

<p style="text-align: center;">ACTIONS Board of Supervisors Meeting of July 12, 2017</p>		
		July 13, 2017
<u>AGENDA ITEM/ACTION</u>	<u>ASSIGNMENT</u>	<u>VIDEO</u>
1. Call to Order. <ul style="list-style-type: none"> Meeting was called to order at 12:30 p.m., by the Chair, Ms. McKeel. All BOS members were present with the exception of Mr. Sheffield who arrived at 12:31 p.m. Also present was Greg Kamptner. 		
2. Closed Meeting. <ul style="list-style-type: none"> At 12:30 p.m., the Board went into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia: <ul style="list-style-type: none"> Under Subsection (1) to discuss, consider, and interview prospective candidates for appointment as county executive. 		
Liz Palmer left at 2:25 p.m.		
3. Certify Closed Meeting. <ul style="list-style-type: none"> At 2:27 p.m., the Board reconvened into open meeting and certified the closed meeting. 		
4. Recess until 3:30 p.m., Lane Auditorium. <ul style="list-style-type: none"> The meeting recessed at 2:32 p.m. 		
1. Call to Order. <ul style="list-style-type: none"> Meeting was called to order at 3:35 p.m., by the Chair, Ms. McKeel. All BOS members were present. Also present were Doug Walker, Greg Kamptner, and Claudette Borgersen. 		Link to video
Adoption of Final Agenda. <ul style="list-style-type: none"> By a vote of 6:0, ADOPTED the final agenda. 		
2.2 FY 2018 Appropriation. <ul style="list-style-type: none"> ADOPTED, Resolution to approve appropriation #2018009 for a local government program. 	Clerk: Forward copy of signed Resolution to OMB and County Attorney's office. (Attachment 1)	
2.3 RSWA Support Agreement for McIntire Road Recycling Center. <ul style="list-style-type: none"> ADOPTED Resolution to approve the Amendment No. 6 to Local Government Support Agreement for Recycling Programs. 	Clerk: Forward copy of signed resolution to FES and County Attorney's office. (Attachment 2) County Attorney: Provide Clerk with fully executed copy of agreement.	
3. Future Use Considerations for Yancey Elementary School. <ul style="list-style-type: none"> DISCUSSED. 		
4a. Work Session: Fire Rescue Services Fund – Future Planning. <ul style="list-style-type: none"> By a vote of 5:1 (Sheffield), APPROVED the following: <ul style="list-style-type: none"> As the County develops the FY 19 - FY 20 Two Year Fiscal Plan, the County discontinue the Fire Rescue Services Fund and move the Fire Rescue Services budgets back into the General Fund. Funding associated with the penny on the tax rate initially dedicated to Fire Rescue Services operations would remain as part of the General Government base, consistent with dedicated School Division and Capital 	OMB: Proceed as approved.	

	<p>funding practices.</p> <ul style="list-style-type: none"> Funding associated with the 7.6 cents growth on the Real Estate Taxes; however, would not be provided to the Fire Rescue Services Fund as part of the Annual Funding Allocation Formula. 	
4b.	<p>Work Session: Volunteer Fire Rescue Funding Policy.</p> <ul style="list-style-type: none"> By a vote of 6:0, ADOPTED the ACFR Volunteer Funding Policy as County policy. 	(Attachment 3)
5.	<p>Work Session: Draft Economic Development Strategic Plan.</p> <ul style="list-style-type: none"> By a vote of 6:0, ENDORSED the Draft Economic Development Strategic Plan; and ENDORSED the proposed Economic Development Director hiring process. 	<u>Lee Catlin/HR:</u> Proceed as endorsed.
6.	<p>Revised Charge for Solid Waste Alternatives Advisory Committee.</p> <p>By a vote of 6:0,</p> <ul style="list-style-type: none"> APPROVED the revisions to the SWAAC charge. 	(Attachment 4)
7.	<p>CAT Transit Service Update: Route 2.</p> <ul style="list-style-type: none"> RECEIVED. 	
8.	<p>From the Board: Committee Reports and Matters Not Listed on the Agenda.</p> <p><u>Brad Sheffield:</u></p> <ul style="list-style-type: none"> Notified the Board he will not attend the August 2, 2017 meeting. <p><u>Liz Palmer:</u></p> <ul style="list-style-type: none"> Announced she attended the Police Department Citizens Advisory Committee meeting and distributed the Albemarle County Police Department 2016 Annual Report. 	
9.	<p>From the County Executive: Report on Matters Not Listed on the Agenda.</p> <ul style="list-style-type: none"> There were none. 	
10.	<p>Closed Meeting.</p> <ul style="list-style-type: none"> At 6:29 p.m., to Board went into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia: <ul style="list-style-type: none"> Under Subsection (1): 1. To discuss the performance goals of the County Attorney and the Clerk to the Board for the next year; and Under Subsection (6), to discuss and consider the investment of public funds in a proposed affordable housing project where bargaining is involved because, if made public initially, the financial interest of the County would be adversely affected; and under Subsection (8), to consult with legal counsel regarding specific legal matters requiring legal advice with respect to affordable housing projects. 	
	<p>Liz Palmer left at 6:29 p.m., and Brad Sheffield left at 7:30 p.m.</p>	
	<p>Certify Closed Meeting.</p> <ul style="list-style-type: none"> At 8:17 p.m., the Board reconvened into open meeting and certified the closed meeting. 	
11.	<p>Adjourn.</p> <ul style="list-style-type: none"> At 8:18 p.m., the meeting was adjourned. 	

ckb/tom

Attachment 1 – Resolution to Approve Additional FY 18 Appropriations

Attachment 2 – Resolution Approving Amendment No. 6 to Local Government Support Agreement for Recycling Programs

Attachment 3 – Volunteer Fire Rescue Funding Policy.

Attachment 4 – Solid Waste Alternatives Advisory Committee Revised Charge

**RESOLUTION TO APPROVE
ADDITIONAL FY 18 APPROPRIATIONS**

BE IT RESOLVED by the Albemarle County Board of Supervisors:

- 1) That Appropriation #2018009 is approved; and
- 2) That the appropriation referenced in Paragraph #1, above, is subject to the provisions set forth in the Annual Resolution of Appropriations of the County of Albemarle for the Fiscal Year ending June 30, 2018.

**RESOLUTION APPROVING AMENDMENT NO. 6 TO LOCAL GOVERNMENT SUPPORT
AGREEMENT FOR RECYCLING PROGRAMS**



WHEREAS, the County, the City, and the Rivanna Solid Waste Authority ("RSWA") entered into an Agreement dated August 23, 2011 providing the terms of the County's and City's shared financial support for, and the RSWA's operation of, the Recycling Services through June 30, 2012, with an option for the County and the City to extend the agreement for two successive one-year periods; and

WHEREAS, the County and the City exercised their first option to extend the term of the Agreement through June 30, 2013; and

WHEREAS, the County, the City and the RSWA entered into Amendment Nos. 1, 2, 3, 4, and 5 to extend the term of the Agreement through December 31, 2013, June 30, 2014, June 30, 2015, June 30, 2016, and June 30, 2017 respectively; and

WHEREAS, the County desires an additional extension of the term of the Agreement through June 30, 2018, and the City is agreeable to an extension for such period.

NOW, THEREFORE, BE IT RESOLVED that the Albemarle County Board of Supervisors hereby approves the Amendment No. 6 to Local Government Support Agreement for Recycling Programs and authorizes the County Executive to sign the Amendment subject to it being approved as to content and form by the County Attorney.

	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Volunteer Funding
	Reference Number:	SAP-DEP-007
	Effective Date:	1 December 2003
	Last Revision Date:	12 July 2017
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the funding policies for volunteer fire departments and rescue squads.

Background:

This policy was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the November 2003 meeting, approved by the Board of Supervisors on 23 February 2006, and revised September 2010.

Definitions:

Basic Operating Costs: Basic operating costs include building utility costs, buildings & grounds maintenance, communications, fire suppression, emergency medical & rescue services, vehicle expenses, administrative expenses, training, and uniforms.

One-Time Costs: One-time costs include major vehicle repair, hoses, nozzles, ladders, self-contained breathing apparatus, personal protective equipment & gear, radio purchases, pager purchases, defibrillators, cascade equipment & compressors, kitchen appliances, rescue equipment, building repairs & improvements (paving, HVAC, etc.).

Policy:

1. Basic Operating Costs
 - a. Annual funding of basic operating costs will be provided as a quarterly contribution to each volunteer station.
 - b. The funding will be based on an annual review by the FEMS Board and the County of Albemarle.
 - c. An annual audited report will be provided to the County as part of the annual budget process.
 - d. The annual Profit and Loss statements will be submitted per the annual schedule and in a standard format
 - e. Future adjustments of budgeted operating costs will be based on an audited history of the previous years.
2. One-Time Costs
 - a. One-time costs should be identified separately from operating costs and will be considered for funding separately from the annual operating contribution. These may be submitted at any time during the year and will be considered on a case-by-case basis.
3. Fundraising Costs
 - a. The following costs associated with fundraising are not included as a basic operating cost: painting & repairs to space, expendable items for space, janitorial items for space, office supplies, postage, printing, professional services, and/or licenses.
4. Consolidated Purchase of Goods & Services
 - a. ACFRAB will strive to consolidate the purchase of goods and services to achieve better pricing. As consolidation occurs, the line items associated with consolidated goods and services will be eliminated or will reflect the revised price structure.
 - b. Items to be considered for consolidation include the following:

i. Long Distance Telephone Service	iv. Trash Disposal
ii. Fuel Oil	v. Linen Service
iii. Fuel for Apparatus	vi. Radio/Pager Repair

- vii. Small Tools & Equipment
 - viii. EMS Supplies
 - ix. Vehicle Repairs Outside the County
Vehicle Maintenance Facility
5. Uniforms
- a. Foam is provided to stations by the County; thus, no additional funds will be provided for such.
 - b. Self-contained breathing apparatus (SCBA) maintenance is funded by the County; thus, no additional funds will be provided for such.
6. Loan Payments
- a. Outside loan payments obtained before 2003 are considered a basic operating cost. Outside loans after 2003 will not be considered a basic operating cost.
7. Capital Expenses
- a. Buildings - The County will consider participating in the construction or improvement of volunteer stations on a case-by-case basis
 - b. Vehicles and Apparatus
 - i. The ACFRAB Apparatus Fleet Plan establishes the basis for replacement of emergency vehicles.
 - ii. A Capital Improvement Program (CIP) for emergency vehicle replacement will be developed and recommended by ACFRAB according to the regular schedule established by the County.
 - iii. The vehicle replacement schedule will be based upon consideration of vehicle age, mileage and mechanical condition.
 - iv. The County will fund replacement of emergency vehicles (including chassis replacement and/or refurbishment) based on ACFRAB adopted standard specifications or alternatives specifically approved by the County operations chief.
 - v. Any variation from, or addition to, the adopted specifications will be a cost directly born by the volunteer department.
 - vi. Vehicles that are funded by the County, in part or in whole, must be procured under the direction of the County Purchasing Office. All vehicle purchases must comply with the Virginia Procurement Act, and County Purchasing Policies which require one of the following:
 - a. Competitive bid or proposal process
 - b. Use of an applicable governmental contract through cooperative procurement
 - c. A qualified sole source procurement (in cases where a unique vendor is required and compelling circumstances are documented).
 - vii. Vehicles purchased with County funds shall be co-titled to the volunteer department and the County of Albemarle
 - viii. When a volunteer department is ready to initiate a vehicle purchase (or refurbishment), the department chief or designee shall contact the County Fire Rescue operations chief and request initiation of a procurement process.
 - ix. The operations chief shall verify that adequate CIP budget funds have been appropriated and consult County Purchasing about the appropriate purchasing method. When the best method has been determined, and all related requirements for that method have been met, the operations chief will submit a purchase requisition to County Purchasing for action.
 - x. Supplemental equipment procurement using County funds must also comply with County purchasing requirements.
 - xi. During production of fire and rescue vehicles, the volunteer department chief or designee will typically coordinate any pre-construction, post-paint and/or final acceptance visits with the manufacturer.

- xii. Production change orders must be reviewed and approved by the County operations chief. Failure to do so will result in the volunteer department being responsible for all associated costs.
- xiii. Once a new or refurbished vehicle has been accepted by the volunteer department, the volunteer chief shall notify the County operations chief of final acceptance and approval for payment. Prior to delivery of the vehicle, the volunteer department and County operations chief must communicate about any issues that might prevent acceptance and cooperate to resolve any such issues in advance of delivery. When the vendor invoice has been received and approved by the County operations chief, the operations chief will forward authorization for payment to County Finance. If the invoice is received in advance of final acceptance, a check for the payment may be prepared and held by the operations chief, pending final acceptance notification from the volunteer department chief.
- xiv. Upon notification of final acceptance, the County operations chief shall notify the County's volunteer department vehicle insurance policy agent of the addition to initiate proper insurance coverage.
- xv. Upon receipt of payment, the vendor shall provide the County operations chief with notice of payment received and provide the vehicle Manufacturer's Statement of Origin (MSO). The MSO shall list the volunteer department and the "County of Albemarle" as co-owners.
- xvi. After delivery of a new vehicle, the volunteer department chief or designee typically coordinates supplemental equipment mounting and installation, including communications equipment. It may be appropriate to include some or all of these costs in the vehicle's replacement budget, as funding is available. This activity must be reviewed by the County operations chief in advance for funding consideration and any necessary procurement action(s).
- xvii. When a new vehicle is ready for DMV registration and titling, the volunteer chief or designee should notify the County operations chief, who will provide a packet with:
 - 1. A DMV title application with County (co-owner) information
 - 2. A copy of the vendor invoice
 - 3. The vehicle Manufacturer's Statement of Origin.

The volunteer chief or designee can then take this material to the DMV for processing. "Volunteer Emergency Vehicle" license plates should be utilized.
- xviii. A copy of the DMV title shall be returned to the County operations chief.
- xix. Requests for reimbursement involving vehicle purchases, refurbishment or supplemental equipment "after the fact" are not allowable.
- xx. Once a County-purchased apparatus is sold at the end of its useful life, the proceeds after the sale will go back to the individual volunteer department. If the volunteer department originally upgraded the apparatus being sold, the volunteer department will receive the percentage of the proceeds used for the upgrade to use at their discretion. The remainder of the proceeds will go back to the volunteer department and must be used to upgrade the new apparatus.

Example: Apparatus cost at time of purchase is \$200,000. The volunteer department added \$20,000 in upgrades (10% of the total price). The apparatus is sold at the end of its useful life for \$5,000. The volunteer department will receive the upgraded percentage (10% or \$500) to use at their discretion. The remainder (\$4,500) must be used to upgrade the cost of the new apparatus.

Master Chart of Basic Operating Costs:

Building Utility Costs	1a Electricity
	1b Fuel Oil or Gas (for heat, cooking, etc.)
	1c Water & Sewer
	1d Cable TV/DSS: Basic level of cable or DSS at the established cost according to the Office of Management & Budget (OMB) worksheet. May also include internet costs.
	1e Trash Disposal
	1f Other
Buildings & Grounds Maintenance	2a Building Maintenance (routine HVAC, plumbing, generator repairs, painting, cleaning supplies, paper products, oil trap service, water and septic system maintenance, etc.)
	2c Building Supplies (cleaning supplies, paper products, light bulbs, etc.)
	2d Linen Service (only provided for stations with duty crews)
	2e) Janitorial Services provided to stations based on formula developed by ACFR, OMB, and FES. This formula will be based on square footage of building and will exclude bay space as well as space used for fundraising.
	2f) Grounds Maintenance provided to stations based on formula developed by ACFR, OMB, and FES.
Communications	3a Telephone (land-based) including land-line costs. May also include internet costs.
	3b Mobile Telephone (expense for each front-line apparatus & two chief officers at the established cost according to the OMB worksheet.
	3c Alphanumeric Pagers (expense for each front-line apparatus and two chief officers) at the established cost according to the OMB worksheet.
	Front line apparatus includes engines, tankers, brush trucks, and a first due EMS response vehicle. Although not further defined by the committee, the volunteer funding policy implies that ambulances, squads/special rescue, and first due EMS response vehicles are included for rescue squads.
	3d Radio and Pager Repairs & Replacement (Includes County 800 MHz system as well as mobile and portable radios on other systems necessary to support mutual aid operations)
	3g Other
Operations (Fire Suppression & EMS)	4a General Supplies (stay-dry, fire-line tape, supplies for the Haz Mat unit @ St-4 & the Haz Mat trailer @ St-7, etc.)
	4b Small Tools (generally, tools and equipment less than \$500)
	4c Maintenance (maintenance and service of portable pumps, equipment, extrication equipment, hydraulic pumps, cascade systems, etc.)
	4d Meals for Duty Crews (allowance for duty crew meals only provided for stations with duty crews at the established cost according to the OMB worksheet.)

	One meal per 8 hour shift is to be used as a budget figure. Although most evening crews are 12 hours, it usually includes only one meal. Requested departures from this will be considered on a case-by-case basis. Include specific request information in Explanation/Justification column on budget spreadsheet. 4f Other
Emergency Medical & Rescue Services	5a General Supplies (generally, cost of disposable supplies)
	5b Small Equipment (generally, tools and equipment less than \$500)
	5c Maintenance (maintenance and service of defibrillators, etc.)
	5d Other
Vehicle Expenses	6a Fuel (includes gas & diesel)
	6b Preventative Maintenance (includes funds that were reimbursed by the County.)
	6c Repairs (Stations shall deduct insurance reimbursements from repairs to vehicles before declaring repair costs.)
	6d Other
Administrative Expenses	7a Office Supplies
	7b Postage
	7c Printing
	7d Dues
	7e Professional Services (accounting, etc.) Audit services only.
	7f Licenses
Training	7g Other
	7h Recruitment
	8a Training (includes tuition, books, instructor expenses, etc.) at the established cost according to the OMB worksheet.
	8b Subscriptions
	8c Travel (includes lodging, meals, and mileage costs associated with out-of-town training) at the established cost according to the OMB worksheet.
Uniforms	8d Other
	9a Uniforms (Funding for duty uniforms for all members and Class A uniforms for two members at the established cost according to the OMB worksheet.
Loans	Building
	Apparatus

Reference:

- [ACFRAB Annual Budget Timeline, Deadline, & Expectations](#)
- OMB Volunteer Operating Costs Worksheet



County of Albemarle
Solid Waste Alternatives Advisory Committee
 Revised (2017) Charge Statement, Goals, Membership and Organization

Introduction

On October 7, 2015, the Albemarle County Long Range Solid Waste Solutions Advisory Committee – a temporary body appointed by the Board of Supervisors (Board) to identify best practices for the management of solid waste in Albemarle County – submitted its final report to the Board. The report included a recommendation for the creation of a standing committee to advise the Board and a dedicated staff person to support the committee's work.

On March 9, 2016, the Board established the Solid Waste Alternatives Advisory Committee (Committee) and approved an initial charge statement. This revised charge reflects current thinking by Board representatives and County staff on expectations of the Committee and available County resources based on the committee's first year in service.

Charge

The Albemarle County Solid Waste Alternatives Advisory Committee (SWAAC) is a standing advisory committee to the Albemarle County Board of Supervisors. The establishment of this Committee is consistent with the County's Comprehensive Plan, the organizational vision of Albemarle County, and the Regional Solid Waste Management Plan facilitated by the Thomas Jefferson Planning District Commission. The Committee will provide general information to the Board in a semi-annual update, including a summary of matters being considered by the Committee and a rolling, six-month work plan. The Committee will submit specific policy recommendations to the Board as they are developed and will support recommendations with thorough budgetary and environmental impact analyses of the recommended policy implementation.

Topics for consideration by the Committee shall include:

- public education and outreach
- waste and litter reduction
- materials reuse
- recycling and composting
- greenhouse gas reduction
- Ivy MUC waste collection and transfer operations (master planning and recycling plan)
- waste disposal

The Committee will also provide input on the job description for a Sustainable Materials Management Coordinator position and a recommendation on the timing of funding. This evaluation will include input on whether the position will serve the County best by being located at the Rivanna Solid Waste Authority (RSWA) or within the Facilities and Environmental Services Department.

Membership

The Committee will consist of six to eight voting members appointed by the Board of Supervisors with appropriate background, experience, and interest. Appointments will be based on Board and staff recommendations, nominations from community and business groups, and individual applications. Members will be added to this Committee through the normal Board appointment process.

Length of Term: Initial appointments will include two four-year appointments, two three-year appointments, and two two-year appointments. Thereafter, appointments will be for four-year terms with a maximum duration of service limited to eight years.

The voting members of the Committee shall include:

- one Professional Engineer
- one technical expert in any solid waste management-related field
- one representative with public policy interest/experience
- two to four Albemarle County resident(s) with interest in sustainable materials management

The Board shall appoint two members of the Board of Supervisors to serve as liaisons to the Committee; one shall be the Board member serving on the RSWA Board of Directors. In addition, the Committee shall invite appropriate staff from the RSWA and the City of Charlottesville to represent those organizations.

Facilities and Environmental Services (FES) staff will support the Committee. The Environmental Compliance Manager will serve as primary support, with the Chief of Environmental Services and the Director of FES contributing, as needed. Support may include:

- managing the membership appointment process
- reserving meeting rooms and securing any necessary equipment (projector, phone)
- developing and maintaining a website specific to the Committee to facilitate information-sharing and to document Committee agendas, decisions, and recommendations
- working with officers to develop and revise work plans and set meeting agendas
- as time and resources are available, researching issues, preparing materials, and communicating with others to inform Committee discussions and implement Board-approved recommendations

Committee Organization

The Committee shall elect a Chair, Vice-chair, and Secretary for one-year tenures. Meetings will be held approximately once per month or as otherwise agreed to by the Committee, with the date and time of the meetings kept relatively constant. Additional meetings may be called by the Chair. All meeting dates and times will be publicized. All meetings will be open work sessions, where the general public is invited to attend to listen and observe only, unless public participation is deemed appropriate by the Chair.

No quorum shall be necessary to discuss business that is before the Committee, but no vote or action will be taken unless a quorum is present. A majority of the voting members of the Committee shall constitute a quorum. Decisions shall be made, if possible, by an indication of general consensus among the Committee members present. Staff will not participate as decision makers. When this method does not serve to establish a clear direction, the Chair shall call for a roll-call vote. When an agreement cannot be achieved on an issue, business shall proceed and the Secretary shall document and present minority positions for the Board of Supervisors' consideration. Facilitation will be provided in those instances when it is considered beneficial in helping the Committee achieve its stated purposes.