such situations.
2. During times of emergency or inclement weather, it is the responsibility of the employee to confirm when and where County facilities will be closed. If such conditions develop during the night and warrant delayed opening or official closing, employees will be notified through the Everbridge Alert System. Additionally, employees are advised to listen to local radio/TV announcements for closures/reopening notices. If there is any doubt, employees should contact their supervisors.

D. Definitions

1. Closure Pay

- a. A supplemental pay category, for leave-eligible employees, paid at an employee's base hourly rate during an officially approved closure period.
- b. Closure pay can only be earned during an employee's regularly scheduled work hours, and is not a factor in calculating overtime wages.

2. Essential Employees. Essential employees are County employees who may be required to work during weather and emergency conditions, as designated by their department head.

3. Full Closure. The twenty-four (24) hour period, beginning at 12:00am, during which time all normal operations cease and County buildings remain closed to the public.

4. Public Safety Personnel. Deputy Sheriffs, including command staff, and Emergency Communications Officers.

E. Essential Personnel Provisions

1. Non-exempt essential employees who physically work some or all of their regularly scheduled hours during an approved closure will receive their normal compensation for those regular hours worked **plus** closure pay for those same hours worked during the closure.
 - a. A full closure begins at 12:00am and ends at 11:59pm of the same calendar day.
2. Overtime compensation applies to essential personnel who physically work more than 40 hours during that work week (Sun to Sat).
3. Overtime is only calculated on the regular and unscheduled hours worked, not the closure pay compensation amounts.
4. Exempt personnel do not receive additional compensation for hours worked during a closure period.

F. Essential Public Safety Personnel Provisions

1. The Sheriff, or designee, has the authority to designate personnel as “Essential Public Safety” or “Non-Essential Public Safety”, based on operational needs of the agency during specific weather and emergency events. Regularly scheduled Public Safety personnel who are deemed non-essential shall abide by the provisions set forth in section 2.13.8G of this policy.
2. Public Safety who are designated “Essential Public Safety Personnel” may be required to physically work their regularly scheduled hours regardless of County service and building closures. Work hours may be modified to meet operational needs.
3. Public Safety personnel who physically work during a calendar day of an approved County closure will receive their normal compensation for those hours worked. Additionally, Essential personnel will receive closure pay for any hours worked during the calendar day of that closure. If the County only closes for a partial day, personnel will only receive closure pay for the hours worked during the time that County services and buildings are closed to the public.
4. Overtime is calculated based on regular and unscheduled hours worked, not the closure pay compensation amounts.

G. Non-Essential Personnel

1. Employees will not be required to make up regularly scheduled time missed during an approved closure. Such time will be charged to the closure pay code.
2. Regularly scheduled hours missed, outside of the approved closure hours, will be charged to accrued annual leave or accrued compensatory time.
3. Leave-eligible employees who are not regularly scheduled to work during an approved closure will not receive closure pay.
4. Personnel on previously approved leave, or who are out of the area on official business during an inclement weather emergency, will be considered to be “non-essential” and shall not receive closure pay.
5. Non-essential employees who work some or all of their regularly scheduled hours during an approved closure will not receive closure pay.

2.13.9. Sick Leave Sharing

BOS Adopted – June 4, 2025

A. Requirements. Leave may be donated from one employee to another under the following conditions:

1. The employee receiving the leave uses it for authorized sick leave purposes only;
2. The employee receiving the leave has exhausted all other leave balances (including annual, sick, and compensatory leave);
3. The employee donating the leave understands that there is no obligation or pressure to donate leave;
4. The employee donating or receiving the leave must have worked for the County for a minimum of one year; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances;
5. An employee may not donate leave after they have submitted a resignation notice to the County;
6. The maximum amount of leave that may be received in a fiscal year is 80 hours; however, the County Administrator or Constitutional Officer may grant an exception to this requirement due to extenuating circumstances with well-documented evidence provided by the employee;
7. An employee that intends to donate leave must have a minimum remaining balance of at least 40 hours of sick leave; and
8. After one year of employment, Hybrid employees are not authorized to receive donated leave during the period when they are on short-term disability.

B. Requesting and Donating Leave.

1. After receiving a request for donated leave, the Human Resources Director shall email the request for leave sharing to all County employees.
2. If an employee has freely agreed to donate leave to another employee needing sick leave and meeting the conditions outlined in this policy, notification must be made to the Finance Director in writing. The following items must appear in Form 2.13 - Leave Sharing ("Leave Sharing Form"):
 - a. All parties must acknowledge that they meet all of the conditions as set forth in this policy.
 - b. Each donor shall indicate how many hours are being donated.
 - c. This form shall be signed by both the requestor and the donor(s).
3. Should a requestor receive more leave than what is needed for the pay period, the amount of excess donated leave shall be divided equally among the donors and returned to them.
4. After receiving the Leave Sharing Form, both the Finance Director and County Administrator shall sign the Leave Sharing Form before it is processed by the Finance Director.
5. If either the Finance Director or County Administrator is the employee either donating or receiving the leave, the Assistant County Administrator must also sign the Leave Sharing Form.

2.13.10. Bereavement Leave

A. Policy. Bereavement leave is designed to provide employees with paid time away from work to grieve and to handle matters related to a death in their immediate family. All Regular full time staff are eligible for paid leave upon the death of an immediate family member. Regular part time staff will be compensated for regularly scheduled work hours only on the approved Bereavement Leave days.

B. Immediate Family Defined

- Spouse
- Child (natural/step/adopted/foster)
- Parent (natural/step/adoptive)
- Sibling (natural/step/adopted)
- Immediate in-laws (father, mother, sister, brother, son, daughter)
- Grandparents (immediate or spousal)

- Legal Guardian
- Person living in the same household as the employee.

C. Other relationships may also be approved on a case-by-case basis by the County Administrator or Constitutional Officer without setting precedent.

D. Length of Leave. Bereavement Leave is granted for up to three days. If additional time is necessary, the employee may elect to use other available leave with the approval of his/her supervisor.

E. Notification

1. Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the Supervisor is notified.

2. If the employee requires more than 3 days leave in the event of a death in the immediate family, vacation, personal, comp, sick, or leave without pay may be requested for the additional days.

3. An employee may request leave for the death of a non-immediate family member or a friend. In this case, vacation, personal, comp or leave without pay may be requested.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB I

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Social Services Performance-Based Bonus Opportunity for Medical Assistance Renewals				
MOTION(s):	I move the Board of Supervisors authorize staff to advertise an ordinance for a public hearing to be held July 2, 2025 authorizing monetary bonuses to eligible Fluvanna County Department of Social Services employees per § 15.2-1508 of the Code of Virginia.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kim Mabe, Director of Social Services; Eric Dahl, County Administrator and Dan Whitten, County Attorney				
PRESENTER(S):	Kim Mabe, Director of Social Services				
RECOMMENDATION:	Motion to approve advertisement for public hearing				
TIMING:	Advertise for public hearing on July 2, 2025				
DISCUSSION:	- VDSS announced a new initiative to recognize and reward Local Departments of Social Services and those employees who consistently exceed expectations in processing Medical Assistance Renewals while also maintaining high-quality standards. - VDSS is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs. - In order for VDSS to distribute these bonuses, the locality must have an ordinance in place authorizing such payments. - Fluvanna County does not currently have this ordinance. - These bonuses do not require a local funding match.				
FISCAL IMPACT:	Bonuses will require no local match.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- Letter from DSS Commissioner to Fluvanna County Administrator dated April 23, 2025. - Resolution approved by DSS Board on May 19, 2025. - Ordinance authorizing the bonuses. - Advertisement				
	Legal	Finance	Purchasing	HR	Other

REVIEWS COMPLETED:	X	X		X	
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COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

James Hunter Williams
Commissioner

April 23, 2025

Eric M. Dahl, County Administrator
132 Main Street
Palmyra, VA 22963

Dear Eric Dahl,

I am pleased to announce a new initiative to recognize and reward Local Departments of Social Services and those employees who consistently exceed expectations in processing Medical Assistance Renewals while also maintaining high-quality standards.

The Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs.

In order for VDSS to distribute these bonuses, each locality must have an ordinance in place authorizing such payments.

We are aware that Fluvanna County does not currently have this ordinance. I encourage you to take the necessary steps to amend or enact an ordinance so your locality can distribute performance-based bonuses to eligible employees and the department in accordance with state requirements.

Please note that these bonuses do not require a local funding match, so local budgets will not be impacted!

Employees and departments can be rewarded for their hard work and dedication without additional local expense. Furthermore, the Governor's proposed budget for SFY 2026 includes funding for a one-time bonus payment to eligible employees, equal to 1.5 percent of base salary, to be issued on July 1, 2025.

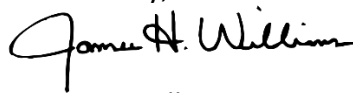
BUT - This bonus is contingent upon the amendment or enactment of a local ordinance authorizing these performance-based payments.

Eric Dahl
April 23, 2025
Page Two

Your local employees play a vital role in ensuring timely and accurate Medical Assistance determinations. We believe this incentive will honor their contributions, help reduce the Medical Assistance Renewal backlog, and most importantly, ensure community members receive the assistance they need promptly. We are ready to provide any guidance or support you may need as you consider this opportunity.

Thank you for your continued leadership and dedication to serving Fluvanna County residents. Please do not hesitate to reach out to Diana Clark, Associate Director, Division of Benefit Programs at diana.clark@dss.virginia.gov, should you require further information or assistance.

Sincerely,

A handwritten signature in black ink that reads "James H. Williams". The signature is written in a cursive style with a large, stylized "J" and "W".

James Williams

cc: Kim Mabe, Director, Fluvanna County Department of Social Services

Resolution

Whereas; the Fluvanna County Department of Social Services is a state supported local agency that provides services to help the children, families, and elderly of Fluvanna County,

Whereas; the Fluvanna County Department of Social Services is administered by the Fluvanna County Social Services Board pursuant to § 15.2-412,

Whereas; the Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs,

Whereas; in order for the Virginia Department of Social Services to distribute these bonuses, each locality must have an ordinance in place authorizing such payments,

Whereas; the County of Fluvanna currently lacks such an ordinance as required to receive said bonuses,

Therefore be it resolved; that the Fluvanna County Social Services Board supports the passage of a local ordinance as required by the Commonwealth for said bonuses,

And be it further resolved; that the Fluvanna County Social Services Board strongly encourages the Fluvanna County Board of Supervisors to direct the County Attorney to draft said ordinance in a timely manner as to qualify for said bonuses,

And be it further resolved; that the Fluvanna County Social Services Board urges the Fluvanna County Board of Supervisors to approve and enact into law said ordinance to help support the dedicated staff of the Fluvanna County Department of Social Services.

**AN ORDINANCE TO PROVIDE FOR A STATE FUNDED 1.5% BONUS TO ELIGIBLE
DEPARTMENT OF SOCIAL SERVICES EMPLOYEES IN ACCORDANCE WITH
§ 15.2-1508 OF THE CODE OF VIRGINIA**

WHEREAS the Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewal backlogs; and

WHEREAS Virginia Code § 15.2-1508 authorizes local governments to provide by ordinance for payments of bonuses to its officers and employees; and

WHEREAS the Board of Supervisors, after public notice, public hearing and due deliberation in accordance with law approved the said ordinance authorizing bonuses on **July 2, 2025**.

NOW THEREFORE BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

1. That a one-time state-funded bonus of 1.5% for eligible employees of the Fluvanna County Department of Social Services is approved, and
2. That this Ordinance shall be effective immediately upon adoption.

Adopted this 2nd day of July, 2025
by the Fluvanna County Board of Supervisors

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, July 2, 2025, at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held Fluvanna County Circuit Court, at 72 Main Street, Palmyra, VA 22963 for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors on the following items:

ORDINANCE TO PROVIDE FOR A STATE FUNDED 1.5% BONUS TO ELIGIBLE DSS EMPLOYEES IN ACCORDANCE WITH § 15.2-1508 OF THE CODE OF VIRGINIA

A COPY OF THE FULL TEXT OF EACH ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: June 12 & 19, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

434-591-1910

434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Authorization to Advertise a Public Hearing for the First Amendment to the Lease Agreement with Cellco Partnership d/b/a Verizon Wireless				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing to be held July 2, 2025 for the First Amendment to the Water Tower Lease Agreement with Cellco Partnership d/b/a Verizon Wireless				
BOS 2 YEAR GOAL?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on July 2, 2025 to approve the First Amendment to the Lease Agreement with Cellco Partnership d/b/a Verizon Wireless				
TIMING:	Routine				
DISCUSSION:	- This amendment contemplates a proposed increase in rent and a modified Exhibit C to reflect the updated equipment listing and depiction of equipment layout. - Cityscape Consultants has reviewed the amendment and also included updated language to modify the provisions related to Access, Public Safety, and the Water Supply Facility and Protection of Public in this amendment. - Current Rent as of 3/1/2025: \$2,643.36 (\$31,720.32) - Proposed Adjusted New Rent: \$2,749.10 (\$32,989.20) - Next Increase 3/1/2026: \$2,831.57 (\$33,978.84)				
FISCAL IMPACT:	The Fork Union Sanitary District will see an increase in water tower cell equipment lease revenue of around ~\$1,000 per year.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- First Amendment to the Water Tower Lease Agreement with Cellco Partnership d/b/a Verizon Wireless - First Amendment to the Water Tower Lease Agreement with Cellco Partnership d/b/a Verizon Wireless Public Hearing Advertisement				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			X

FIRST AMENDMENT TO WATER TOWER LEASE AGREEMENT

THIS FIRST AMENDMENT TO WATER TOWER LEASE AGREEMENT dated October 20, 2011 (this "First Amendment"), is made this ____ day of _____, 2025 (the "Effective Date"), by and between the **BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, with its offices located at 132 Main Street, Palmyra, Virginia 22963 (hereinafter referred to as "LESSOR"), and **CELLCO PARTNERSHIP d/b/a Verizon Wireless**, a Delaware general partnership, with a principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (hereinafter referred to as "LESSEE") (each a "Party", or collectively, the "Parties").

WHEREAS, LESSOR and LESSEE, entered into a certain Water Tower Lease Agreement on October 20, 2011 (the "Lease" or "Agreement"), whereby LESSEE leases from LESSOR a portion of real property and space on the LESSOR's water tank (collectively the "Premises") located at 2984 James Madison Highway, Brema Bluff, Virginia 23022 (the "Property"), as more fully described in the Agreement; and

WHEREAS, LESSOR and LESSEE desire to amend the Agreement in order to allow LESSEE to make certain replacements and modify equipment on the Premises, which will increase the LESSEE's loading factor on the Tower; and

WHEREAS, LESSOR is willing to permit LESSEE to modify its equipment within the existing leased space on the LESSOR's Tower in consideration of adjustments to the rent payable under the Agreement; and

WHEREAS, the parties hereto intend that all terms and conditions as stated in the Agreement, except as amended by this First Amendment, shall remain in full force and effect and be subject only to the amendments contained herein in the First Amendment; and

WHEREAS, LESSOR and LESSEE desire to acknowledge that the Agreement is still in effect and intend to modify the Agreement as provided herein;

NOW, THEREFORE, in consideration of the terms of this Amendment and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, LESSOR and LESSEE hereto agree to be legally bound to this First Amendment as follows:

1. The foregoing recitations above are incorporated into this agreement. All defined terms in the Agreement shall have the same defined meaning when used in this First Amendment unless the context requires otherwise.
2. Due to the modification and addition of LESSEE's new loading on the Tower, Section 3 (a), TERM; RENTAL; ELECTRICAL, of the Agreement is hereby deleted and replaced with the language as follows:
 - a. LESSOR and LESSEE agree and acknowledge that the initial term of this Agreement shall be five (5) years commencing on March 1, 2012 ("Commencement Date") and terminating on the fifth (5th) anniversary of the Commencement Date (the "Term").

LESSEE shall have the right to extend the Term on the same terms and conditions as set forth herein and provided for in Section 4 of the Agreement. LESSEE shall pay LESSOR as rent hereunder the amounts set forth in this Section 3, together with any State, County, or local taxes applicable. Rent shall be paid in monthly installments in advance, without prior notice or invoice by LESSOR, on or before the first day of each month and without offset or deduction. Commencing on the first day of the month following full execution of this First Amendment, LESSEE shall pay to LESSOR as rent, Thirty-Two Thousand Nine Hundred Eighty-Nine Dollars and 20/100 Cents (\$32,989.20) per year payable monthly in the amount of Two Thousand Seven Hundred Forty-Nine Dollars and 10/100 Cents (\$2,749.10) ("Rent"). Notwithstanding the immediately preceding sentence, the parties hereto acknowledge and agree that the increased Rent amount(s) may not be sent by LESSEE until up to ninety (90) days after the date of full execution of this First Amendment; however, said one (1)-time grace period does not change the amount(s) owed to LESSOR. Rent for any fractional month at the end of the Term or any Renewal Term shall be prorated. The rent thereafter shall be increased annually on each anniversary of the Commencement Date, during the Term and any Renewal Terms, as provided for in Section 5 of the Agreement.

Rent shall be payable direct to LESSOR, at address 132 Main Street, Palmyra, Virginia 22963. Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

3. To clarify the LESSEE's equipment and new antenna layout detailed within the relevant exhibits attached to the Agreement, the parties hereto agree that, Exhibit C to the Agreement which sets forth a listing of the equipment LESSEE currently is allowed to install on the Premises, is hereby deleted in its entirety and replaced with Exhibit C-1, attached hereto and made a part hereof. In the event of any discrepancy between Exhibit C and C-1, Exhibit C-1 shall control. As of the First Amendment Effective Date, all references throughout the Agreement to Exhibit C will now be deemed to refer to Exhibit C-1.
4. Section 11 of the Agreement is hereby deleted in its entirety and replaced as follows:
11. ACCESS TO TOWER: Subject to any limitations set forth in this Agreement, LESSOR agrees the LESSOR shall have access to the Premises at all times for the purpose of installing and maintaining its equipment upon providing LESSOR at least twenty-four (24) hours prior notice of its intent to enter the Premises except that access is permitted for emergency repairs which are necessary to protect persons against injury or to protect against property damage. The LESSEE shall provide LESSOR with advance notice of emergency repairs whenever practicable, and in any event must notify the LESSOR of such access to make emergency repairs as soon as practicable. For purposes of this Section only, notice pursuant to Section 23 of the Agreement or by email to edahl@fluvannacounty.org and mgrandstaff@fluvannacounty.org shall be deemed sufficient. LESSOR shall furnish LESSEE with necessary means of access for the purpose of ingress and egress to the Premises as set forth in Exhibit B of the Agreement. It is agreed, however, that only authorized engineers, employees or property authorized contractors of LESSEE or persons under their direct supervision will be permitted to enter said Premises. Upon request by LESSOR, LESSEE shall provide LESSOR with a list of the names and contact information

of all such persons authorized to enter the Premises and shall update such list in a written notice to the LESSOR as changes may occur. Notwithstanding any other provisions of this Agreement, the LESSOR may modify or move the location of any Right of Way or Further Rights of Way upon reasonable notice to the LESSEE so long as such modification or move does not unreasonably limit or reduce LESSEE's ability to access the Premises and its equipment.

5. LESSEE acknowledges and agrees that it shall cooperate with other tenants on the Tower in coordination with its proposed modifications detailed herein.
6. Public Safety. LESSEE acknowledges that LESSOR is a political subdivision of the Commonwealth of Virginia and that the Property and Tower are first and foremost for serving citizens within the County of Fluvanna (the "County") and for the public safety of the citizens of the County and the general public, including specifically any other public body and its citizenry which pursuant to any intergovernmental or other agreement with the County uses such Tower for its public safety needs. Notwithstanding any other provision of this Agreement, at no time shall LESSEE's activities at the Premises interfere with such operation of the Property and Tower or violate any Laws (as defined herein) relating to such operation. LESSOR reserves the right for itself and any other public body with equipment on the Tower, to construct, repair, maintain, modify, improve, replace and operate any County equipment or public safety related equipment as LESSOR or such other public body sees fit, in LESSOR's or such other public body's sole discretion, provided however, that LESSOR will endeavor to minimize the impact, interference or interruption to LESSEE of any such activity. LESSEE specifically acknowledges that the Property and Tower may be included in LESSOR's public safety program and the public safety program of other public bodies of the Commonwealth of Virginia; and that LESSOR may be required by Laws (as defined in herein) or may determine in its sole discretion that it is necessary or appropriate for LESSOR to institute increased security measures for the Property and/or Tower at a later time and from time to time in order to protect against actual or potential threats. Such measures may include but shall not be limited to requiring that the Property, the Tower and any easements be secured in a manner permitting the access to be opened only by LESSOR, or its designee and/or requiring that any person accessing the Premises by or on behalf of LESSEE be accompanied by LESSOR's designee. LESSOR shall promptly notify LESSEE of any change in security measures that would affect LESSEE's free access to the Premises, shall provide LESSEE with instructions as to how access to the Premises shall be provided to LESSEE, and shall to the extent reasonably possible and upon reasonable notice, provide LESSEE with access to the Premises seven (7) days a week, twenty-four (24) hours a day in the event of emergency and during normal business hours for routine operations.
7. Water Supply Facility; Protection of Public. LESSEE acknowledges that LESSOR is a political subdivision of the Commonwealth of Virginia and that the Property and Tower are first and foremost a water supply facility serving citizens within the County of Fluvanna, the Fork Union Sanitary District, as such district may exist from time to time, or any other water supply district, department or authority serving any citizens of the County of Fluvanna, as such may exist from time to time. Notwithstanding any other provision of this Agreement, at no time shall LESSEE's activities at the Premises interfere with such operation of the Property and Tower or violate any Laws relating to such operation. LESSOR reserves the

right to construct, repair, maintain, modify, improve, replace and operate the water supply facility as LESSOR sees fit, in LESSOR's sole discretion, provided however, that LESSOR will endeavor to minimize the impact, interference or interruption to LESSEE of any such activity. LESSEE specifically acknowledges that the Property and Tower may be included in LESSOR's public safety program and that LESSOR may be required by Laws or may determine in its sole discretion that it is necessary for LESSOR to institute increased security measures for the Property and/or Tower at a later time and from time and time in order to protect against actual or potential threats. Such measures may include but shall not be limited to requiring that the Property, the Tower and any easements be secured in a manner permitting the access to be opened only by LESSOR'S designee and/or requiring that any person accessing the Premises by or on behalf of LESSEE be accompanied by LESSOR's designee. LESSOR shall promptly notify LESSEE of any change in security measures that would affect LESSEE'S free access to the Premises, shall provide LESSEE with instructions as to how access to the Premises shall be provided to LESSEE, and shall to the extent reasonably possible and upon reasonable notice, provide LESSEE with access to the Premises seven (7) days a week, twenty-four (24) hours a day in the event of emergency and during normal business hours for routine operations.

8. LESSOR and LESSEE each hereby warrant to the other that the person executing this First Amendment on behalf of the warranting party has the full right, power and authority to enter into, and execute, this First Amendment on that party's behalf, and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this First Amendment, or that such consent has been given.
9. Except as expressly set forth in this First Amendment, all provisions of the Lease not amended hereby shall remain in full force and effect and shall remain binding on the parties hereto.
10. The Agreement and this First Amendment contain all agreements, promises or understandings between LESSOR and LESSEE, and no verbal or oral agreements, promises or understandings shall be binding upon either the LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to the Agreement and/or this First Amendment shall be void and ineffective unless made in writing and signed by the parties. In the event any provision of the Agreement and/or this First Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and/or enforceability of the remaining provisions of the Agreement and/or this First Amendment.

(Signature page to follow)

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute this First Amendment on the dates set forth below.

LESSOR:
Board of Supervisors of Fluvanna County

LESSEE:
Cellco Partnership d/b/a Verizon Wireless

By: _____
Print Name: Eric M. Dahl
Print Title: County Administrator
Date: _____

By: _____
Print Name: _____
Print Title: _____
Date: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

(Exhibit C-1 to follow)

EXHIBIT C-1

Page 1 of 3

to the First Amendment to Water Lease Agreement, dated _____, 2025, by and between Board of Supervisors of Fluvanna County, a political subdivision of the Commonwealth of Virginia, as LESSOR, and CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS, a Delaware general partnership, as LESSEE.

**DESCRIPTION OF PROPERTY AND EQUIPMENT LISTING, FREQUENCIES
AND DIAGRAMS OF ANTENNA LAYOUT**

TOWER-MOUNTED EQUIPMENT: 117 Feet RAD Center on Corral Mount

Antennas:

Six (6) JMA Wireless MXO6FHG865-HG Panel (2 per sector) – 95.90" x 12.20" x 7.50"; 51 lbs./ea.

Three (3) Samsung MT6413-77A w/RRH (1unit/3 per sector) – 28.90" x 15.75" x 5.51"; 57.3 lbs./ea.

Other RRUs:

Three (3) Samsung RF-4461d-13A RRH (1 per sector) – 14.96" x 10.23" x 14.96"; 79 lbs./ea.

Three (3) Samsung B2/B66A RRH ORAN RF4439d-25A (1 per sector) – 14.96" x 10.04" x 14.96"; 35 lbs./ea.

Three (3) OVP-12 Raycap RVZDC-6627-PF-48 (1 per sector) – 29.5 x 16.5 x 12.6; 32 lbs./ea.

TRANSMISSION LINES:

- Three (3) 6x12 Hybriflex

FREQUENCIES ASSIGNED TO LESSEE BY THE FCC FOR USE ON THE PROPERTY

Transmit: 880-890; 891.5-894; 1930-1945; 1970-1975; 776-786

Receive: 835-845; 846.5-849; 1850-1865; 1890-1895; 746-757

GROUND MOUNTED EQUIPMENT:

Verizon Shelter (12'x20') within 25' x 35' (875 S.F.) Lease Area

LESSEE SITE NAME: BREMO BLUFF
LESSOR SITE NAME: WEBER CITY
2984 JAMES MADISON HIGHWAY

EXHIBIT C-1

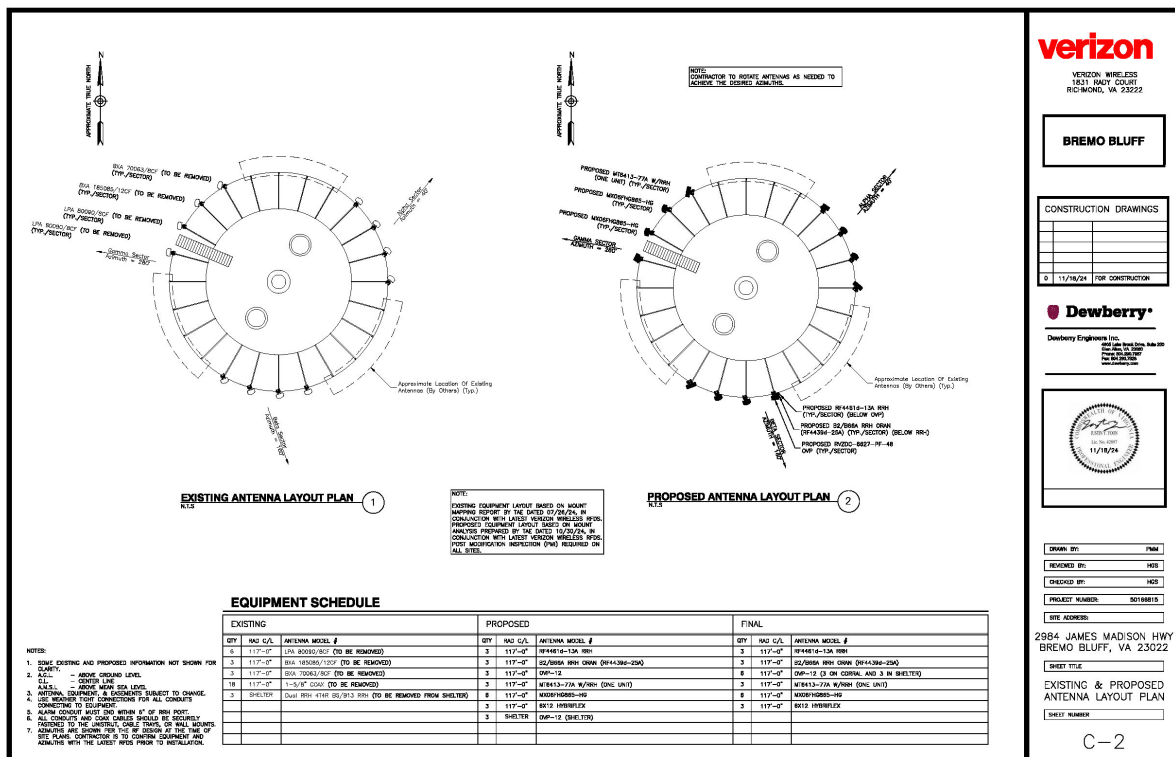
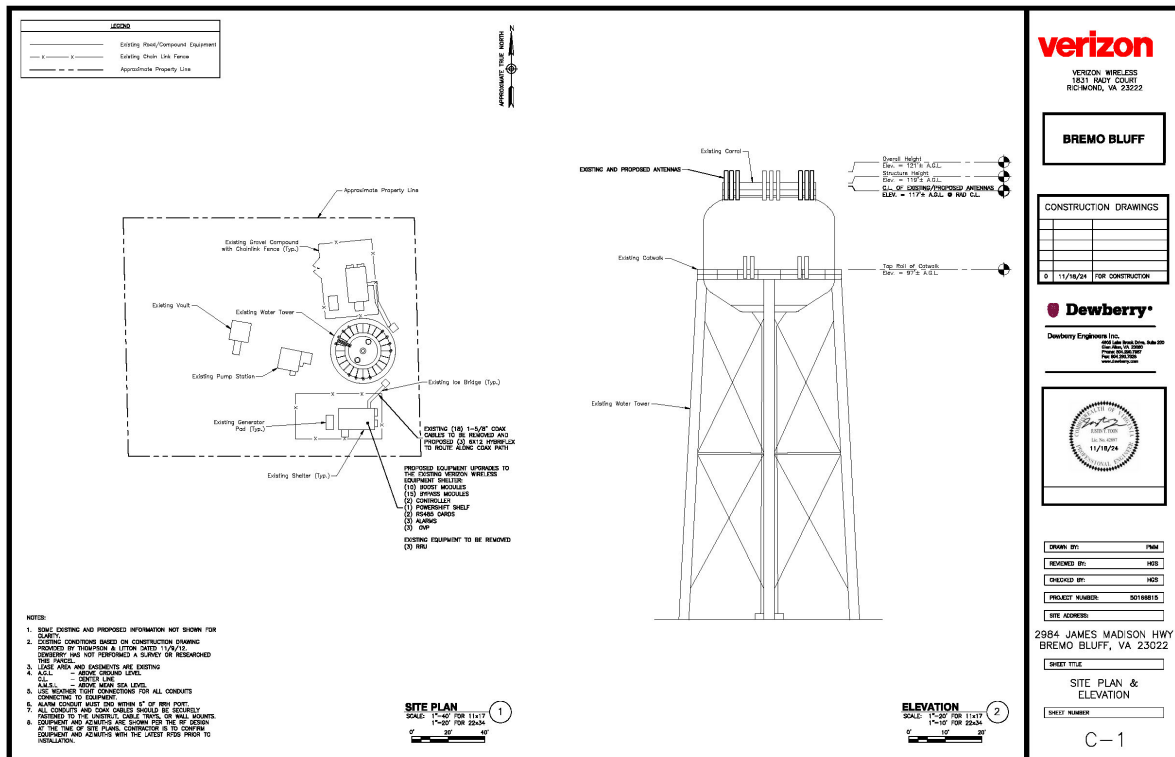
Page 2 of 3

Depiction of LESSEE's configuration of equipment as per Construction Drawings dated 11/18/2024.

[illegible][illegible]

LESSEE SITE NAME: BREMO BLUFF
LESSOR SITE NAME: WEBER CITY
2984 JAMES MADISON HIGHWAY

EXHIBIT C-1
Page 3 of 3



(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, July 2, 2025, at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held Fluvanna County Circuit Court, at 72 Main Street, Palmyra, VA 22963 for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors on the following item:

FIRST AMENDMENT TO THE WATER TOWER LEASE AGREEMENT WITH CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS

A COPY OF THE FULL TEXT OF THE LEASE AMENDMENT IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: June 19, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

434-591-1910

434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB K

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Temporary Staff Stipend for Additional Duties – Mitchell				
MOTION(s):	I move the Board of Supervisors approve a temporary stipend for Matt Mitchell, Utility System Manager, at the rate of \$150 per week, retroactive to April 28, 2025, until the Director of Public Utilities position is back from extended leave, with such funds to come from the FY25 Public Utilities Department personnel budget vacancy savings.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Effective April 28, 2025				
DISCUSSION:	Mr. Mitchell will be covering for the Director of Public Utilities, until the current director is back from extended leave. Filling this role carries additional administrative and supervisory responsibility, as well as assisting to cover for any additional department vacancies. This is above and beyond the requirements of the Utility System Manager. In addition to these new responsibilities, Mr. Mitchell will continue with regular job tasks. I am recommending approval of a \$150 stipend per week to compensate for the extra responsibilities.				
FISCAL IMPACT:	\$150 stipend per week will come from FY25 Public Utilities Department personnel budget vacancy savings.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	COAD

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB L

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	FY25 Public Works Insurance Claim – 2014 Ford F-150 - 0539				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$587.90 to the FY25 Public Works Vehicle Repair & Maintenance Budget to reflect reimbursement from VACORP insurance claim.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Finance Director				
PRESENTER(S):	Tori Melton, Finance Director				
RECOMMENDATION:	Recommend approval of the following action				
TIMING:	Routine				
DISCUSSION:	The driver of the 2014 Ford F-150 exited the vehicle and noticed several minor dents in the driver's door. The vehicle was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$587.90. The supplemental appropriation would authorize staff to appropriate the additional revenue and expense				
FISCAL IMPACT:	This action will increase the FY25 Public Works Vehicle Repair & Maintenance Budget by \$587.90.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB M

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Virginia Department of Health Generator MOU				
MOTION(s):	I move the Board of Supervisors approve the Memorandum of Understanding (MOU) between Fluvanna County and the Virginia Department of Health (VDH), with VDH providing the County a mobile generator for its use as needed.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	The Virginia Department of Health (VDH) has a generator they would like to place in the County, and the asset would be available for Fluvanna County to use as needed. The only requirement of the County is to agree to pay for the preventative maintenance since VDH purchased the unit. Fuel cost is ~\$150.00 for the year to run periodic checks on the unit, and that would of course increase with additional usage for deployment. Also, ideally the generator needs to be plugged into a 110V outlet to extend the battery life.				
FISCAL IMPACT:	The minimal cost for annual preventative maintenance and fuel should not be more than \$750 - \$1,000.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Virginia Department of Health Memorandum of Understanding (MOU)				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



**VIRGINIA DEPARTMENT OF HEALTH
BLUE RIDGE HEALTH DISTRICT
CHARLOTTESVILLE/ALBEMARLE HEALTH DEPARTMENT
1138 ROSE HILL DRIVE
CHARLOTTESVILLE, VIRGINIA 22903**

MEMORANDUM OF UNDERSTANDING (MOU)

MOU Number:

- I. PARTIES TO THE CONTRACT:** This Memorandum of Understanding hereinafter called the Contract is entered into by Fluvanna County, 132 Main Street, Palmyra, VA 22963, hereinafter called the "Contractor" and Commonwealth of Virginia through the Department of Health, Blue Ridge Health District at 1138 Rose Hill Drive, Charlottesville, VA 22903 hereinafter called the "Department."

WHEREAS the Department desires to enter into a Contract with the Contractor to provide BRHD generator housing and generator preventative maintenance and;

WHEREAS the Contractor desires to perform such services;

THEREFORE, in consideration of their respective undertakings, the Department and the Contractor hereby covenant and agree to the following terms.

- II. PERIOD OF CONTRACT:** From execution date of VDH signature on last page through December 31, 2028, and renewable upon written contract of both parties for 4 successive one-year periods under the terms of the current contract, and at a reasonable time (approximately ninety (90) days) prior to the expiration.

- III. PURPOSE:** BRHD will provide Fluvanna County with a VDH-owned generator to use at their discretion for any emergency that may occur. In return, Fluvanna County accepts fiscal responsibility for the generator's fuel, regular preventative maintenance and housing.

IV. SCOPE OF SERVICES:

The Department will:

- A.** Provide Contractor with a VDH-owned generator Model XQ60BM and serial number 485-2409*CJ901216 for their discretionary use
- B.** Include generator cables needed for full functionality of generator
- C.** Provide delivery of generator and cables to Contractor
- D.** Review requests for deployment outside of Fluvanna County collaboratively with Contractor
- E.** Consult with Contractor if/when there is a need for use by Department
- F.** Suggest preventative maintenance vendor:

- a. The Power Connection, 2132 John Wayland Highway, Harrisonburg, VA 22801; 540-712-6238

The Contractor will:

- A. Accept delivery of VDH-owned generator Model XQ60BM and cables for their discretionary use
- B. Accept fiscal responsibility for maintaining regular preventive maintenance of generator as well as for fuel requirements for testing and use in the community
- C. Collaborate with Department to review requests for generator use outside of Fluvanna County as well as for use by Department when needed
- D. Ensure generator is plugged into 110V outlet to extend battery life
- E. Return generator in the same condition in which it was received with the exception of normal aging, usage and wear
- F. Provide insurance coverage up to \$5,000.00 to cover any damages and/or non-maintenance repair costs sustained while in possession of Contractor after which COV coverage will appropriate

- V. **COMPENSATION:** This MOU will not impose any financial responsibilities on its participants, except that each participant will be responsible for the funding cost it incurs in its own interest, related to the support of the MOU.

VI. **TERMS AND CONDITIONS:**

- A. **APPLICABLE LAWS AND COURTS:** This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The Department and the Contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.
- B. **CANCELLATION OF CONTRACT:** The Department reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may also be terminated by the Contractor, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. **CHANGES TO THE CONTRACT:** The parties may agree in writing to modify the scope of the Memorandum of Understanding. An increase or decrease in the price to the Memorandum of Understanding resulting from such modification shall be agreed to by the parties as a part of their written contract to modify the scope of the Memorandum of Understanding.
- D. **RENEWAL OF CONTRACT:** This Contract may be renewed by the Department upon written agreement of both parties for 4 successive one-year periods, under the terms of

the current contract, and at a reasonable time (approximately ninety (90) days) prior to the expiration.

- E. **ANTITRUST**: By entering into an agreement, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title, and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- F. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Department.
- G. **DEFAULT**: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Department may terminate this agreement after verbal or written notice without penalty. Upon termination the Department may procure the goods or services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Department may have.
- H. **INSURANCE**: See Section IV – The Contractor will – Subsection F
- I. **NONDISCRIMINATION OF CONTRACTORS**: A Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department, or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- J. **WHISTLEBLOWER PROTECTION**: Congress has enacted the whistleblower protection statute 41 U.S.C. Section 4712 to encourage employees to report fraud, waste, and abuse without repercussions. This statute applies to all employees working for contractors, grantees, subcontractors, and subgrantees in accordance with this Contract. All contractors, grantees, subgrantees, and subcontractors for federal grants and contracts are required to:
 1. Inform their employees in writing of the whistleblower protection under 41 U.S.C. Section 4712 in the predominant native language of the workforce, to include the specific requirements of the statute, and
 2. Include this term and condition in any agreement made with a contractor or subgrantee.

The employees' rights under 41 U.S.C. Section 4712 shall survive termination of this Contract.

K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

VII. STATUS OF PERSONNEL: Leanne Knox, Emergency Manager for the BRHD Emergency Management Program, has been designated as the Department administrator for this Contract.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby. This Memorandum of Understanding becomes effective on the date of the last signature.

CONTRACTOR: Fluvanna County		VIRGINIA DEPARTMENT OF HEALTH:	
By:		By:	
Title:		Title:	
Date:		Date:	

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.



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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB N

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Pleasant Grove Park Playground Purchase Order Contract with Landscape Structures, Inc. and Sparks@Play, LLC				
MOTION(s):	I move the Board of Supervisors approve the Playground Purchase Order Contract with Landscape Structures, Inc. and Sparks@Play, LLC for the purchase of ADA-compliant playground equipment to be installed at Pleasant Grove Park, at a total cost of \$195,466.36, and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	- ADA-accessible equipment will be installed at the playground at Pleasant Grove Park. - Total cost is \$195,466.36; a 50% deposit will be made upon contract execution, with the remaining 50% to be paid upon project completion. - There is currently \$56,500 assigned through proffer money in FY21 and \$53,500 was approved through CIP funding in FY24, equaling \$110,000. - The \$85,466.36 remainder will be available with the FY26 CIP.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- Purchase Order Contract with Landscape Structures, Inc. and Sparks@Play, LLC - Quote and layout design for new playground				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Pleasant Grove Playground Purchase Order Contract

This **Pleasant Grove Playground Purchase Order Contract** (the "**Contract**") dated the _____ day of _____, 2025 is between **Landscape Structures, Inc. ("Manufacturer")**, a Minnesota corporation authorized to transact business in Virginia, **Sparks@Play, LLC ("Representative")**, a Maryland limited liability company authorized to transact business in Virginia (Manufacturer and Representative together being referred to herein as "**Vendor**"), and **Fluvanna County ("County")**, a political subdivision of the Commonwealth of Virginia, and sets forth the terms and conditions for Manufacturer's provision of those Products and/or Services to the County.

Whereas, the County desires to purchase ADA-compliant playground equipment (the "**Equipment**") to be installed by the Representative (the "**Services**") for use by the Fluvanna County, more specifically set out under the Cooperative Sourcewell Contract Number 010521-LSI for playground equipment attached hereto as **Exhibit 1** and the Sole Source Manufacturer Representative Letter attached hereto as **Exhibit 3**; and

Whereas, the Cooperative Agreement has an extended termination date of February 17, 2026 attached hereto as **Exhibit 2**; and

Whereas, the Vendor submitted Estimate #009381-1 dated April 23, 2025, (the "**Quote**") to the County for the Equipment warranties, more specifically described in such Quote (the "**Proposal**") attached hereto as **Exhibit 4** and incorporated herein as a material part of this Contract; and

Whereas, the Customer may cooperatively procure the Equipment from the Cooperative Agreement pursuant to Virginia Code Section 2.2-4304; and

Whereas, the Vendor wishes to provide the Equipment to the Customer as described in the Proposal.

NOW THEREFORE, the parties hereby agree as follows:

1. **RECITATIONS AND WARRANTIES.** The foregoing recitations are incorporated herein by reference as material terms of the Contract between the Customer and Vendor. Vendor agrees to complete and attach the forms attached hereto as **Exhibit 6** which are material part hereof. All manufacturer's warranties shall be assigned and delivered to the Customer with the Equipment. In addition, all warranties required or offered under the Proposal or this Contract for the Equipment shall be assigned and delivered to the Customer with the Equipment.
2. **COOPERATIVE PROCUREMENT.** Pursuant to the Virginia Public Procurement Act, this a cooperatively procured contract off of the Cooperative Agreement. The Equipment and Services must meet or exceed all terms, provisions and requirements of the Cooperative Agreement, the Quote and this Agreement. The Vendor promises and agrees that County shall receive the benefits of the Cooperative Agreement and the County shall have all rights and remedies under the Cooperative Agreement. **Notwithstanding any other provisions hereof, the Vendor warrants that all pricing in this Agreement for the services are consistent with or lower than the pricing set forth in the Cooperative Agreement and all services purchased hereunder are available under the Cooperative Agreement.** The County is materially relying on such representations and warranties in executing this Agreement as a cooperative procurement pursuant to Virginia law.

Pleasant Grove Playground Purchase Order Contract

3. **PRODUCTS AND/OR SERVICES.** The Vendor agrees that the Equipment and Services shall comply with: (i) all applicable industry standards; (ii) all requirements and provisions of this Contract and the Proposal; (iii) all requirements of the County's General Terms, attached hereto as **Exhibit 5**, which are incorporated herein by reference as a material part of this Agreement; and (iv) all requirements of Applicable Law. "Applicable Law" as used herein means all applicable federal, Commonwealth of Virginia and local laws, ordinances, rules and regulations or similar standards in any way related to the Equipment, Services or performance under this Contract. The Equipment includes specifically, without limitation, evidence of ownership such as title or MSO and any manuals, warranties, manufacturer warranties, customer support, etc.

The Vendor has reviewed and agrees to the County's General Terms: _____[Initial].

4. **LOCATION.** Delivery of the Equipment shall be to the following address: Pleasant Grove Park, 271 Pleasant Grove Dr., Palmyra VA 22963. The Vendor must coordinate with the County on convenient delivery times for the Equipment; and the contact for delivery is Aaron Spritzer, (434) 589-2016.

5. **NOTICES.**

COUNTY:

Fluvanna County, Attn: Linda Mills, Purchasing Officer, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1930 (billing inquiries)

Fluvanna County Parks and Recreation, Attn: Aaron Spritzer, Director, PO Box 70, Palmyra VA 22963, telephone (434) 589-2016 (service and product inquiries)

With a Copy to: Fluvanna County Attorney, P.O. Box 540, Palmyra, VA 22963, telephone: (434) 591-1910 (contract inquiries)

MANUFACTURER:

Landscape Structures, Inc., 601 7th Street South, Delano, MN 55328, telephone: (763) 972-5200

REPRESENTATIVE:

Sparks@Play, LLC Attn: Isaac Sparks, President, 3705 Crondall Lane, Owings Mills, MD 21117, telephone: (443) 301-7663

6. **PERFORMANCE.** **The Equipment shall be delivered and installed no later than August 30, 2025;** time being of the essence. Any warranties on the Equipment and Services shall begin on the later of the date that the Customer accepts the Equipment and Services without reservation. All risk of loss on the Equipment remains with the Vendor until delivery to the Customer at the delivery location and acceptance by the Customer of the Equipment. All applicable warranties, promises and covenants relating to the Equipment and Services provided for hereunder and any manufacturer's warranties benefiting the Customer shall continue according to the terms thereof and shall survive any earlier termination of this Contract.

7. **INSURANCE.** The Manufacturer and Representative agree that, during the period of time it renders services to the County pursuant to any Contract, each shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Pleasant Grove Playground Purchase Order Contract

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public General Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate	
Professional Liability	\$1,000,000 per occurrence; \$2,000,000 in the aggregate	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

These requirements are minimums. The Contract may specifically require the Vendor to carry additional or higher minimum amounts of insurance; and may include other additional requirements with respect to insurance and the provisions therefor.

The Vendor shall provide a copy of a Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the County prior to entering into any Contract with the County. On this Certificate of Insurance, the County shall be named or indicated as additional insureds for comprehensive general liability. No change, cancellation or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the County and such shall be noted in the policy. The Vendor shall furnish a new certificate prior to any change or cancellation date. Insurance required by this section shall be in full force and effect throughout any Contract term. If the Vendor fails to provide the County with acceptable evidence of current insurance within ten (10) days after written request from the County therefor during the any Contract term, then the County shall have the absolute right to terminate the Contract without any further obligation to the Vendor.

8. **COMPENSATION.** Consistent with the Proposal, the Vendor shall be paid a flat fee of **ONE-HUNDRED NINETY-FIVE THOUSAND, FOUR HUNDRED SIXTY-SIX AND 36/100 DOLLARS (\$195,466.36)** for the Equipment and Services, being more specifically described in the Proposal. Payment and Invoice terms are governed by the County's General Terms. A deposit of fifty percent (50%) will be made once the contract has been signed and the final payment will be made once the project has been completed. Any additional products or services must be purchased only under a written amendment of this Agreement signed by authorized representatives of both parties. Invoices should be directed to Fluvanna County. The date that the Equipment is delivered and installed in compliance with this Contract to the satisfaction of the Customer is the "**Completion Date.**" **IN NO EVENT WILL THE VENDOR BE PAID MORE THAN \$195,466.36 TOTAL UNDER THIS CONTRACT FOR THE EQUIPMENT AND SERVICES.**

Pleasant Grove Playground Purchase Order Contract

- 9. EXHIBITS AND RESOLVING CONFLICTS.** The rights and duties of the Customer and Vendor under this Contract are set out herein and in Exhibits 1 through 5 (the “Exhibits”) attached hereto. Whenever possible, the terms of the above Contract and the Exhibits shall be read together and where there are similar provisions both shall apply, however in the event of a direct conflict, the order of control shall be this Contract, the County’s General Terms, then Exhibit 4, then Exhibit 3, then Exhibit 2, then Exhibit 1. To clarify, the Contract shall control over the Exhibits in the event of a direct conflict, the County’s General Terms shall control over the attached Exhibits, and Exhibit 4 shall control over Exhibits 1, 2 and 3.
- 10. COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but such counterparts, when taken together, shall constitute one agreement. This Agreement may be executed by a Party’s signature transmitted by facsimile or email, and copies of this Agreement executed and delivered by means of faxed or emailed signatures shall have the same force and effect as copies hereof executed and delivered with original signatures.
- 11. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. Applicable law and venue provisions of the County’s General Terms apply.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed and sealed in their names by their duly authorized officers.

[SIGNATURE PAGE TO FOLLOW]

Pleasant Grove Playground Purchase Order Contract

Manufacturer:
Landscape Structures, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Representative:
Sparks@Play, LLC

By: _____

Name: _____

Title: _____

Date: _____

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

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

Dan Whitten, Fluvanna County Attorney

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB O

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	FY25 Emergency Services Insurance Claim – 2008 Yukon - 5120				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$1,650.07 to the FY25 Emergency Services Vehicle Repair & Maintenance Budget to reflect reimbursement from VACORP insurance claim.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Finance Director				
PRESENTER(S):	Tori Melton, Finance Director				
RECOMMENDATION:	Recommend approval of the following action				
TIMING:	Routine				
DISCUSSION:	The driver of the 2008 Yukon struck a light pole while pulling away from the fuel pumps behind Carysbrook Elementary School. The vehicle was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$2,530.95. The supplemental appropriation would authorize staff to appropriate the additional revenue and expense				
FISCAL IMPACT:	This action will increase the FY25 Emergency Services Vehicle Repair & Maintenance Budget by \$1,650.07.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB P

MEETING DATE:	June 4, 2025																																																				
AGENDA TITLE:	Zion Crossroads Water and Sewer Fund Capital Budget Carryover																																																				
MOTION(s):	I move the Board of Supervisors approve the carry-over of the unexpended FY21 Zion Crossroads Water and Sewer Fund Capital Budget in the amount of \$1,681,668.34 and re-appropriate that amount to the FY25 Zion Crossroads Water and Sewer Fund Capital Budget.																																																				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																																																		
		X																																																			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																																																
				X																																																	
STAFF CONTACT(S):	Tori Melton, Director of Finance																																																				
PRESENTER(S):	Tori Melton, Director of Finance																																																				
RECOMMENDATION:	Approval																																																				
TIMING:	Effective July 1, 2024																																																				
DISCUSSION:	- At the end of FY24, the remaining Zion Crossroads Water and Sewer Capital Budget available was \$1,681,668.34. - It is necessary to carry-over the budget, as the proceeds are restricted and taken out for the benefit of Zion Crossroads Water and Sewer project. - The carry-over of budget amounts is for both the Phase 1 Zion Crossroads water and sewer system and the west waterline extension. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #d9d254;">Category</th> <th style="background-color: #a6c1e6;">FY24 Beginning Budget</th> <th style="background-color: #e6a6a6;">FY24 Expended</th> <th style="background-color: #a6d9a6;">FY25 Available Budget</th> </tr> </thead> <tbody> <tr> <td>Design / Build Construction</td> <td style="text-align: right;">1,473,339.49</td> <td style="text-align: right;">31,118.58</td> <td style="text-align: right;">1,442,220.91</td> </tr> <tr> <td>Professional Services</td> <td style="text-align: right;">97,868.54</td> <td style="text-align: right;">28,890.21</td> <td style="text-align: right;">68,978.33</td> </tr> <tr> <td>Permits and Inspections</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Land / Right of Way Acquisition</td> <td style="text-align: right;">-90,743.75</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Bond Issuance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Consulting</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Legal Costs – County Attorney</td> <td style="text-align: right;">22,668.14</td> <td style="text-align: right;">1,950.00</td> <td style="text-align: right;">20,718.14</td> </tr> <tr> <td>Advertising</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">240,495.31</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">149,751.56</td> </tr> <tr> <td>Postal Services</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTALS</td> <td style="text-align: right;">\$ 1,743,627.73</td> <td style="text-align: right;">\$61,958.79</td> <td style="text-align: right;">\$ 1,681,668.94</td> </tr> </tbody> </table>					Category	FY24 Beginning Budget	FY24 Expended	FY25 Available Budget	Design / Build Construction	1,473,339.49	31,118.58	1,442,220.91	Professional Services	97,868.54	28,890.21	68,978.33	Permits and Inspections	0.00	0.00	0.00	Land / Right of Way Acquisition	-90,743.75	0.00	0.00	Bond Issuance	0.00	0.00	0.00	Consulting	0.00	0.00	0.00	Legal Costs – County Attorney	22,668.14	1,950.00	20,718.14	Advertising	0.00	0.00	0.00	Contingency	240,495.31	0.00	149,751.56	Postal Services	0.00	0.00	0.00	TOTALS	\$ 1,743,627.73	\$61,958.79	\$ 1,681,668.94
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FISCAL IMPACT:	None, as the debt proceeds were issued for this project in FY18 and additional proceeds were issued in FY21.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB Q

MEETING DATE:	June 4, 2025				
AGENDA TITLE:	Department of Emergency Services Ambulance Purchase Agreement with FESCO Emergency Sales				
MOTION(s):	I move the Board of Supervisors approve the Ambulance Purchase Agreement with FESCO Emergency Sales for a demo model ambulance at a total cost of \$296,306 and authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	- Demo Ambulance - Medix 170 Stock Unit #24-M1428 mounted on a 2025 Ford F550 4x4 cab and chassis for a total delivered price \$296,306. - This money was appropriated in FY26 and is already in the CIP; no additional funding required. - The Purchase Order will go out after July 1, and the Ambulance will be delivered in October 2025.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	- FESCO Ambulance Purchase Agreement - Quote for demo ambulance				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

This **Ambulance Purchase Agreement** (together with all attachments and exhibits referenced herein, the “**Agreement**”), dated this ____ day of _____, 2025, made and entered into by and between Laake Enterprises, Inc., a Maryland corporation, dba FESCO Emergency Sales (“**Vendor**”), and Fluvanna County, a political subdivision of the Commonwealth of Virginia (“**Customer**” or “**County**”) is effective as of the date specified in Article 5 hereof. For valuable consideration the sufficiency of which is acknowledged the parties hereto agree as follows:

1. **Definitions.** The words below when used in this Agreement are defined as follows:

- a. **“Quote”** means the Quotation attached hereto as Exhibit 3;
- b. **“Cooperative Agreement”** means collectively Exhibits 1 and 2 to this Agreement, and the Bid, as defined in Article 2 below.
- c. **“County’s General Terms”** means Exhibit 5 to this Agreement.
- d. **“FESCO Proposal”** means collectively the Cooperative Agreement, the Quote (being Exhibit 3), and Warranties (being Exhibit 4 hereto), each exhibit being more specifically defined in Article 2 below.
- e. **“Bid”** means FESCO’s Response to the Solicitation, including, but not limited to, prices and options offered and all suffixes, exhibits, attachments and amendments thereto, which is incorporated herein by reference as a material part hereof;
- f. **“Options”** means all those options and additional features, services, work and items set forth or listed in Exhibit 3 (the “Quote”), to this Agreement.
- g. **“Specifications”** means all of the general and particular Specifications, warranties, technical Specifications, and testing requirements for the Product contained in the Vendor Proposal for the Products and services being provided to Customer under this Agreement and Specifications shall include all provisions and requirements under the Cooperative Agreement, Warranty, and the County’s General Terms.
- h. **“Product(s)”** means the ambulance (VIN 1FDUF5HTXSDA06276) and any associated equipment manufactured or furnished for the Customer by Vendor pursuant to the Vendor Proposal and consistent with all requirements of the Vendor Proposal and the Specifications, as defined below, and Delivery of Product to the Customer in Fluvanna County, Virginia. Options and Delivery of Product are material parts of the Product under this Agreement.
- i. **“Delivery”** means the date Vendor is prepared to make physical possession of the Product available to the Customer in Fluvanna County, Virginia at the following address: 90 Rescue Lane, Palmyra, Virginia 22963.
- j. **“Acceptance”** The Customer shall have thirty (30) calendar days of Delivery to inspect the Product for conformance with the Specifications; unless the Customer sends Vendor a Notice of Defect within thirty (30) calendar days of Delivery, the Product will be deemed to be in conformance with the Specifications and accepted by the Customer excepting latent material defects. Nothing herein is intended to limit any repair, service or equipment covered under a Warranty (as defined below).
- k. **“Warranty”** means any and all warranties required under the Cooperative Agreement, Vendor Proposal, including specifically the Warranties (as defined in Article 2), and the County’s General Terms (as defined in Article 2).

2. **Exhibits:** The following exhibits are attached hereto and incorporated herein as material provisions of this Agreement:

- a. Exhibit 1: Ambulance, EMS & Special Service Vehicles Contract No AM10-23 between Houston-Galveston Area Council of Governments (“HGAC”) and Laake Enterprises, Inc., dated October 23, 2023;

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

- b. Exhibit 2: HGAC solicitation for Ambulance, EMS & Special Service Vehicles AM10-23 issued June 9, 2023, including all suffixes, exhibits, attachments and amendments thereto (the “Solicitation”);
 - c. Exhibit 3: Vendor’s Quotation dated May 12, 2025 (the “Quotation”);
 - d. Exhibit 4: Product Warranty Information (the “Warranties”);
 - e. Exhibit 5: Fluvanna County’s General Terms, Conditions and Instructions to Bidders and Contractors (the “County’s General Terms”); and
 - f. Exhibit 6: Vendor Data Sheet and Proof of Authority to Transact Business in Virginia (collectively the “Vendor Forms” executed by Vendor).
3. Purpose. This Agreement sets forth the terms and conditions of Vendor’s sale of the Product to the Customer.
4. Cooperative Procurement. Pursuant to the Virginia Public Procurement Act, this is a cooperatively procured contract off of the Cooperative Agreement, incorporated herein by reference and made a material part of this Agreement. The Product must meet or exceed all requirements of the Cooperative Agreement and Vendor must meet or exceed all requirements, provisions and terms of the Cooperative Agreement relating to the Products to be provided hereunder. Notwithstanding any other provisions hereof, Vendor represents and warrants that all pricing in this Agreement for the Products is consistent with or lower than the pricing set forth in the Cooperative Agreement and all Products purchased hereunder are available under the Cooperative Agreement. **Vendor represents and warrants to Customer that: (i) all pricing offered to Customer is consistent with or less than the pricing under the Cooperative Agreement between Vendor and HGAC, as amended from time to time, under the Solicitation.** Customer is materially relying on such representations and warranties in executing this Agreement as a cooperative procurement pursuant to Virginia law.
5. Term of Agreement. This Agreement will become effective as soon as it is signed and approved by both Customer and Vendor’s authorized representatives (the “**Effective Date**”). This Agreement shall continue in full force and effect until the Completion Date or until sooner terminated consistent with the provisions hereof. Notwithstanding the foregoing, all continuing, guarantee and warranty provisions of this Agreement, including the Warranty as defined above, shall survive the Completion Date and shall continue for the specific warranty period beginning on the Completion Date until the applicable warranty period expires. Any and all provisions that by their terms are intended or implied to survive the Completion Date shall so survive.
6. Purchase and Payment. The Customer agrees to purchase the Product made pursuant to this Agreement, the Vendor Proposal and the Specifications, with such Product being delivered and made consistent with all requirements of the Cooperative Agreement and the County’s General Terms, for the total purchase price of **TWO HUNDRED NINETY-SIX THOUSAND, THREE HUNDRED SIX AND NO/100 DOLLARS (\$296,306.00)** (“**Purchase Price**”). Prices are in U.S. funds. The Purchase Price may be invoiced by Vendor to the Customer only after the Completion Date, as defined below, and the Customer shall have forty-five (45) days to pay such proper invoice. Final payment shall be made in accordance with Section 47 “Payment” of the County’s General Terms, and in no event shall Vendor be finally paid prior to the Completion Date. The date that all Products are delivered and are fully operational and all services and work related to the Products or necessary for completion of the Products in full compliance with this Agreement and all requirements of this Agreement are satisfied to the sole satisfaction of the Customer is the “**Completion Date**.”

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

7. Agreement Changes. The Customer may request that Vendor incorporate a change to the Products or the Specifications for the Products by delivering a change order to Vendor; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Vendor to evaluate the feasibility of such change ("Change Order"). Within seven (7) business days of receipt of a Change Order, Vendor will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Vendor shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order unless the delay is caused by the fault, willful act or negligence of Vendor. A Change Order is only effective when counter-signed by Vendor's authorized representative; except that Vendor may not unreasonably withhold or delay approval and signature of any Change Order.

8. Cancellation/Termination. In the event this Agreement is cancelled or terminated by Customer without cause and solely for Customer's convenience before completion, Vendor may charge a cancellation fee. Notwithstanding the foregoing, the cancellation fee may never exceed actual costs incurred by Vendor under the Agreement up to cancellation or termination date and Vendor must use its best efforts to mitigate any such costs through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Vendor upon sale of the Product to another purchaser, plus any actual and reasonable costs incurred by Vendor to conduct any such sale.

9. Delivery, Inspection and Acceptance.
 - a. Delivery. Vendor will make Delivery of the Product to Customer no later than October 31, 2025, time being of the essence. Risk of loss shall pass to Customer upon Delivery of the Product to the Customer at Customer location, with prior notice of the Delivery Date and time schedule agreed to by the Customer in advance. Further, Vendor agrees that all prepayments and any other amounts paid by the Customer shall be refunded to the Customer in the event of any breach or default by Vendor.

 - b. Inspection and Acceptance. Customer shall have thirty (30) days from Delivery within which to inspect the Product for conformance to the Specifications, and in the event of non-conformance to the Specifications to furnish Vendor with written notice sufficient to permit Vendor to evaluate such non-conformance ("Notice of Defect"). Any Product not in conformance to Specifications shall be remedied by Vendor within thirty (30) days from the Notice of Defect. In the event Vendor does not receive a Notice of Defect within thirty (30) days of Delivery, Product will be deemed to be in conformance with Specifications and Accepted by Customer, excepting latent defects. In the event that Vendor fails to remedy a defect within thirty (30) days as required under this Agreement, Customer may choose to: (1) reject the Product in its entirety and receive a complete reimbursement of any and all payments made to Vendor under this agreement, and Vendor shall also be required at its sole cost and expense to remove the non-confirming Product from the County's location, and this Agreement shall be deemed null and void and of no further force and effect; or (2) accept the non-conforming Product subject to a discount equal to either (i) the value of the missing or defective parts, equipment or portions of the Product including any cost to install or make such part, equipment or portion operable, or (ii) the actual cost of the missing or defective part, equipment or portion of the Product including any installation or service fees necessary to make such part, equipment or portion operable based on invoices and receipts. Nothing in this Article is intended

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

to limit any repairs, services or equipment covered under a Warranty provided with the Product, and Vendor agrees to respond to all Warranty claims and repairs promptly and with due diligence.

10. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Vendor:

FESCO Emergency Sales

7010 Troy Hill Drive
Elkridge, Maryland 21075
Phone: (410) 379-5353
Fax: (410) 379-0261

Customer:

Fluvanna County

Attn: Ms. Linda Mills
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Phone: (434) 591-1937
Fax: (434) 591-1913

With a Copy to: Fluvanna County Attorney
P.O. Box 540
Palmyra, VA 22963

11. Standard Warranty. Any applicable warranties are set forth in the Vendor Proposal and Warranty definition in Article 1 supra and are incorporated herein as if set out in the text of this Agreement. Additional warranties contained in any exhibits hereto are expressly approved by Vendor and incorporated into this Agreement and made a material part hereof as if set out in the text of this Agreement. Any other warranties must be expressly approved in writing by Vendor's authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER THE VENDOR, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. Other than as expressly set forth in this Agreement, in no event shall Vendor be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Vendor's own negligence, or otherwise. Notwithstanding the foregoing, in the event that a dispute arises between the parties that results in litigation, any reasonable attorneys' fees and costs of the substantially prevailing party in such litigation shall be paid by the other party.

12. Insurance. Vendor shall maintain the following limits of insurance:

Commercial General Liability Insurance/Products/Completed Operations:

Aggregate: \$1,000,000

Each occurrence: \$1,000,000

Umbrella/Excess Liability Insurance:

Aggregate: \$25,000,000

Each Occurrence: \$25,000,000

Vendor will provide to the Customer a copy of a current Certificate of Insurance with the coverage listed above or the coverage required under the County's General Terms, the higher coverage requirement shall control. Vendor will add Customer as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Vendor insurance policy), and all policies will provide a 30-day notice of cancellation to the named insured.

13. Other Terms. The County's General Terms are attached hereto as Exhibit 5 and incorporated herein by reference as a material part of this Agreement.
14. Force Majeure. Vendor shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Vendor's control which make Vendor's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, allocation regulations or other governmental orders affecting materials, equipment, facilities or completed Products, failure to obtain any required license or certificates not being the fault of Vendor, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.
15. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Vendor fails to perform any of its obligations under this Agreement with time being of the essence; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Vendor. Upon the occurrence of an event of default by Vendor, the Customer in its sole discretion may choose to immediately cancel and terminate this Agreement for cause with no further amounts due and payable hereunder to Vendor. If Customer so chooses to cancel and terminate, then any amount already paid to Vendor including any prepayments of any kind shall be immediately refunded to Customer with interest rate of one percent (1%). This shall be in addition to any other remedies Customer may have in law or in equity owing to Vendor's default.

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

16. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Vendor until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Vendor until the Purchase Price for that Product has been paid in full. In case of any default in payment, Vendor may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.
17. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other.
18. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.
19. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the Commonwealth of Virginia.
20. Counterparts and Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, but such counterparts, when taken together, shall constitute one agreement. This Agreement may be executed by a Party's signature transmitted by facsimile or email, and copies of this Agreement executed and delivered by means of faxed or emailed signatures shall have the same force and effect as copies hereof executed and delivered with original signatures.
21. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Vendor's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Vendor's authorized representative.
22. Conflict. Whenever possible the Agreement and exhibits shall be read together and the requirements of all of the same shall be met. In the event of a direct conflict between this Agreement and any exhibit hereto, the following shall be the order of precedence: (i) this Agreement; (ii) the Quote; (iii) the Warranties; (iv) the Cooperative Agreement; (v) the Solicitation; and (vi) the County's General Terms. For clarification, (i) would control over (ii) through (vi); (ii) would control over (iii) through (vi); and so forth.

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

[SIGNATURE PAGE TO FOLLOW]

Ambulance (06276) Purchase Agreement with FESCO Emergency Sales

Vendor:
Laake Enterprises, Inc. DBA
FESCO Emergency Sales

Customer:
County of Fluvanna, a political subdivision of the
Commonwealth of Virginia

By: _____ Date: _____ By: _____ Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

**FESCO EMERGENCY SALES*****BID PROPOSAL for furnishing***

May 12, 2025

Fluvanna County Department of Emergency Services
123 Main Street
P.O. Box 540
Palmyra, VA 22963

To Whom It May Concern,

The undersigned is prepared to manufacture and/or supply for you, upon an order being placed by you for final acceptance by FESCO Emergency Sales (FESCO), at our office in Elkridge, Maryland, the apparatus and equipment herein named and for the following price using **HGAC Contract AM10-23**:

(1) Medix 170 Stock Unit #24-M1428 mounted on a 2025 Ford F550 4x4 cab and chassis to include FESCO Dealer
Furnished Items (DFI) List dated 5/9/25
for a total delivered price of..... \$296,306.00

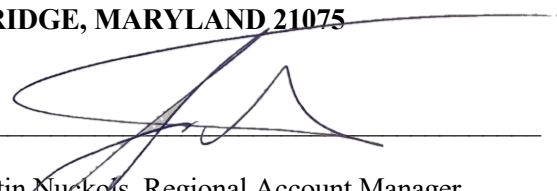
Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached. Delays due to strikes, war or international conflict, failures to obtain materials, or other causes beyond our control in preventing, delivery shall be **60-70** working days after receipt of this order and the acceptance thereof at our office at Elkridge, Maryland, and to be delivered to you at Fluvanna, Va

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are initialed by authorized representatives of both parties prior to the acceptance by FESCO of the offer to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

Unless accepted within 30 days from the above date, the right is reserved to withdraw this proposal.

**FESCO EMERGENCY SALES
7010 TROY HILL DR.
ELKRIDGE, MARYLAND 21075**

By _____


Justin Nuckolls, Regional Account Manager

DFI LIST (No Price)
Fluvanna Emergency Services (Fluvanna, VA)
NUMBER OF UNITS: 1

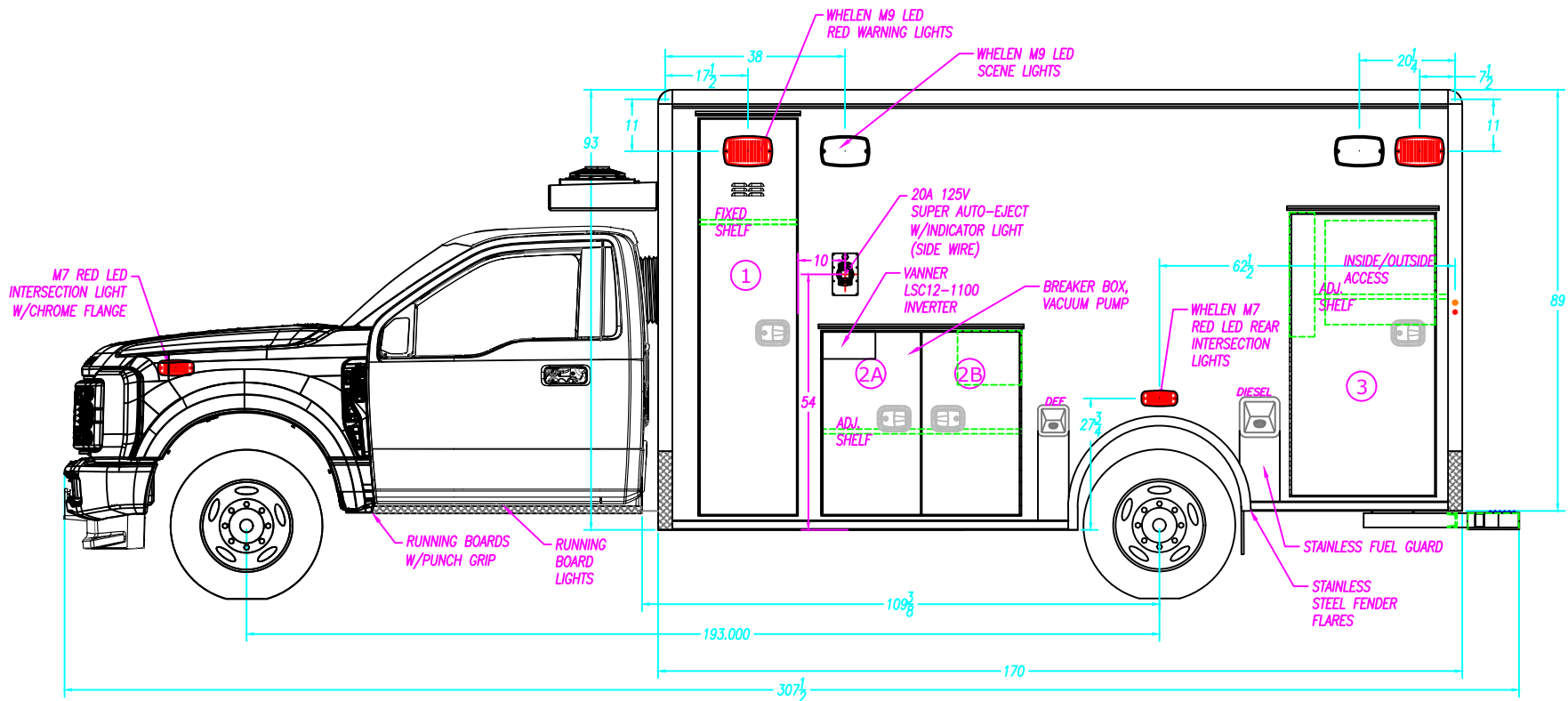
FESCO PO#:	0	PRODUCTION #:	24-M1428
MODEL #:	M170	CHASSIS:	Ford F550
CONTACT:	Stephen Morris	CUSTOMER EMAIL:	smorris@fluvannacounty.org
CUSTOMER PHONE:	434-270-6321	EXP. DELIVERY DATE:	TBD

QTY	Description	Part #	Notes	Special Instructions
1	Standard Warranty Terms	No Charge		
1	Customer Supplied Equipment (Billable to Customer)	N/A		
1	Title Document Fee (Per Unit)	N/A		
1	HGAC Fee (\$1,000-Cost) - Horton, Medix, TechOps	N/A		
1	Graphics Install (Per Quote Attached)	Graphics Wkst. Dated		
1	Delivery to Customer, Drive Back (Under 150 miles-	N/A		
1	MISC - 1	Powerload Cable Run for Powerload Install	Run Power Cable from underbody, through floor for future powerload install by Stryker	
1	VA State Inspection	Flat Rate		

[illegible]

COMPARTMENT SIZES		NOTE: THE DIMENSIONS BELOW ARE INSIDE TUB DIMENSIONS			COMPARTMENT & ENTRY DOORS				COMPARTMENT TUBS			
NO.	COMPARTMENT TYPE	WIDTH	HEIGHT	DEPTH	NO.	PART NUMBER	NO.	PART NUMBER	NO.	PART NUMBER	NO.	PART NUMBER
4	ALS COMPARTMENT	---	---	---	4	33-A11398	6	33-A10784	4	33-102298	-	---
5	BATTERY COMPARTMENT	20 1/2"	18 1/2"	23 1/4"	SE	78-116138	-	-	SE	33-102648	-	---
6	BACK BOARD COMPARTMENT	20"	79 1/2"	22"	-	---	-	---	6	33-117340	-	---
-	-	-	-	-	M2 170" TYPE I							
COMPARTMENT / ENTRY DOOR SIZES					FORD F-450/550-DIESEL-193" W.B.							
NO.	COMPARTMENT / ENTRY DOOR TYPE	WIDTH	HEIGHT	DESCRIPTION:								
4	ALS DOOR	20 1/2"	64 1/8"	CURB SIDE EXTERIOR								
5	BATTERY STORAGE DOOR	---	---	DRAWN BY: I.STANSBURY DATE CREATED: 7/8/2024 SCALE: 5/16"=1'								
SE	SIDE ENTRY DOOR	32 1/2"	77 3/8"	REVISED BY: I.STANSBURY DATE REVISED: 10/3/2024 REVISION: C								
6	BACK BOARD STORAGE DOOR	17 1/2"	79 1/8"	Note: Drawings are for reference only, measurements may vary from actual product.								
-	-	-	-	 3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669 "LET US SHOW YOU THE MEDIX DIFFERENCE" WWW.MEDIXAMBULANCE.COM								

ALL WARNING, SCENE, AND TAIL LIGHTS TO HAVE CHROME BEZELS.
ALL COMPARTMENT/ENTRY DOORS TO HAVE POWER LOCKS
WIRE TO OEM



COMPARTMENT SIZES				NOTE: THE DIMENSIONS BELOW ARE INSIDE TUB DIMENSIONS				COMPARTMENT & ENTRY DOORS				COMPARTMENT TUBS			
NO.	COMPARTMENT TYPE	WIDTH	HEIGHT	DEPTH	NO.	PART NUMBER	NO.	PARTNUMBER	NO.	PART NUMBER	NO.	PARTNUMBER			
1	O2 COMPARTMENT	20 1/2"	83 1/2"	18 1/2"	1	78-118069	3	33-A11397	1	77-118126	-	---			
2	MID STORAGE COMPARTMENT	41 3/4"	38 1/2"	18 1/2"	2	78-113840			2	77-118605	-	---			
3	REAR STORAGE COMPARTMENT	34"	59 1/2"	19 1/4"					3	33-105141	-	---			
---	---	---	---	---											
COMPARTMENT / ENTRY DOOR SIZES				M2 170" TYPE I FORD F-450/550-DIESEL-193" W.B.				DESCRIPTION: STREET SIDE EXTERIOR							
NO.	COMPARTMENT / ENTRY DOOR TYPE	WIDTH	HEIGHT	DRAWN BY: I.STANSBURY								DATE CREATED: 7/8/2024		SCALE: 5/16"=1'	
1	O2 STORAGE DOOR	20 1/2"	83 1/2"	REVISED BY: I.STANSBURY				DATE REVISED: 10/3/2024		REVISION: C					
2A	MID STORAGE DOOR-A	20 1/16"	38 3/8"	Note: Drawings are for reference only, measurements may vary from actual product.											
2B	MID STORAGE DOOR-B	20 1/16"	38 3/8"												
3	REAR STORAGE DOOR	32 1/2"	59 3/8"												



MEDIX
SPECIALTY VEHICLES, INC.

3008 MOBILE DRIVE
ELKHART, IN 46514
PH: 574-266-0911
FAX: 574-266-6669

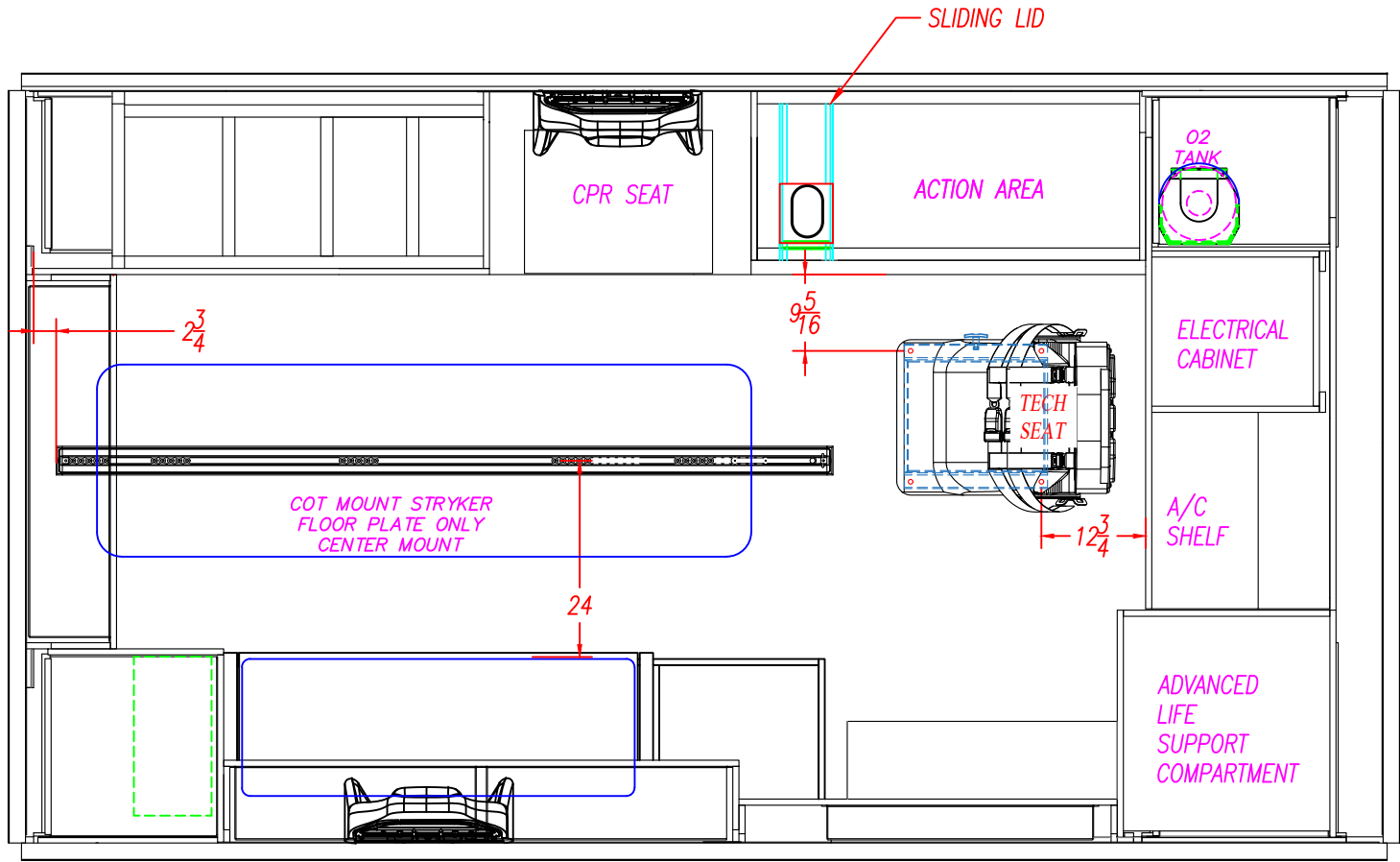
"LET US SHOW YOU THE MEDIX DIFFERENCE"
WWW.MEDIXAMBULANCE.COM

Technical drawing of the rear view of a vehicle, showing dimensions and component labels. The drawing includes a central door with two windows and two circular markers labeled R1 and R2. The vehicle has a MEDIX logo on the bottom left. Dimensions are provided in feet and inches (e.g., 46, 28 1/4, 5 5/8, 10 1/2, 15 1/2, 31, 6, 23 1/2, 29 1/2, 35 1/2, 8). Labels include: WHELEN M9 LED REAR LOAD LIGHTS, WHELEN M9 RED LED WARNING LIGHTS, MOTORIZED VENT, WHELEN M9 RED LED MID-BODY LIGHTS WIRE TO BRAKE, WHELEN M6 LED BRAKE/TAI/TURN LIGHTS, REAR MARKER LIGHTS, WHELEN M9 AMBER LED WARNING LIGHT, BACK-UP CAMERA, and WHELEN M9 RED LED REAR LOAD LIGHTS.

MEDIX
SPECIALTY VEHICLES, INC.

3008 MOBILE DRIVE
ELKHART, IN 46514
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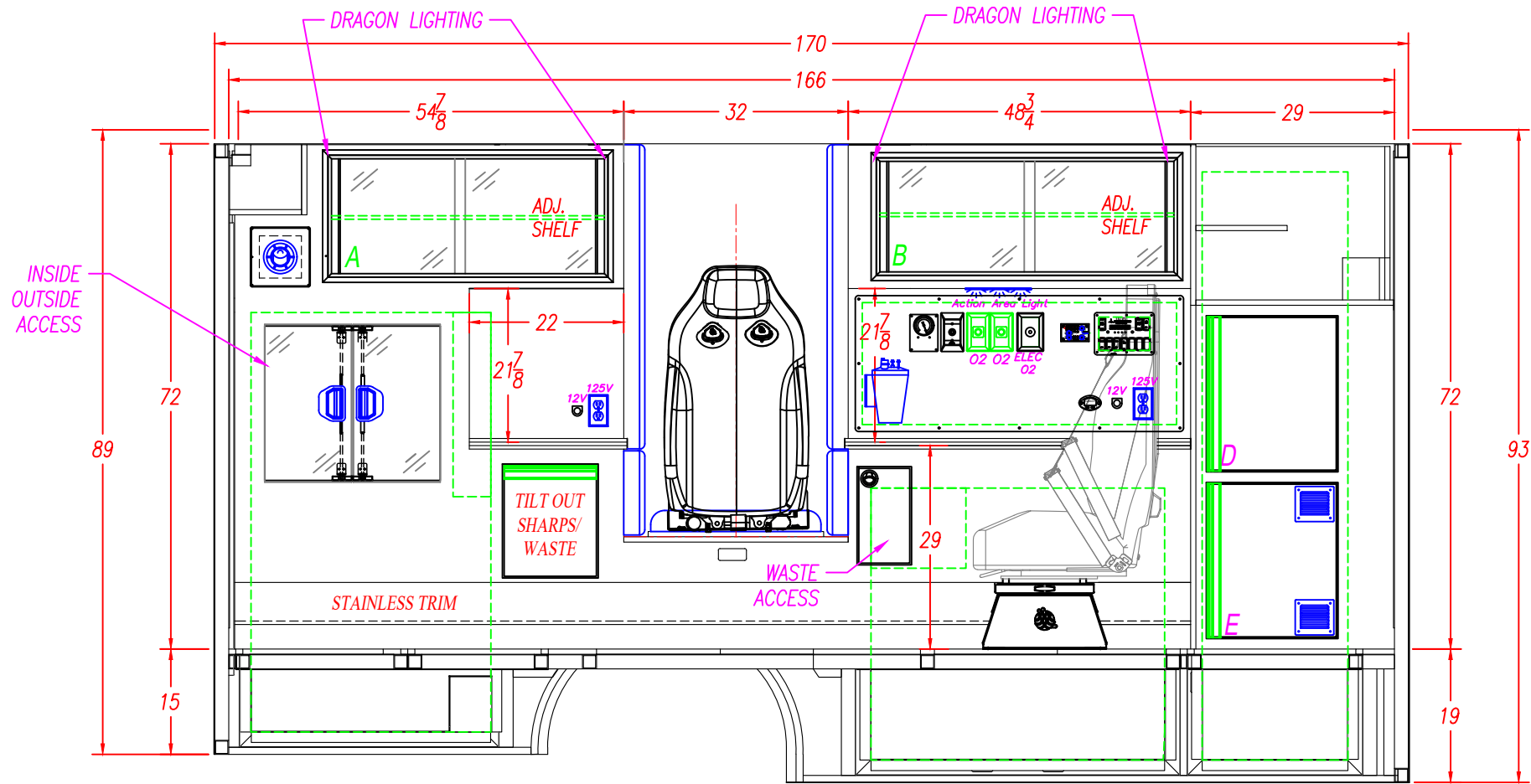
M2 170" TYPE I		
FORD F-450/550-DIESEL-193" W.B.		
DESCRIPTION: PATIENT AREA PLAN		
DRAWN BY: I.STANSBURY	DATE CREATED: 7/8/2024	SCALE: 1/2"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 10/3/2024	REVISION: C
Note: Drawings are for reference only, measurements may vary from actual product.		



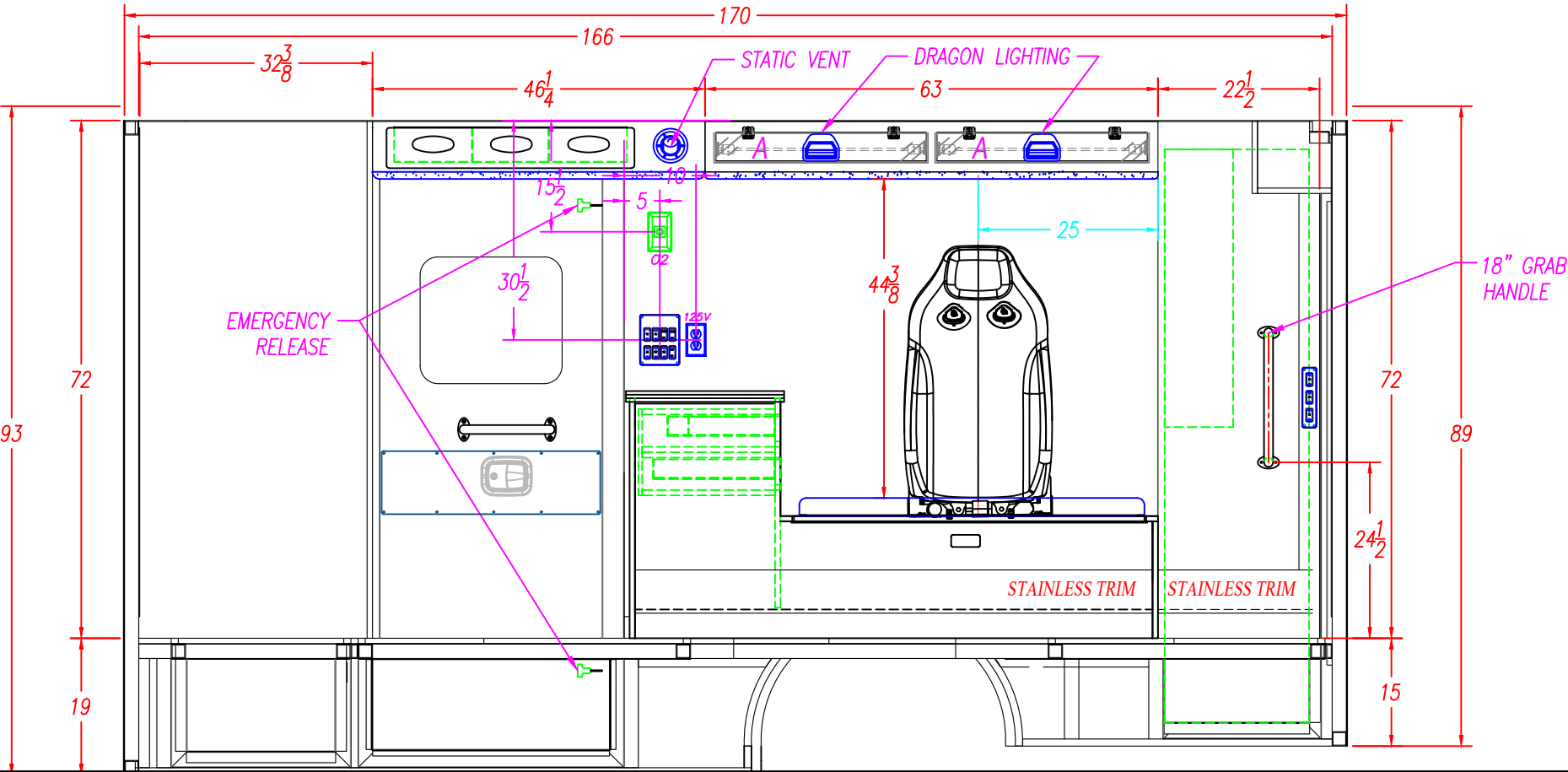
3008 MOBILE DRIVE
ELKHART, IN 46514
PH: 574-266-0911
FAX: 574-266-6669

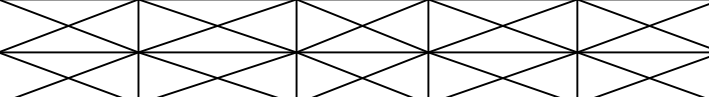
"LET US SHOW YOU THE MEDIX DIFFERENCE"
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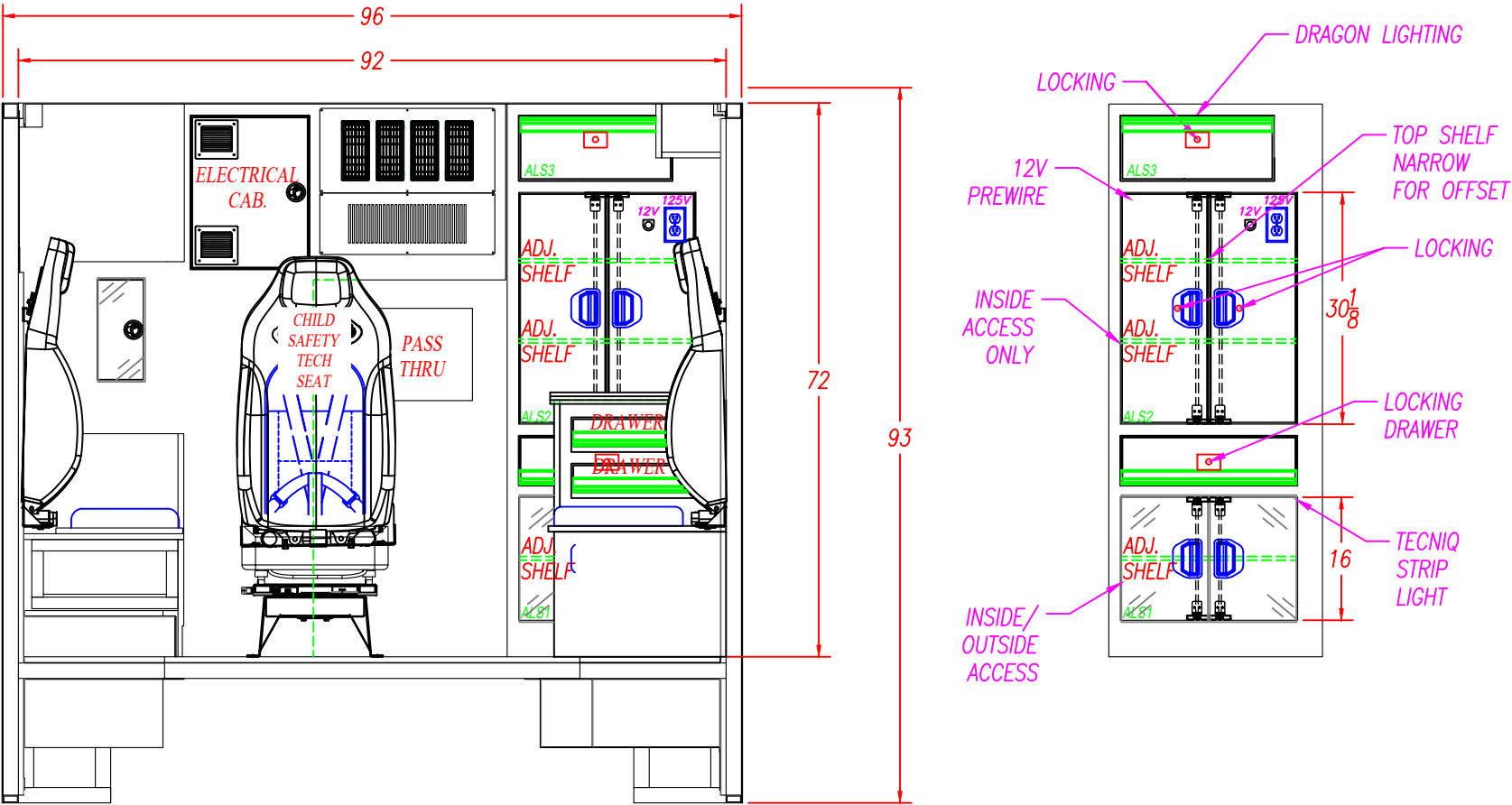
CORIAN COUNTERTOPS IN 1ST & 2ND ACTION AREA.



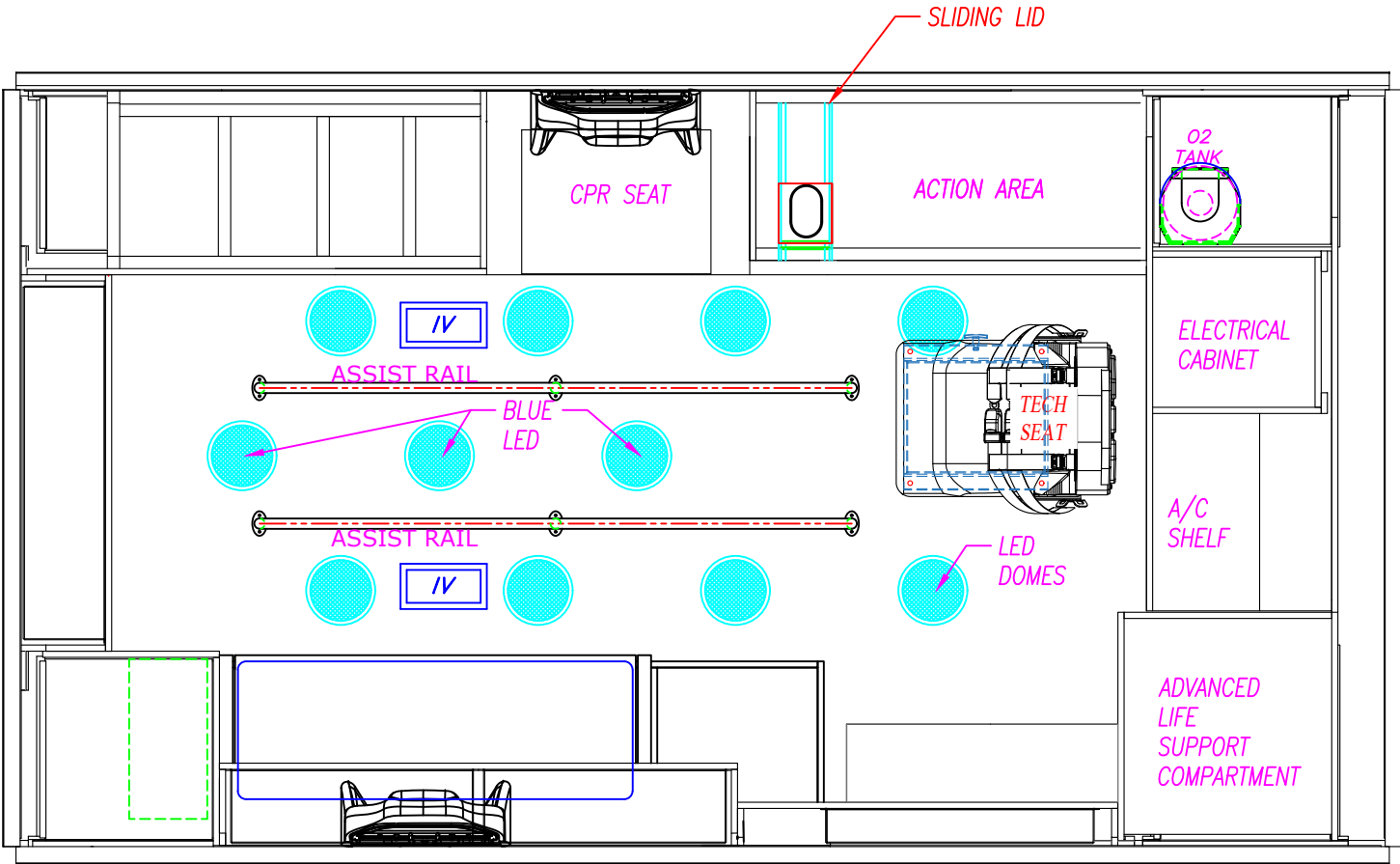
INTERIOR CABINET STORAGE					M2 170" TYPE I FORD F-450/550-DIESEL-193" W.B.			 3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669			
ITEM	HEIGHT	WIDTH	DEPTH	PART #'S	DESCRIPTION: STREET SIDE INTERIOR						
A	16 5/8"	38 3/4"	18"	43-A10697	DRAWN BY: I.STANSBURY			DATE CREATED: 7/8/2024		SCALE: 1/2"=1'	
B	15 7/8"	44 1/8"	16"	43-A10698							
C				-	REVISED BY: I.STANSBURY			DATE REVISED: 10/3/2024		REVISION: C	
D	23 1/2"	21 3/4"	17 1/4"	-							
E	23 1/2"	21 3/4"	17 1/4"	-	Note: Drawings are for reference only, measurements may vary from actual product.						
F	-	-	-	-							
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4" SEATBELT PLATE LOCATION					WELD SHOP	33	INCHES	NOTE: THIS DIMENSION IS FROM THE BOTTOM OF THE WALL TO THE BOTTOM OF THE 4" PLATE.									
					CABINET SHOP	NOTE: THE HOLES FOR THE TOP SEATBELT BOLTS ARE 1 ¼" FROM THE TOP OF THE SQUAD BENCH TO THE CENTER OF THE SEATBELT BOLT. NOTE: THE HOLES FOR THE BOTTOM SEATBELT BOLTS ON THE SQUAD BENCH ARE 9 ⅝" FROM THE TOP OF THE FLOOR TO THE CENTER OF THE BOLT.											
					NOTE: READ THE DIMENSIONS FROM RIGHT TO LEFT AS VIEWED	THE LOCATION OF THE BOTTOM SEATBELT HOLES ARE FROM THE REAR OF THE SQUAD BENCH TO THE CENTER OF THE ½" HOLE				BOTTOM							
						THE LOCATION OF THE TOP SEATBELT HOLES ARE FROM THE REAR WALL TO THE CENTER OF THE ½" HOLE				TOP							
INTERIOR CABINET STORAGE					M2 170" TYPE I FORD F-450/550-DIESEL-193" W.B. DESCRIPTION: CURB SIDE INTERIOR DRAWN BY: I.STANSBURY DATE CREATED: 7/8/2024 SCALE: 1/2"=1' REVISED BY: I.STANSBURY DATE REVISED: 10/3/2024 REVISION: C Note: Drawings are for reference only, measurements may vary from actual product.					 3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669 "LET US SHOW YOU THE MEDIX DIFFERENCE" WWW.MEDIXAMBULANCE.COM							
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE													
A	5 ½"	29 ¼"	8 ¼"														
B																	
C																	
D																	
E																	
F																	



INTERIOR CABINET STORAGE					M2 170" TYPE I FORD F-450/550-DIESEL-193" W.B.			 3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669 "LET US SHOW YOU THE MEDIX DIFFERENCE" WWW.MEDIXAMBULANCE.COM
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE	DESCRIPTION: FRONT ELEVATION			
ALS1	16"	23"	25 ¼"		DRAWN BY:	DATE CREATED:	SCALE:	
ALS2	30 ⅝"	23"	25 ¼"		I.STANSBURY	7/8/2024	1/2"=1'	
ALS3	8 ½"	20"	25 ¼"		REVISED BY:	DATE REVISED:	REVISION:	
					I.STANSBURY	10/3/2024	C	
					Note: Drawings are for reference only, measurements may vary from actual product.			

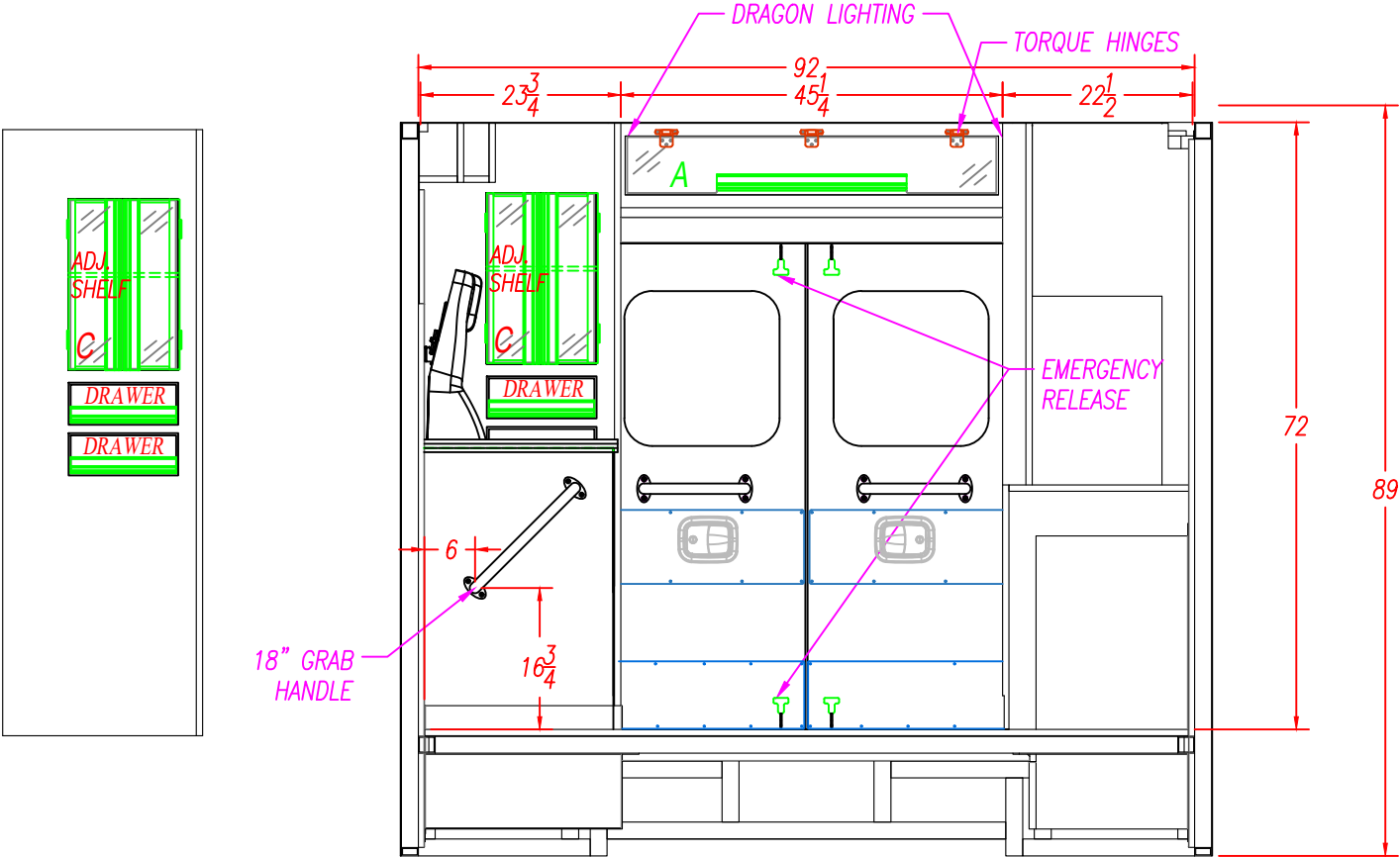


M2 170" TYPE I		
FORD F-450/550-DIESEL-193" W.B.		
DESCRIPTION: CEILING LAYOUT		
DRAWN BY: I.STANSBURY	DATE CREATED: 7/8/2024	SCALE: 1/2"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 10/3/2024	REVISION: C
Note: Drawings are for reference only, measurements may vary from actual product.		



3008 MOBILE DRIVE
ELKHART, IN 46514
PH: 574-266-0911
FAX: 574-266-6669

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INTERIOR CABINET STORAGE					M2 170" TYPE I FORD F-450/550-DIESEL-193" W.B.			 3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669 "LET US SHOW YOU THE MEDIX DIFFERENCE" WWW.MEDIXAMBULANCE.COM
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE	DESCRIPTION: REAR ELEVATION			
A	8 ½"	42 ¼"	7 ¼"		DRAWN BY:	DATE CREATED:	SCALE:	
B					I.STANSBURY	7/8/2024	1/2"=1'	
C	19 ¾"	13"	10 ¼"		REVISED BY:	DATE REVISED:	REVISION:	
D					I.STANSBURY	10/3/2024	C	
E					Note: Drawings are for reference only, measurements may vary from actual product.			
F								



Capital Reserve Maintenance Fund Request

TAB R

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$7,500.00 for the purpose(s) of:
Commonwealth Attorney Basement Renovation Continuance

Section 1 - REQUEST

Requesting Department/Agency PW25-009	Dept/Agency Contact Dale Critzer	Date of Request 05/07/2025
Phone (434) 951-1925	Fax (434) 591-1924	Fiscal Year FY25

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

Description of Project/Repair	Qty	Unit Price	Total Price
Remaining new HVAC install funds needed	1	\$5,000.00	\$5,000.00
Spot cooler while install is completed	1	\$500.00	\$500.00
Contingency for unforeseen issues	1	\$2,000.00	\$2,000.00
			\$0.00

Total Request: **\$7,500.00**

Description and justification for proposed use.

The basement floor moisture sealing process incurred more cost than expected which made the budget for the project higher . A new upgraded HVAC system will dehumidify the the entire building to be a Director of Public Works more comfortable space for the occupants up/downstairs.

Department/Agency Head Name Director of Public Works	Signature Dale Critzer Digitally signed by Dale Critzer Date: 2025.05.07 15:10:35 -04'00'	Date 05/07/2025
--	---	---------------------------

Section 2 - REVIEW

Recommended? ☒ Yes ☐ No	County Finance Director Tori Melton Digitally signed by Tori Melton Date: 2025.05.12 11:07:03 -04'00'	Date
Recommended? ☒ Yes ☐ No	County Administrator Eric Dahl Digitally signed by Eric Dahl Date: 2025.05.15 15:43:02 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? ☐ Yes ☐ No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

TABS

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$24,947.00** for the purpose(s) of:
cleaning, filling cracks with rubber, and providing a sealcoat for the blacktops at Central and Carsybrook Elementary along with the tennis court at FMS.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 05/15/2025
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY25

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

Description of Project/Repair	Qty	Unit Price	Total Price
Central	1	\$7,400.00	\$7,400.00
Central	1	\$3,700.00	\$3,700.00
Carysbrook	1	\$6,622.00	\$6,622.00
FMS	1	\$7,225.00	\$7,225.00

Total Request: **\$24,947.00**

Description and justification for proposed use.

The cracks on the blacktops need to be filled in for these areas to support a safe area for our students. It presents a trip and safety hazard due to the length, depth, and amount of cracks on the surface of the blacktops. This will be an every 3-5 year project, depending on weather and erosion. FCPS will provide updated quotes for the FY27-31 CIP. The most recent quote for Central Elementary to mill, lay new asphalt, and seal is \$95,600.00 (Central Elementary only). We are partnering with a new vendor on this project and initiating a different seal coat to lengthen the time in between projects.

Department/Agency Head Name Don Stribling	Signature Don Stribling Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'	Date 05/15/2025
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Section 2 - REVIEW

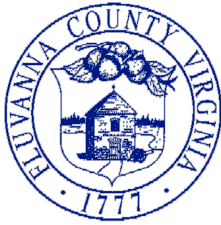
Recommended? ☒ Yes ☐ No	County Finance Director Tori Melton Digitally signed by Tori Melton Date: 2025.05.22 13:21:45 -04'00'	Date
Recommended? ☒ Yes ☐ No	County Administrator Eric Dahl Digitally signed by Eric Dahl Date: 2025.05.27 08:47:33 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? ☐ Yes ☐ No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
☒	BOS Contingency Balance Report
☐	Building Inspections Report
☒	Capital Reserve Balances Memo
☒	Fluvanna County Bank Balance and Investment Report
☐	Unassigned Fund Balance Report
☐	VDOT Monthly Report & 2020 Resurfacing List
☐	ARPA Fund Balance Memo
☐	The Board of Supervisors Work Plan



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-06-04 p.189/194

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

Fax (434) 591-1911

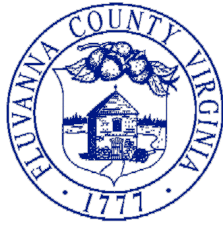
www.fluvannacounty.org

MEMORANDUM

Date: June 04, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$248,824
Less: Position Upgrades for COR's Office – 07.03.24	-\$19,721
Less: TJPDC Spring Regional Housing Summit – 07.03.24	-\$2,500
Less: BOS Leadership Retreat – 07.03.24	-\$4,500
Less: Position Upgrade from EMS Supervisor to Director – 07.03.24	-\$22,670
Less: Command Structure in Emergency Services – 07.03.24	-\$22,025
Reassessment Budget Transfer – 08.07.24	\$49,284.47
Less: Dewberry Engr Svc for Comms Twr Inspect and Mapping – 09.04.24	-\$5,300
Less: Prelim Engg Rpt PG & Comm Blvd Wtr & Sewer Service – 10.16.24	-\$31,555
Less: Position Upgrades for Treasurer Office – 11.06.24	-\$13,076
Less: TJPDC Regional Housing Study Participation – 05.07.25	-\$6,000
Less: Employee Engagement Survey – 05.07.25	-\$23,120
Less: Palmyra Sewer Redemption – 05.21.25	-\$20,000
Available:	\$127,641.47



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-06-04 p.191/194

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

Fax (434) 591-1911

www.fluvannacounty.org

MEMORANDUM

Date: June 04, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

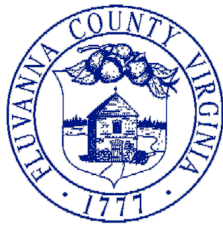
County Capital Reserve:

FY24 Carryover	\$497,849.16
FY25 Budget Allocation:	\$250,000
Less: Public Safety Building Replace HVAC Unit #4 – 09.04.24	-\$19,318.80
Less: Library Heat Pump Unit #4 Replacement – 10.02.24	-\$7,000
Less: FUFC Bay #5 Roll Up Door Repair – 10.02.24	-\$9,055
Less: Public Safety Building Sewer Back-Up – 10.02.24	-\$10,175
Less: Public Safety Sewer Line Repairs – 11.20.24	-\$20,500
Less: Admin Building IT Room HVAC Replacement – 11.20.24	-\$10,340
Less: Forestry Mulching Pleasant Grove Park – 04.16.25	-\$8,000
Less: Floor Recoat Kent's Store Fire Truck Bay Area – 04.16.25	-\$49,321
Less: Replace Water Heater Courts Building – 04.16.25	-\$11,750
Less: Replace Transmission in Ambulance 6 – 05.07.25	-\$9,645.68
Add: Closed CRM Project – 05.15.25	\$7,105.75
FY25 Available:	\$599,849.43

Schools Capital Reserve:

FY24 Carryover	\$237,045.55
FY25 Budget Allocation:	\$200,000

Less: FMS HVAC Unit Replacement & Installation – 07.03.24	-\$39,566
Less: FMS Bat Elimination – 08.07.24	-\$30,000
Less: School's Asphalt Patching (FCHS, CB, & CE) – 08.07.24	-\$9,759
Less: FCHS Driver on Chiller Circulation Pump – 08.21.24	-\$9,850
Less: CE Failed Condenser Fan's Chillers 1 & 2 – 10.02.24	-\$5,985
Less: FMS Remove Bat Colony & Seal Roofline – 10.02.24	-\$61,129
Less: Central Chiller Condenser Fan Motors – 11.06.24	-\$13,500
Add: Closed CRM Projects – 11.10.24	\$4,400
Less: Furnish & Install 9 HVAC Contactors – 11.20.24	-\$8,224.45
Less: FCHS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCHS Replace & Install Hot Water Pump Motor – 11.20.24	-\$4,736
Less: CEN & FMS Damage Due to Weather & Power Surges – 11.20.24	-\$9,171
Less: Abrams Academy 2 Building Removal – 11.20.24	-\$11,500
Less: FMS Recess Field Netting – 02.05.25	-\$3,220
Less: FCHS Bleachers & Gym – 02.05.25	-\$5,850
Less: Remove Carpet and ACM Floor Tile in 2 Small Buildings – 04.02.25	-\$7,250
Add: Closed CRM Projects – 04.17.24	\$286.53
FY25 Available:	\$213,991.63



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

MEMORANDUM

Date: June 04, 2025
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

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*FY24 Year End (Audited) Unassigned Fund Balance:	\$30,580,253
Unassigned Fund Balance – 12% Target Per Policy:	12,268,030
Unassigned Fund Balance – Excess Above Policy Target:	18,312,223
Less: FCHS Track Resurfacing/Milling CIP – 08.06.24	-\$221,000
Less: Dev Agrmt btw Fluvanna, Zion 3 Notch, & Econ Dev Auth – 08.07.24	-\$250,000
Less: FY24-25 County Carryover Request – 12.04.24	-\$124,510.50
Less: FY24-25 Schools Carryover Request – 12.04.24	-\$370,591.10
Less: Space Study – 02.05.25	-\$136,295
Less: Deed of Easement & Utility Agmt with Macon Properties – 12.18.25	-\$106,000
Less: VA 250 Preservation Fund Grant – Historic Courthouse – 03.19.25	-\$400,029.50
Less: FY24 to FY25 JRWA Carryover Request – 05.21.25	-\$18,513
Less: Information Technology ADP Services (CAMA) – 05.21.25	-\$7,304
Current (Audited) Unassigned Fund Balance:	\$16,677,979.90

