

A regular day meeting of the Board of Supervisors of Albemarle County, Virginia, was held on January 3, 2018, at 1:00 p.m., Lane Auditorium, County Office Building, McIntire Road, Charlottesville, Virginia.

PRESENT: Mr. Norman G. Dill, Mr. Ned L. Gallaway, Ms. Ann Mallek, Ms. Diantha H. McKeel, Ms. Liz A. Palmer and Mr. Rick Randolph.

ABSENT: None.

OFFICERS PRESENT: County Executive, Jeff Richardson, County Attorney, Greg Kamptner, Clerk, Claudette Borgersen, and Senior Deputy Clerk, Travis O. Morris.

Agenda Item No. 1. Call to Order. The meeting was called to order at 1:00 p.m., by the County Executive, Mr. Richardson.

Agenda Item No. 2. Pledge of Allegiance.

Agenda Item No. 3. Moment of Silence.

Agenda Item No. 4. Election of Chair.

Mr. Richardson opened the floor for nominations for Chair of the Albemarle County Board of Supervisors for 2018.

Mr. Dill **moved** to nominate Ms. Mallek for Chair for Calendar Year 2018. The nomination was **seconded** by Ms. Palmer.

Ms. McKeel **moved** to nominate Mr. Randolph for Chair for Calendar Year 2018.

Mr. Randolph expressed his appreciation to Ms. McKeel for her nomination and said he politely declines as he understands the amount of time that must be committed to be an effective Chair. He requested that his name be withdrawn.

Mr. Randolph **moved** that the nominations for Chair be closed. The motion was **seconded** by Ms. Mallek.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Roll was then called on the nomination of Ms. Mallek as Chair, and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Mr. Richardson turned the meeting over to Ms. Mallek, the newly elected Chair.

Agenda Item No. 5. Election of Vice-Chair.

Ms. Mallek opened the floor for nominations for Vice-Chair.

Ms. Palmer **moved** to nominate Mr. Dill for Vice-Chair for Calendar Year 2018. The nomination was **seconded** by Mr. Randolph.

As there were no further nominations, Ms. Mallek closed the nominations.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Agenda Item No. 6. Appointment of Clerk and Senior Deputy Clerk.

Ms. Palmer **moved** that the Board appoint Ms. Claudette Borgersen as Clerk and Mr. Travis Morris as Senior Deputy Clerk. The motion was **seconded** by Ms. McKeel.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Agenda Item No. 7. Board 2018 Calendar - Set Meeting Times, Dates and Places for Calendar Year 2018.

Mr. Randolph **moved** that the Board set the following schedule for meeting times, dates and places for Calendar Year 2018: first Wednesday of the month - 1:00 p.m., and the second Wednesday of the month - 6:00 p.m., July 5, 2018 as the regular day meeting in July, with said meetings to be held in the County Office Building on McIntire Road; and the meeting dates for January 2019 as January 9 – 1:00 p.m., and January 16 – 6:00 p.m. The Board set July 5, 2018 as its regular day meeting. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Agenda Item No. 8. Adoption of Rules of Procedures/Policies.

There were no proposed changes to the Board's current Rules of Procedures and Policies.

Mr. Dill **moved** that the Board adopt its current Rules of Procedure and Policies. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Albemarle County Board of Supervisors

Rules of Procedure

1. Purpose

A. General. The purpose of these Rules of Procedure (the Rules) is to facilitate the timely, efficient, and orderly conduct of public meetings and decision-making, and they are designed and adopted for the benefit and convenience of the Albemarle County Board of Supervisors (the Board).

B. Rules Do Not Create Substantive Rights in Others. The Rules do not create substantive rights in third parties or participants in matters before the Board.

C. Compliance with These Rules. The Rules that are parliamentary in nature are procedural, and not jurisdictional, and the failure of the Board to strictly comply with the procedural rules shall not invalidate any action of the Board. The Rules that implement the requirements of State law are jurisdictional only to the extent that Virginia law makes them so.

2. Board Members

A. Equal Status. Except for the additional responsibilities of the Chair provided in Rule 3(A), all Board members have equal rights, responsibilities, and authority.

B. Decorum. Members will act in a collegial manner and will cooperate and assist in preserving the decorum and order of the meetings.

3. Officers and Their Terms of Office

A. Chair. When present, the Chair shall preside at all Board meetings during the year for which elected. The Chair shall have a vote but no veto. (Virginia Code §§ 15.2-1422 and 15.2-1423) The Chair shall also be the head official for all of the Board's official functions and for ceremonial purposes.

B. Vice-Chair. If the Chair is absent from a Board meeting, the Vice-Chair, if present, shall preside at the meeting. The Vice-Chair shall also discharge the duties of the Chair during the Chair's absence or disability. (Virginia Code § 15.2-1422)

C. Acting Chair in Absence of Chair and Vice-Chair. If the Chair and Vice Chair are absent from any meeting, a present Board member shall be chosen to act as Chair.

D. Term of Office. The Chair and Vice-Chair shall be elected for one-year terms, but either or both may be re-elected for one or more additional terms. (Virginia Code § 15.2-1422)

E. References to the Chair. All references in these Rules to the *Chair* include the Vice-Chair or any other Board member when the Vice-Chair or the other member is acting as the Chair.

4. Meetings

A. Annual Meeting. The *Annual Meeting* is the first meeting in January held after the newly elected members of the Board qualify for the office by taking the oath and meeting any other requirements of State law, and the first meeting held in January of each succeeding year. At the Annual Meeting, the Board shall:

- 1. Elect Officers.** Elect a Chair and a Vice-Chair.
- 2. Designate Clerks.** Designate a Clerk and one or more Deputy Clerks who shall serve at the pleasure of the Board, who shall have the duties stated in Virginia Code § 15.2-1539 and any additional duties set forth in resolutions of the Board as adopted from time to time. (Virginia Code § 15.2-1416)
- 3. Establish Schedule for Regular Meetings.** Establish the days, times, and places for regular meetings of the Board for that year. (Virginia Code § 15.2-1416)
- 4. Establish Dates for Hearings on Zoning Text Amendments.** Establish the days on which public hearings may be held on citizen-initiated zoning text amendments.
- 5. Adopt Rules and Policies.** Adopt Rules of Procedure and Board Policies that will apply in the calendar year, subject to amendment under Rule 12.

B. Regular Meetings. *Regular Meetings* are those established at the Annual Meeting to occur at specified days, times, and places.

- 1. Regular Meeting Falling on a Holiday.** If any day established as a Regular Meeting day falls on a legal holiday, the meeting scheduled for that day shall be held on the next regular business day without action of any kind by the Board. (Virginia Code § 15.2-1416)
- 2. Adjourning a Regular Meeting.** A regular meeting, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business of the Board is complete. (Virginia Code § 15.2-1416) If a quorum was not established or was lost during the meeting, the Board members present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).
- 3. Continuing a Regular Meeting When Weather and Other Conditions Create Hazard.** If the Chair finds and declares that weather or other conditions are hazardous for Board members to attend a regular meeting, the meeting shall be continued to the next regular meeting date. The Chair's finding shall be communicated to the other Board members and to the general news media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement shall be required. (Virginia Code § 15.2-1416)
- 4. Establishing Different Day, Time, and Place of Regular Meeting.** After the Annual Meeting, the Board may establish different days, times, or places for Regular Meetings by passing a resolution to that effect in accord with Virginia Code § 15.2-1416.

C. Special Meetings. The Board may hold special meetings as it deems necessary at times and places that it deems convenient.

- 1. Calling and Requesting a Special Meeting.** A special meeting shall be held when called by the Chair or requested by two or more Board members. The call or request shall be made to the Clerk and shall specify the matters to be considered at the meeting.
- 2. Duty of Clerk to Provide Notice.** Upon receipt of a call or request, the Clerk, after consultation with the Chair, shall immediately notify each Board member, the County Executive, and the County Attorney. The notice shall be in writing and delivered to the person or to his place of residence or business, or if requested by a Board member, by email or facsimile. The notice shall state the time and place of the meeting and shall specify the matters to be considered. The notice may be waived if all members are present at the special meeting or if all members sign a waiver for the notice. (Virginia Code § 15.2-1418) The Clerk shall also notify the general news media of the time and place of the special meeting and the matters to be considered.
- 3. Matters That May Be Considered.** Only those matters specified in the notice shall be considered at a special meeting unless all Board members are present.
- 4. Adjourning a Special Meeting.** A special meeting may be adjourned from time to time as the Board finds necessary and convenient. (Virginia Code § 15.2-1417) If a quorum was not established or was lost during the meeting, the Board members present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).

5. Order of Business for Regular Meetings

A. Establishing the Agenda. The Clerk of the Board shall establish the agenda for all meetings in consultation with the County Executive and the Chair. The County Executive and Clerk shall review the agenda with the Chair and Vice Chair prior to the meeting. The Clerk shall set the order of business as provided in Rule 6(B), provided that the Clerk may modify the order of business to facilitate the business of the Board. The draft agenda shall be provided to the Board 6 days prior to the regular meeting date.

1. Resolutions Proposed by Board Members. Resolutions may be proposed by a Board member requesting the Board to take a position on an issue of importance to the Board. A Board member requesting the Board to adopt a resolution should give notice of the intent to request action on the resolution on a specified meeting date and submit a draft of the proposed resolution. The Clerk will distribute the draft resolution with background information, if available, to all Board members. Board members may submit proposed changes to the proposed resolution to the Clerk in a redline format. The Clerk shall forward all comments received from Board members to the Board. The Board member requesting the resolution will then coordinate with the Clerk to prepare a resolution for consideration by the Board. The Clerk shall poll the Board members to determine if a majority of the Board members support adding the resolution to the agenda for consideration. If a majority of the Board members indicate support for considering the resolution, the resolution will be added to the proposed final agenda. If all Board members indicate support for the resolution, the resolution may be placed on the proposed consent agenda unless any member requests otherwise.

2. Other Items Proposed To Be Added to the Clerk's Draft Agenda by Board Members. Any Board member may propose to add items, other than Resolutions subject to Rule 5(A)(1), to the Clerk's draft agenda for action if notice of that item has been given in writing or by email to all Board members, the Clerk, and the County Executive by 5:00 p.m. 2 days before the date of the meeting or upon the unanimous consent of all Board members present. Any item that has been timely proposed and properly noticed shall be added to the end of the agenda for discussion or action unless a majority of the Board members present agree to consider the item earlier on the agenda.

3. Proclamations and Recognitions Proposed by Citizens. A request by a citizen to place a proclamation or recognition on the agenda must be made at least 4 weeks in advance of the meeting date. The request to advance a proclamation or recognition shall be submitted to the Clerk. If the request is made to a Board member, the person making the request will be directed to make the request to the Clerk. The Clerk will advise the person making the request of the process and submittal requirements. Upon submittal of the request, the Clerk will review the submittal for completeness and forward it to Board members for review. The Clerk shall poll Board members to determine if a majority of the Board supports adding the proclamation or recognition to the agenda. The Clerk will advise the person requesting the proclamation or recognition whether the proclamation or recognition will be considered by the Board.

4. Public Hearings for Zoning Map Amendments; Prerequisites. Public hearings for zoning map amendments are subject to the following rules in order for the item to be placed on the agenda and heard by the Board:

a. Public Hearing Should Not Be Advertised Until Final Documents Received. The Board's preference is that a public hearing for a zoning map amendment should not be advertised until all of the final documents for a zoning application have been received by the County and are available for public review. To satisfy this preference, applicants should provide final plans, final codes of development, final proffers, and any other documents deemed necessary by the Director of Community Development, to the County no later than 2 business days prior to the County's deadline for submitting the public hearing advertisement to the newspaper. Staff will advise applicants of this date by including it in annual schedules for applications and by providing each applicant a minimum of two weeks' advance notice of the deadline.

b. Effect of Failure to Timely Receive Final Documents. If the County does not timely receive the required final documents, the public hearing shall not be advertised and the matter shall not be placed on the agenda unless the applicant demonstrates to the satisfaction of the Director of Community Development that good cause exists for the public hearing to be advertised. If the matter is not advertised, a new public hearing date will be scheduled.

c. Receipt of Final Signed Proffers. Final signed proffers shall be submitted to the County no later than 9 calendar days prior to the date of the advertised public hearing. This policy is not intended to prevent changes from being made to proffers resulting from comments received from the public or from Board members at the public hearing.

5. Public Hearings; Zoning Map Amendments; Deferral at Applicant's Request. Zoning map amendments advertised for public hearing shall be on the agenda for public hearing on the advertised date, provided that an applicant may request a deferral as follows:

a. First Request Received Prior to Noon on the Wednesday of the Week Before the Public Hearing; Approval by Clerk; Matter Removed from Agenda. If an applicant submits its first signed written deferral request and it is received by the Clerk no later than noon on the Wednesday of the week prior to the scheduled public hearing, the Clerk will administratively grant the request and remove the matter from the Agenda. The Board will be

notified of the deferral in the next Board package and the deferral will be announced at the earliest possible Board meeting to alert the public of the deferral. The staff also will make every effort to alert the public when a deferral is granted.

b. Subsequent Request or Request Received Later Than Noon on the Wednesday of the Week Before the Public Hearing; Matter Remains on Agenda. Any subsequent request for deferral for the same application previously deferred, or any request received by the Clerk later than noon on the Wednesday of the week prior to the scheduled public hearing, will be granted only at the discretion of the Board by a majority vote of those Board members present and voting. In considering whether to grant the deferral, the Board shall consider whether the reason for the deferral justifies the likely inconvenience to the public caused by the deferral. The staff also will make every effort to alert the public when a deferral is granted.

B. Order of Business at Regular Meetings. At regular meetings of the Board, the order of business shall generally be as follows:

1. Call to Order.
2. Pledge of Allegiance.
3. Moment of Silence.
4. Adoption of the Final Agenda.
5. Brief Announcements by Board Members.
6. Proclamations and Recognitions.
7. From the Public: Matters Not Listed for Public Hearing on the Agenda.
8. Consent Agenda.
9. General Business.
10. From the Board: Committee Reports and Matters Not Listed on the Agenda.
11. From the County Executive: Report on Matters Not Listed on the Agenda.
12. Adjourn.

C. Closed Meetings. A closed meeting may be held at any point on the agenda, as necessary. Generally, a closed meeting will be scheduled either at the midpoint of the agenda or at the end of the agenda prior to adjournment.

6. Rules Applicable to the Items of Business on the Agenda

A. Adoption of the Final Agenda. *Adoption of the Final Agenda* is the first order of business for a regular meeting of the Board. The Board may modify the order of business as part of its adoption of the final agenda. The final agenda shall be adopted by a majority vote of the Board members present and voting. No matter for action not included on the final agenda shall be considered at that meeting.

B. Brief Announcements by Board Members. *Brief Announcements by Board Members* are announcements of special events or other items of interest that are not considered committee reports and are not otherwise on the meeting agenda.

C. Proclamations and Recognitions. *Proclamations* are ceremonial documents or recognitions adopted by the Board to draw public awareness to a day, week, or month to recognize events, arts and cultural celebrations, or special occasions. *Recognitions* are ceremonial acknowledgements by the Board of a person for service or achievement.

D. From the Public: Matters Not Listed for Public Hearing on the Agenda. *From the Public: Matters Not Listed for Public Hearing on the Agenda* allows any member of the public to speak on any topic of public interest that is not on the agenda for a public hearing at that meeting. The following rules apply:

1. Time. Each speaker may speak for up to 3 minutes, provided that if the anticipated number of speakers may exceed 10, or for other reasons related to the Board efficiently conducting its business, the Chair may reduce the amount of time allowed for each speaker to speak to 2 minutes.

2. Place. Each speaker shall speak from the podium.

3. Manner. In order to allow the Board to efficiently and effectively conduct its business, each speaker shall comply with Rules 6(D)(1) and 6(D)(2), shall address the Board and not the audience, and shall not engage in speech or other behavior that actually disrupts the meeting. The speaker may include a visual or audio presentation.

E. Consent Agenda. The *Consent Agenda* shall be used for matters that do not require discussion or comment and are anticipated to have the unanimous approval of the Board.

1. Questions to Staff. Board members should ask the County Executive or the staff member identified in the executive summary any questions regarding a Consent Agenda item prior to the Board meeting.

2. Discussion and Comment. There shall be no discussion or comment on Consent Agenda items at the Board meeting.

3. Removing Item from Consent Agenda. Any Board member may remove an item from the Consent Agenda. Any item removed from the Consent Agenda shall be moved to a specific time or to the end of the meeting agenda for further discussion or action. An item requiring only brief comment or discussion may be considered immediately after the approval of the Consent Agenda.

4. Effect of Approval of Consent Agenda. A motion to approve the Consent Agenda shall approve Consent Agenda items identified for action and accept Consent Agenda items identified for information.

F. General Business. *General Business* includes public hearings, work sessions, appointments, and other actions, discussions, and presentations.

1. Public Hearings. The Board shall not decide any matter before the Board requiring a public hearing until the public hearing has been held. The Board may, however, at its discretion, defer or continue the holding of a public hearing or consideration of the matter. The procedures for receiving a presentation from the applicant and comments from members of the public shall be at the discretion of the Board. However, unless otherwise decided, the following rules apply:

a. Time. The applicant shall be permitted up to 10 minutes to present its application. Following the applicant's presentation, any member of the public shall be permitted to make 1 appearance for that public hearing and speak for up to 3 minutes on the matter, provided that if the anticipated number of speakers may exceed 10, the Chair may reduce the amount of time allowed for each speaker to speak to 2 minutes. Following comments by members of the public, the applicant shall be permitted up to 5 minutes for a rebuttal presentation.

b. Place. The applicant and each member of the public presenting and speaking shall do so from the podium.

c. Manner. In order to allow the Board to efficiently and effectively conduct its business, each speaker shall comply with Rules 6(F)(1)(a) and 6(F)(1)(b), shall address the Board, speak to issues that are relevant to the matter for which the public hearing is being held, and shall not engage in speech or other behavior that actually disrupts the meeting. The speaker may include a visual or audio presentation.

2. Public Hearings; Zoning Map Amendments; Applicant's Documents Not Available During Advertisement Period. If the public hearing is held without the applicant's final documents being available for review throughout the advertisement period due to the late submittal of documents, or because substantial revisions or amendments are made to the submitted documents after the public hearing has been advertised, it is the policy of the Board to either defer action and schedule a second public hearing that provides this opportunity to the public or to deny the application. In deciding whether to defer action or to deny the application, the Board shall consider whether deferral or denial would be in the public interest or would forward the purposes of this policy.

G. From the Board: Committee Reports and Matters Not Listed on the Agenda. *From the Board: Committee Reports and Matters Not Listed on the Agenda* shall be limited to matters that are not substantial enough to be considered as agenda items to be added to the final agenda. Reports include routine committee reports and information updates by Board members. Any *matters* discussed are not matters to be acted upon by the Board at that meeting.

H. Report from the County Executive. The *Report from the County Executive* is a report on matters that the County Executive deems should be brought to the Board's attention and provide updates, if necessary, to the monthly County Executive's Report.

7. Quorum

A. Establishing a Quorum. A majority of all of the members of the Board that is physically assembled shall constitute a quorum for any meeting of the Board, except as provided in Rule 8(B)(2). (Virginia Code § 15.2-1415)

B. Quorum Required to Act; Exceptions. The Board may take valid actions only if a quorum is present. (Virginia Code § 15.2-1415) There are 2 exceptions:

1. Quorum Not Established; Adjournment. If a quorum is not established, the only action the Board members present may take is to adjourn the meeting.

2. Quorum Not Established or Lost Because of Conflict of Interest. If a quorum cannot be established or is lost because one or more Board members are disqualified because of a conflict of interest under the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3700 *et seq.*), the remaining members constitute a quorum for the conduct of business and have the authority to act for the Board.

C. Loss of Quorum During Meeting. If a quorum was established but during a meeting the quorum is lost, the only action the Board members present may take is to adjourn the meeting. If prior to adjournment the quorum is again established, the meeting shall continue. (Virginia Code § 15.2-1415)

D. Quorum Required to Adjourn Meeting to Future Day and Time. A majority of the

Board members present at the time and place established for any regular or special meeting shall constitute a quorum for the purpose of adjourning the meeting from day to day or from time to time, but not beyond the time fixed for the next regular meeting.

8. Remote Electronic Participation

The Board will permit a Board member to participate in a Board meeting electronically from a remote location, provided that:

A. Notification to Clerk of Inability to Attend Because of Emergency, Personal Matter, Disability, or Medical Condition. On or before the day of the meeting, the Board member shall notify the Chair that the member is unable to attend the meeting due to an emergency or a personal matter or that the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The member must identify with specificity the nature of the emergency or personal matter.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation. A quorum of the Board must be physically assembled at the primary or central meeting location. The Board members present must approve the participation; however, the decision shall be based solely on the criteria in Rule 8(A), without regard to the identity of the member or matters that will be considered or voted on during the meeting.

C. Duty of Clerk to Record Action. The Clerk shall record in the Board's minutes the specific nature of the emergency, personal matter, disability, or medical condition, and the remote location from which the absent Board member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Board's minutes.

D. Audibility of Absent Member. The Clerk shall make arrangements for the voice of the absent Board member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

E. Limitation on Remote Electronic Participation in Calendar Year. Electronic participation by the absent member as provided in this Rule shall not exceed 2 Board meetings in each calendar year.

(Virginia Code § 2.2-3708.1)

9. Conducting the Business of the Board

A. Enable Efficient and Effective Conduct of Business. Meetings shall be conducted in a manner that allows the Board to efficiently and effectively conduct its business, without actual disruptions.

B. Minimizing Disruptions. To minimize actual disruptions at meetings:

1. Speakers. Members of the public who are speaking to the Board shall comply with Rules 6(D) and 6(F)(1), as applicable. Members of the public invited to speak to the Board during any agenda item other than From the Public: Matters Not Listed for Public Hearing on the Agenda or during a public hearing shall comply with Rule 6(D).

2. Persons Attending the Meeting. Any person attending a Board meeting shall comply with the following:

a. Sounds. Persons may not clap or make sounds in support of or in opposition to any matter during the meeting, except to applaud during the Proclamations and Recognitions portion of the meeting. Instead of making sounds, persons who are not speaking at the podium are encouraged to raise their hands to indicate their support or opposition to any item during the meeting. Cell phones and other electronic devices shall be muted.

b. Other Behavior. Persons may not act, make sounds, or both, that actually disrupt the Board meeting.

c. Signs. Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons attending the meeting.

Comment: The subject matter of this rule is addressed in Section I(1) of the current Rules.

C. Chair May Maintain Order. The Chair may ask any person whose behavior is so disruptive as to prevent the orderly conduct of the meeting to cease the conduct. If the conduct continues, the Chair may order the removal of that person from the meeting.

10. Voting Procedures

A. Action by Motion. Unless otherwise provided (See Rule 12(D)), any action by the Board shall be initiated by a motion properly made by a Board member and followed by a vote, as provided below:

1. Motion Must Be Seconded; Exception. Each action by the Board shall be initiated by a motion that is seconded; provided that a second shall not be required if debate immediately follows the motion. Any motion that is neither seconded nor immediately followed by debate shall not be further considered.

2. Voting and Recording the Vote. The vote on any motion shall be by a voice vote. The Clerk shall record the name of each Board member voting and how he voted on the motion.

3. Required Vote, Generally Required Vote for Specific Matters. Each action by the Board shall be made by the affirmative vote of *a majority of the members present and voting* on the motion; provided that an affirmative vote of a *majority of all elected members* of the Board shall be required to approve an ordinance or resolution: (1) appropriating money exceeding the sum of \$500; (2) imposing taxes; or (3) authorizing the borrowing of money. (Article VII, § 7, Virginia Constitution; Virginia Code §§ 15.2-1420, 15.2-1427, 15.2-1428).

4. Tie Vote. A tie vote shall defeat the motion voted upon. A tie vote on a motion to approve shall be deemed a denial of the matter being proposed for approval. A tie vote on a motion to deny shall not be deemed an approval of the matter being proposed for denial.

5. Abstention. If any Board member abstains from voting on any motion, he shall state his abstention. The abstention will be announced by the Chair and recorded by the Clerk.

B. Motion to Amend. A *motion to amend* a motion properly pending before the Board may be made by any Board member. Upon a proper second, the motion to amend shall be discussed and voted on by the Board before any vote is taken on the original motion unless the motion to amend is accepted by both Board members making and seconding the original motion. If the motion to amend is approved, the amended motion is then before the Board for its consideration. If the motion to amend is not approved, the original motion is again before the Board for its consideration.

C. Motion to Call the Question. The discussion of any motion may be terminated by any Board member making a *motion to call the question*. Upon a proper second, the Chair shall call for a vote on the motion to call the question without debate on the motion itself, and the motion shall take precedence over any other matter. If the motion is approved, the Chair shall immediately call for a vote on the original motion under consideration.

D. Motion to Reconsider. Any decision made by the Board may be reconsidered if a motion to reconsider is made at the same meeting or an adjourned meeting held on the same day at which the item was decided. The motion to reconsider may be made by any member of the Board. Upon a proper second, the motion may be discussed and voted. The effect of the motion to reconsider, if approved, shall be to place the item for discussion in the exact position it occupied before it was voted upon.

E. Motion to Rescind. Any decision made by the Board, except for decisions on zoning map amendments, special use permits, special exceptions, and ordinances, may be rescinded by a majority vote of all elected members of the Board. The motion to rescind may be made by any Board member. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to rescind, if approved, is to nullify the previous decision of the Board. Decisions on zoning map amendments, special use permits, special exceptions, and ordinances may be rescinded or repealed only upon meeting all the legal requirements necessary for taking action on the items as if it was a new item before the Board for consideration; otherwise, decisions on zoning map amendments, special use permits, special exceptions, and ordinances shall only be eligible for reconsideration as provided in Rule 10(D).

11. Other Rules: Robert's Rules of Order Procedure in Small Boards

Procedural rules that are not addressed by these Rules shall be governed by *Robert's Rules of Order Procedure in Small Boards*, which provide:

A. Not Required to Obtain the Floor. Board members are not required to obtain the floor before making motions or speaking, which they can do while seated.

B. No Limitation on Number of Times a Member May Speak. There is no limitation on the number of times a Board member may speak to a question, and motions to call the question or to limit debate generally should not be entertained.

C. Informal Discussion. Informal discussion of a subject is permitted while no motion is pending.

D. When Vote Without Motion Not Required. Sometimes, when a matter is perfectly clear to all present and if agreed to by unanimous consent of all Board members present and voting, a vote

can be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of the Board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method.

E. Chair; Putting Question to Vote. The Chair need not rise while putting questions to vote.

F. Chair; Speaking During Discussion. The Chair can speak in discussion without rising or leaving the chair, and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), the Chair usually can make motions and usually votes on all questions.

12. Amendment of Rules of Procedure

These Rules of Procedure may be amended only as follows:

A. Rules Eligible for Amendment. Any Rule may be amended.

B. Procedure to Amend. Any Rule eligible for amendment may be amended only by a majority vote of the Board members present and voting at the next regular meeting following a regular meeting at which notice of the motion to amend is given. Notice of the motion to amend a rule may be made by any Board member. The motion to amend a rule may be made by any Board member. Upon a proper second, the motion shall be discussed and voted on. In deciding whether and how to amend a Rule, the Board shall consider that Rules 3, 4, 6(D), 6(F)(1)(a) through (c), 7, 8, 9(B), and 10(A)(3) address statutory or constitutional requirements.

C. Limitation on Effect of Amendment. The Board's approval of a motion to amend one or more Rules shall not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

13. Suspension of Rules of Procedure

These Rules of Procedure may be suspended only as follows:

A. Rules Eligible for Suspension. Rules 1, 2, 5, 6, 9(A), 10 (except for Rule 10(A)(3)), 11, and 12 may be suspended.

B. Procedure to Suspend, Generally. Any Rule eligible for suspension may be suspended by a majority plus 1 vote of the Board members present and voting. The motion to suspend a rule may be made by any Board member. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to suspend a rule, if approved, is to make that rule inapplicable to the matter before the Board.

C. Suspension of Rules Pertaining to Motions When Uncertainty as to Status or Effect. If one or more motions have been made on a matter, and there is uncertainty as to the status or effect of any pending motions or how the Board is to proceed at that point, the Board may, by a majority vote of the Board members present and voting, suspend the rules in Rule 6 for the sole purpose of canceling any pending motions and to permit a new motion to be made. The motion to suspend a rule pertaining to any pending motions may be made by any Board member. Upon a proper second, the motion may be discussed and voted on.

D. Limitation on Effect of Suspension. The Board's approval of a motion to suspend one or more Rules shall not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

* * * * *

(Adopted 2-15-73; Amended and/or Readopted 9-5-74, 9-18-75; 2-19-76; 1-3-77; 1-4-78; 1-3-79; 1-2-80; 1-7-81; 1-6-82; 1-5-83; 1-3-84; 1-2-85; 1-3-86; 1-7-87; 1-6-88; 1-4-89; 1-2-90; 1-2-91; 1-2-92; 1-6-93; 1-5-94; 1-4-95; 1-3-96; 1-2-97; 1-7-98; 1-6-99; 1-5-2000; 1-3-2001; 1-9-2002; 1-8-2003; 1-7-2004; 1-5-2005; 1-4-2006; 1-3-2007; 1-9-2008; 1-7-2009; 1-6-2010; 1-5-2011; 1-4-2012; 1-09-2013; 1-8-2014; 7-9-2014; 1-7-2015; 1-6-2016; 1-4-2017; and 2-8-2017).

**Albemarle County
Board of Supervisors**

Policies

Adopted January 3, 2018

1. Travel Reimbursement

Board members will be reimbursed travel expenses pursuant to uniform standards and procedures that will allow Board members to travel for official County business purposes consistent with the prudent use of County funds as follows:

- A. Routine Travel Expenses.** Board members may be reimbursed for the following routine travel expenses at the County's authorized car mileage reimbursement rate, provided there are available funds:
- 1. Mileage for Board and Committee Meetings.** Mileage for travel by personal vehicle or other travel costs to scheduled Board meetings and Board committee meetings for committees to which a Board member is appointed, from home or work, if a work day, which is not part of routine personal travel.
 - 2. Mileage to Prepare for Matters to be Considered by the Board.** Mileage for travel by personal vehicle or other travel costs to events reasonably necessary to prepare for matters scheduled for consideration on the Board's agenda which is not part of routine personal travel (*i.e.*, site visits, informational meetings).
 - 3. Parades and Other Community Gatherings.** Parades and other community gatherings not advertised as Supervisor's town hall meetings to discuss County business. Travel to use the COB office between other personal travel or meetings, shall not be covered.
- B. Educational Conference Travel Expenses.** Board members may be reimbursed for the following educational conference travel expenses, provided there are available funds:
- 1. Regional, Statewide, National Meetings.** All necessary, actual and reasonable meal, travel and lodging costs (including gratuity and excluding alcohol) of attending regional, statewide or national meetings at which the Board member represents the County, as approved by the Board; and
 - 2. Legislative or Congressional Hearings.** All necessary, actual and reasonable meal, and travel (including gratuity and excluding alcohol) of attending legislative or congressional hearings relating to official County business.
- C. Matters for Which Board Members will not be Reimbursed.** Board members will not be reimbursed for the following travel expenses:
- 1. Political Events.** Travel to events which are political in nature (*i.e.*, campaigning or partisan events).
 - 2. Personal Expenses.** Personal expenses incurred during travel; or
 - 3. Travel Not Part of Duties.** Other travel which is not part of the statutory governmental duties of the Board of Supervisors that are not provided for in Subsections (C) (1) or (C) (2).
- D. Implementation.** This policy will be applied and overseen in the following manner:
- 1. Reimbursement Requests.** Reimbursement requests shall be made in writing on forms provided by the Clerk of the Board and shall itemize the date, number of miles of travel expenses and purpose of the meeting. Mileage for use of a personal vehicle shall be reimbursed at the County's authorized car mileage reimbursement rate. Other reimbursements shall be for the amount of costs expended and shall be documented by receipts for actual amounts paid.
 - 2. Clerk Review.** The Clerk, or his/her designee, will review all travel reimbursement requests and the

Director of Finance will approve all travel reimbursement requests prior to reimbursement. No payment will be made for incomplete submissions or information.

3. **Exhaustion of Unexpended Funds.** When all allocated funds for Board reimbursements have been expended, there will be no further reimbursement for that fiscal year unless the Board appropriates additional funding.

2. **Board Members Appointed to Boards, Committees, and Commissions**

The Board appoints its members to a variety of boards, committees, and commissions to represent the interests of the Board on those entities. It is important that the Board have confidence that its policies and positions are being reflected in that representation.

- A. **Voting Representatives.** The Board members who are appointed to boards, committees, and commissions are required to vote on matters that come before those entities in a manner which is consistent with the policies and positions of the Board as reflected in previously adopted resolutions or official actions of the Board on those matters.
- B. **Liaison Representatives.** The Board members who are appointed to boards, committees, and commissions as liaisons are to act as a resource for the board, committee, and/or commission and are to report to the Board on the activities of the board, committee, and/or commission.

3. **Boards and Commissions**

A. **Review and Creation of Boards and Commissions Shall be as Follows:**

1. **Annual Report.** By October 1 of each year, all boards and commissions shall submit a report to the Board to include key activities that support their mission and a summary of their activities and attendance.
2. **Annual Evaluation.** On an annual basis, the list of active boards and commissions will be evaluated and purged of all bodies not required by Federal, State, County or other regulations, which have not met at least once during the prior twelve-month period.
3. **Combining Functions and Activities.** Whenever possible and appropriate, the functions and activities of boards and commissions will be combined, rather than encouraging the creation of new bodies.
4. **Short-Term Task Forces and Ad Hoc Committees.** Any newly created task force or ad hoc committee which is intended to serve for a limited time period may be comprised of magisterial or at-large members at the discretion of the Board. The appointment process shall follow that adopted in Section B for other magisterial and/or at-large positions.

B. **Appointments to Boards and Commissions Shall be as Follows:**

1. **Appointments, Generally.** All appointments to boards and commissions based upon magisterial district boundaries will be made by the Board. The Board will consider and/or interview candidates recommended by the supervisor of that district.
2. **Compilation of List of Expired Terms and Vacancies.** Prior to each day Board meeting, the Clerk will provide the Board a list of expired terms and vacancies that will occur within the next 60 days. The

Board will then advise the Clerk which vacancies to advertise.

3. **Advertising Positions.** In an effort to reach as many citizens as possible, notice of boards and commissions with appointment positions available may be published through available venues, such as, but not limited to, the County's website, A-mail, public service announcements, and local newspapers. Interested citizens will be provided a brief description of the duties and functions of each board, length of term of the appointment, frequency of meetings, and qualifications necessary to fill the position. An explanation of the appointment process for both magisterial and at-large appointments will also be sent to all applicants.
4. **Application Period.** All interested applicants will have a minimum of 30 days from the date of the first notice to complete and return to the Clerk a detailed application, with the understanding that the application may be released to the public, if requested. No applications will be accepted if they are postmarked after the advertised deadline, however, the Board, at its discretion, may extend the deadline.
5. **Distribution of Applications.** Once the deadline for accepting applications is reached, the Clerk will distribute all applications received to the members of the Board prior to the day meeting for their review. For magisterial appointments, the Clerk will forward applications as they are received to the supervisor of that district who will then recommend his/her appointment.
6. **Interviews; Appointments Without Interviews.** From the pool of qualified candidates, the Board, at its discretion, may make an appointment without conducting an interview, or may select applicants to interview for the vacant positions. The Clerk will then schedule interviews with applicants to be held during the next day meeting.
7. **Appointments Within 90 Days.** All efforts will be made to interview selected applicants and make appointments within 90 days after the application deadline. For designated agency appointments to boards and commissions, the agency will be asked to recommend a person for appointment by the Board.
8. **Vacancies Filled as They Occur; Exception.** All vacancies will be filled as they occur, except that vacancies occurring in Community Advisory Councils will be filled on an annual basis at the time regular terms expire unless there are more than three vacancies on any Council at the same time with more than three months remaining from the annual appointment date.
9. **Appointees Required to File Real Estate Disclosure Form.** As a condition of assuming office, all citizen members of boards and commissions shall file a real estate disclosure form as set forth in the State and Local Government Conflict of Interests Act and thereafter shall file the form annually on or before January 15.
10. **Termination of Appointment for Excessive Absences.** If a member of a board or commission does not participate in at least fifty percent of a board's or commission's

meetings, the Chair of the body may request the Board terminate the appointment, if permitted by applicable law, and refill it during the next scheduled advertising period.

Agenda Item No. 9. Adoption of Final Agenda.

At this time, Ms. Mallek recognized the presiding security officer, Officer Beach, and County staff on the dais.

Ms. Palmer **moved** that the Board adopt the final agenda as presented. The motion was **seconded** by Mr. Dill. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Agenda Item No. 10. Brief Announcements by Board Members.

Mr. Dill announced that the Christmas tree recycling program is in operation at Darden Towe Park, McIntire Road, and several other locations listed on the County website. He encouraged residents to turn trees into chips and mulch which are returned to residents.

Mr. Randolph thanked Officer Beach for bringing the issue of the continuation of hunting on the Jim Justice property, as well as other areas of southern Albemarle, to the Board's attention. He encouraged hunters to be mindful of the kind of ballistics used in hunting, to be careful, and to exercise good judgement, deliberation and prudence. He emphasized that a round can travel over one mile. He recognized the value of hunting to culling the ample deer population and asked hunters to be considerate of property rights and surrounding properties.

Ms. Mallek noted this is the last week of hunting season and there is often a stampede at this time of year. She reminded those with hunting dogs that they may not take their vehicle or weapon onto private property to retrieve a dog, and that one should appear at the door on foot and ask for permission of the property owner to retrieve a dog.

Ms. Palmer reminded residents that both pets and farm animals require extra care in the cold weather and should not be left outside. She recognized that Officer Beach has been cutting firewood for residents to use and reminded the Board that many people use wood to heat their homes at this time of year.

Ms. Mallek added that many residents have fallen trees that need to be delivered. She invited suggestions as to how to connect those with fallen trees with those who need firewood.

Ms. Mallek welcomed citizens to the first Board meeting of the year. She said the Board and staff are here to work for residents. She welcomed Ned Gallaway to the Board, noting that he has much to contribute and can help them find common ground on many issues. She thanked Ms. McKeel for her tremendous energy on many issues in 2017, as well as for managing the meetings and representing the Board. She commended staff and Supervisors for the many projects completed in 2017, as well as for projects that had been moved to a new level of activity. She asked Supervisors to begin listing issues of concern that could be discussed at an upcoming meeting so they can determine which items to move forward with. She expressed a belief in omens and noted the presence of an immature eagle and its white-faced parent flying over her pasture on New Year's Day. She said that to her this means 2018 will be a very good year.

Mr. Gallaway thanked the voters of the Rio District for giving him the opportunity to serve Albemarle County. He thanked outgoing Supervisor, Brad Sheffield, for his four years of service and stated that he shares Mr. Sheffield's concerns. He noted Mr. Sheffield's attendance at this meeting, which demonstrates that he will remain involved. He recognized outgoing Rio District School Board Member, Ms. Pam Moynihan, for having served for five terms, and praised her for being a role model for speaking her mind forcefully and directly. He said he is grateful for her service as his representative. He welcomed Ms. Katrina Callsen as the newly elected Rio District School Board representative.

Agenda Item No. 11. Proclamations and Recognitions: Distinguished Budget Presentation Award from Virginia Government Finance Officers' Association.

Ms. Mallek noted that the Virginia Government Finance Officers' Association represents public finance officials throughout the United States and Canada, with a mission to promote excellence in financial management. She thanked Mr. Doughtie for his attendance at the meeting.

Mr. Curtis Doughtie, President Elect of the Virginia Government Finance Officers' Association, explained that this award had been in operation since 1984, with the purpose to encourage governments to prepare budget documents of the highest quality for the benefit of citizens and other parties with a vital interest in the budget process. He said that the award had gained widespread recognition among public sector budget professionals as an important indicator of a government's commitment to be accountable to stakeholders. Mr. Doughtie stated that the County had to substantially conform to the program's demanding criteria, which incorporates the guidelines of the National Advisory Council on State and Local Budgeting. He noted that this represents the 12th time the County has received the award, reflecting the professionalism and commitment of numerous individuals as well as a high degree of dedication and leadership on the part of the Board of Supervisors. He said the GFOA hopes the award will serve as an example and encourage others to strive for the same high standards in their own budgeting documents. He presented the award to Ms. Lindsay Harris.

There was a round of applause.

Ms. Lindsay Harris, Senior Budget Analyst in the Office of Management and Budget, accepted the award on behalf of her office. She stated that she is proud to accept the GFOA's Distinguished Budget Presentation Award and that the County's budget document is an important decision-making and communication tool. She said the development of the budget document is a team effort supported by all County departments. She recognized the following Office of Management and Budget staff: Andy Bowman, Kelsey Lofton, Laura Vinzant, and Holly Bittle. She expressed appreciation for the award and said she looks forward to the upcoming months of the budget process.

There was another round of applause.

Agenda Item No. 12. From the Public: Matters Not Listed for Public Hearing on the Agenda.

There were no residents who came forward to speak.

Agenda Item No. 13. Consent Agenda.

Ms. Palmer **moved** that the Board approve the Consent Agenda. The motion was **seconded** by Mr. Randolph. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Item No. 13.1. Approval of Minutes: September 6, September 13, September 19, October 4, October 11, October 17 and October 26, 2017.

Mr. Dill had read the minutes of September 6, and October 17, 2017, and found them to be in order.

Ms. Mallek had read the minutes of September 13, and September 19, 2017, and found them to be in order.

Ms. McKeel had read the minutes of October 4, and October 26, 2017, and found them to be in order.

Ms. Palmer had read the minutes of October 11, 2017, and found them to be in order.

By the above-recorded vote, the Board the Board approved the minutes as read.

Item No. 13.2. FY 2018 Appropriations.

The Executive Summary forwarded to the Board states that Virginia Code §15.2-2507 provides that any locality may amend its budget to adjust the aggregate amount to be appropriated during the fiscal year as shown in the currently adopted budget; provided, however, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by first publishing a notice of a meeting and holding a public hearing before amending the budget. The Code section applies to all County funds, i.e., General Fund, Capital Funds, E911, School Self-Sustaining, etc.

The total increase to the FY 2018 budget due to the appropriations itemized in Attachment A is \$274,487.56. A budget amendment public hearing is not required because the amount of the cumulative appropriations does not exceed one percent of the currently adopted budget.

Staff recommends that the Board adopt the attached Resolution (Attachment B) to approve

appropriations #2018057, #2018058, #2018059, and #2018061 for local government and school division projects and programs as described in Attachment A.

Appropriation #2018057		\$131,384.56
Source:	Local Revenue	\$ 65,074.21
	State Revenue	\$ 59,959.00
	Community Public Charter School Fund Balance	\$ 6,351.35

This request is to appropriate the following School Division's appropriation requests approved by the School Board on November 9, 2017:

This request is to appropriate \$83,925.56 to the Community Public Charter School (CPCS). The CPCS received state funds from the Virginia Department of Education in the amount of \$12,500.00 to be used to pay Modern Improvisational Music Association to provide a ten week song writing and music production workshop and performance, training in Choice Theory, Triple C Camp registration, a 3D printer, art supplies, and tutoring sessions before and after school. The CPCS also received donations totaling \$65,074.21 to be used for salaries, benefits, and educational materials. In addition, this request is to carry forward into FY18 the balance of \$6,351.35 in Community Public Charter School funds remaining at the end of FY17.

This request is to appropriate \$47,459.00 from the 2017 School Security Equipment Grant Program. These funds will be used towards the purchase and installation of new intercom systems and camera data system improvements at various schools.

Appropriation #2018058		\$26,000.00
Source:	ECC Fund Balance	\$ 26,000.00

The Emergency Communications Center (ECC) requests that the County, acting as fiscal agent for the ECC, appropriate \$26,000.00 from ECC fund balance for support and maintenance on network hardware and systems software, as approved by the ECC Management Board.

Appropriation #2018059		\$67,103.00
Source:	State Revenue	\$ 27,478.00
	General Fund Fund Balance	\$ 39,625.00

This request is to appropriate \$67,103.00 to the Commonwealth's Attorney for an Assistant Attorney position and related operating and one-time costs through the end of FY18. In June 2017, the State Compensation Board authorized and provided funding for this position. The Commonwealth's Attorney requested that the County supplement the salary of the new position. This request is in response to workload increases in the Commonwealth's Attorney's Office and is pursuant to the Board of Supervisors' action at its December 6, 2017 meeting.

Appropriation #2018061		\$50,000.00
Source:	Federal Revenue	\$ 50,000.00

This request is to appropriate \$50,000.00 in Federal Grant Funds to the Offender Aid and Restoration (OAR) to provide resources to create a comprehensive three-year strategic plan for the Thomas Jefferson Area Community Criminal Justice Board. This revenue is from a grant from the Department of Criminal Justice Services with the County acting as fiscal agent.

By the above-recorded vote, the Board adopted the following Resolution to approve appropriations #2018057, #2018058, #2018059, and #2018061 for local government and school division projects and programs as described above.

**RESOLUTION TO APPROVE
ADDITIONAL FY 18 APPROPRIATIONS**

BE IT RESOLVED by the Albemarle County Board of Supervisors:

1. That Appropriations #2018057, #2018058, #2018059, and #2018061 are approved; and
2. That the appropriations referenced in Paragraph #1, above, are 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.

**COUNTY OF ALBEMARLE
APPROPRIATION SUMMARY**

APP#	ACCOUNT	AMOUNT	DESCRIPTION
2018057	3-3380-63380-318100-181080-6599	65,074.210	SA2018057 Community Public Charter School Donations
2018057	3-3380-63380-324000-240806-6599	12,500.000	SA2018057 Community Public Charter School State Support Grant
2018057	3-3380-63380-351000-510100-6599	6,351.350	SA2018057 Community Public Charter School Fund Balance
2018057	4-3380-63380-461101-112100-6280	36,000.000	SA2018057 Salaries - Teacher CPCS
2018057	4-3380-63380-461101-132100-6280	31,422.180	SA2018057 PT/Wages - Teacher

2018057	4-3380-63380-461101-210000-6280	5,166.580	SA2018057 FICA
2018057	4-3380-63380-461101-242000-6280	236.800	SA2018057 Group Life/Part Time
2018057	4-3380-63380-461101-312700-6280	3,050.000	SA2018057 Prof. Ser. Consultants
2018057	4-3380-63380-461101-601300-6280	6,000.000	SA2018057 Educ. & Recreation Supplies
2018057	4-3380-63380-461101-800700-6280	2,050.000	SA2018057 Technology Equipment
2018057	3-3224-63224-324000-240900-6599	47,459.000	SA2018057 School Security Equipment Grant
2018057	4-3224-63224-464600-800100-6530	47,459.000	SA2018057 Machinery/Equipment - Additional
2018058	3-4100-51000-351000-510100-9999	26,000.000	SA2018058 App: ECC FB 1/3/18 appropriation
2018058	4-4100-31040-435600-800700-1003	26,000.000	SA2018058 APP: network hardware of software
2018059	4-1000-22010-422010-110000-1002	47,500.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-210000-1002	3,634.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-221000-1002	5,852.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-231000-1002	4,935.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-232000-1002	120.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-241000-1002	622.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-550100-1002	1,300.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-601200-1002	400.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-301223-1002	240.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-580100-1002	500.000	SA2018059 Half year for new attorney
2018059	4-1000-22010-422010-800700-1002	2,000.000	SA2018059 Half year for new attorney
2018059	3-1000-23000-323000-230101-1002	27,478.000	SA2018059 Half year for new attorney
2018059	3-1000-51000-351000-510100-9999	39,625.000	SA2018059 Half year for new attorney
2018061	3-1520-24000-324000-240440-1003	50,000.000	SA2018061 App: DCJS Federal grant revenues
2018061	4-1520-29406-421090-566120-1003	50,000.000	SA2018061 APP: OAR/CCJB Strategic Plan Grant
TOTAL		548,975.120	

Item No. 13.3. Fire Services Agreement between the City of Charlottesville and Albemarle County.

The Executive Summary forwarded to the Board states that in May 2000, the County entered into an agreement with the City of Charlottesville for the provision of fire and emergency services for defined response areas of the County. The County did not intend the fire services agreement to be a long-term solution, but rather to provide coverage while the County developed its fire rescue system to more effectively address current and future service needs. The agreement was for an initial term of 10 years beginning July 1, 2000 and expiring June 30, 2010. In 2008, the agreement was amended to allow the County to extend the term of the agreement for up to three additional terms expiring June 30, 2013. The County has extended the agreement under the original terms twice.

The need to provide fire rescue services to the County urban areas around the City, including the Ivy area, was originally identified in a 1994 report to the Board (commonly referred to as the “Deatley report”). Over the years, priority was given to open the Monticello and Hollymead stations. Beginning in November 2010, as part of the five-year financial planning process, the Board became aware that the City’s response times to the Ivy area would significantly increase once the City relocated its fire station from Ivy Road in the County to Fontaine Avenue in the City. Given the planned relocation of the City’s fire station and the critical need to provide protection to Ivy and the surrounding development areas, the Board directed staff to prepare to terminate the fire service agreement and redirect the related funding to construct and staff the Ivy Fire Rescue station. Notice to the City was given to extend the fire services agreement through June 30, 2013 and to terminate the fire services agreement effective at midnight on June 30, 2013.

The Board further instructed staff to begin negotiations with the City on a new fire services agreement. City and County staff renegotiated a contract to continue providing unified fire and emergency medical services, effective July 1, 2014. Based on the opening of the Ivy Fire Rescue Station, the number of City-to-County calls was reduced from approximately 1,800 calls a year to fewer than 400 calls a year, taking the annual price of the contract from approximately \$990,000 annually to approximately \$190,000 annually.

The renegotiated contract is set to expire on June 30, 2018, with the option to extend the agreement for one additional five-year term, through June 30, 2023. Although the Pantops Public Safety Station will be open by the time this agreement expires, there are no initial plans to expand fire or medical services in the Pantops area in a way that will impact the City Fire Services Agreement.

The attached Amendment to the Fire Services Agreement (Attachment A) would extend the Agreement through June 30, 2023.

The intent of the Fire Services Agreement is to continue the cooperative, unified approach for fire and emergency services for the Charlottesville-Albemarle community in an effective and fiscally responsible manner. In general, the agreement is designed to provide the following responses:

- Automatic Aid (AA)** - City Fire Department will be dispatched automatically as a first due company to certain designated areas in the County.
- Automatic Mutual Aid (AMA)** - City or County Fire Department is automatically dispatched across jurisdictional boundaries to defined areas outside of a first due geographical area. In terms

of a County response, a City company will automatically be dispatched to certain designated areas to support County companies.

Mutual Aid (MA) - City or County Fire companies are dispatched across jurisdictional boundaries on request from one jurisdiction to another.

To ensure that adequate resources remain available for emergency response in each jurisdiction, the City and the County will limit responses to no more than two fire companies at any given time, unless the on-duty Chief Officer in the responding jurisdiction authorizes a greater response.

Terms If adopted, the Fire Services Agreement will be in effect for a term of five years, beginning July 1, 2018 and expiring June 30, 2023. Any additional agreement for a provision of fire services between the parties after that date must be executed in a separate written agreement. Either party may terminate the agreement at any time upon written notice at least one year prior to the effective date of termination.

Total Annual Payment The Total Annual Payment for fire services is based on a combination of factors, including a portion of the City's debt service for apparatus replacement (\$8,445); a portion of capital costs for fire stations (\$10,000); hazardous materials costs (\$10,000); and a calculated cost per call (\$595). The cost per call is adjusted annually by the published change in the Consumer Price Index (CPI). If a City Fire Department unit is committed on a call in the assigned AA response area of the County and a second City unit is dispatched to the County as an AA response, the cost for the second unit will be billed at twice the contractual cost per call rate (\$1,190 in the first year of this Agreement). The parties anticipate a second unit AA response approximately 25 times a year.

Calculation of the Total Annual Payment This amendment extends the current contract with the City for an additional five years, and does not change the calculation of the total annual payment. To allow for flexibility and to provide services in a manner that is most beneficial, the City and County agreed that the annual Cost per Call Fee will be a fixed amount to be applied when the total net number of AA and AMA responses by the City into the County is at least 100, and no more than 400. The total net number of AA and AMA responses by the City into the County will be determined on an annual basis by subtracting the total number of AA and AMA responses by the County into the City from the total number of AA and AMA City responses into the County. This fixed amount will be adjusted annually based on inflation.

Additional payments and credits If the total net number of City AA and AMA responses in any contract year exceeds 400, the County will pay the applicable Cost per City Fire Department Call fee then in effect for each call above 400. If the total net number of City AA and AMA responses in any contract year is less than 100, the County will be given a credit against the Total Annual Payment in the amount of the applicable Cost per City Fire Department Call fee then in effect for each call less than 100.

The City Council approved this amendment at its meeting on December 18, 2017.

The FY 18 Adopted Budget includes \$191,852 for the City fire contract. In the future, this amount is anticipated to increase by a percentage close to inflation until the net City responses into the County exceeds 400, at which point the County will pay approximately \$624 per call (adjusted annually by inflation). While the exact timing of when 400 net responses cannot be known, for perspective, from FY 15 to FY 17, the number of net City responses into the County increased from 255 to 332.

Staff recommends that the Board adopt the attached Resolution (Attachment B) to approve the First Amendment to the Fire Services Agreement.

By the above-recorded vote, the Board adopted the following Resolution to approve the First Amendment to the Fire Services Agreement:

**A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE
FIRE SERVICES AGREEMENT BETWEEN
THE CITY OF CHARLOTTESVILLE
AND ALBEMARLE COUNTY**

WHEREAS, on June 6, 2014, the City of Charlottesville (the "City") and the County of Albemarle (the "County") entered into an agreement governing the provision of fire services for both localities (the "Fire Services Agreement"), which remains in full force and effect; and

WHEREAS, Section 3 of the Fire Services Agreement provides that the Agreement shall expire on June 30, 2018, but that the parties may, by mutual written agreement executed at least one (1) year prior to the Termination date, extend the Agreement for one additional five-year term, through June 30, 2023; and

WHEREAS, the Fire Services Agreement has been mutually beneficial to both the City and the County, and the parties desire to extend the Agreement for one additional five-year term, beginning July 1, 2018 and ending June 30, 2023; and

WHEREAS, the City is agreeable to an extension of the Agreement, notwithstanding the extension deadline provided in Section 3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Albemarle County, Virginia that it hereby approves the First Amendment to Fire Services Agreement Between the City of Charlottesville and Albemarle County to authorize the extended Term of the Agreement, and to allow for the Agreement to be extended for one additional five-year term beginning July 1, 2018 and ending June 30, 2023, and authorizes the County Executive to execute the Amendment upon approval as to form and substance by the County Attorney.

**FIRST AMENDMENT TO FIRE SERVICES AGREEMENT
BETWEEN THE CITY OF CHARLOTTESVILLE AND ALBEMARLE COUNTY**

THIS FIRST AMENDMENT to the Fire Services Agreement (“First Amendment”) is made and entered into this 1 day of November, 2017, and executed in duplicate originals by the CITY OF CHARLOTTESVILLE, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, and the COUNTY OF ALBEMARLE, a political subdivision of the Commonwealth of Virginia.

WHEREAS, the City and the County entered into a Fire Services Agreement (“Agreement”) between the City of Charlottesville and Albemarle County, dated June 6, 2014, governing the provision of fire services for both localities; and

WHEREAS, Section 7.2 of the 2014 Agreement provides that the parties may amend or supplement the Agreement at any time by mutual written agreement; and

WHEREAS, Section 3 of the Agreement provides for an option to extend the Agreement for an additional term of five years.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Execution to Extend Agreement

Section 3 (“Term”) of the Agreement is hereby amended to delete the requirement that an agreement to extend the Agreement past the original Termination Date of June 30, 2018, must be executed one year prior to expiration. Any agreement to extend the provision of fire services for one additional five-year term—for which this First Amendment provides herein and satisfies by its execution—is valid if made in writing any time before the Termination Date.

2. Option to Extend Agreement

Section 3 (“Term”) of the Agreement allows that, unless terminated as otherwise provided in the Agreement, “the parties may extend the Agreement for one (1) additional five (5) year term, through June 30, 2023, at which time the Agreement shall terminate.” The parties hereby agree to extend the Agreement for an additional term of five years, expiring June 30, 2023. Any additional agreement for a provision of fire services between the parties after that date must be executed in a separate written agreement.

3. Survival of Terms

Except as expressly amended in this First Amendment, the terms and conditions in the Agreement shall remain in full force and effect. The parties agree and acknowledge that Section 3.2 of the Agreement applies to the extended term created by this First Amendment.

WITNESS the following signatures:

CITY OF CHARLOTTESVILLE

City Manager

Date

Approved as to form:

City Attorney

ALBEMARLE COUNTY, VIRGINIA

County Executive

Date

Approved as to form:

County Attorney

Item No. 13.4. County Grant Application/Award Report, ***was received for information.***

The Executive Summary forwarded to the Board states that pursuant to the County’s Grant Policy and associated procedures, staff provides periodic reports to the Board on the County’s application for and use of grants.

The attached Grants Report provides a brief description of the one grant application submitted and two grant awards received during the period of November 14, 2017 through December 13, 2017.

This grant report also includes a comprehensive look at potential Five-Year Financial Plan implications if projects and/or programs that are supported by grants are continued with local funding after the grants end. As grant funding ends, recommendations will be included in the County Executive’s proposed annual budgets for the Board’s consideration as to whether local funding should be used to continue those projects and programs. No County funds will be used to fund the continuation of those projects and programs without Board approval.

The budget impact is noted in the summaries of the grants.

This report is to provide information only. No action is required.

GRANT REPORT ACTIVITY – November 14, 2017 through December 13, 2017

Applications made during this time.

Granting Entity	Grant Project	Type	Amount Requested	Match	Match Sources	Department	Purpose
Virginia Department of Housing and Community Development	Commercial District Affiliate Grant with Downtown Crozet Initiative	State	\$ 7,000	\$ 0	N/A	Office of Management & Budget	<p>The Virginia DHCD Commercial District Affiliate grant application was made on behalf of the Downtown Crozet Initiative (DCI). The County plans to act as the fiscal agent for DCI in this instance because DCI is currently waiting for its 501c (3) non-profit organization status to be finalized and was unable to apply on its own and comply with the December 1, 2017 application deadline. DCI expects to apply for future grants on its own once its non-profit status is confirmed.</p> <p>This grant will provide support for Downtown Crozet Initiative’s organizational development using DHCD’s Virginia Main Street model. This will include strategic planning sessions to assess a variety of economic development initiatives as well as development of a fundraising plan, budget, event plan, and scope of work for an economic restructuring plan in addition to supporting the development and maintenance of DCI’s website, Facebook page and email marketing program.</p>

Awards received during this time.

Granting Entity	Grant Project	Type	Amount Awarded	Match Required	Match Source	Department	Purpose
Virginia Department of Criminal Justice Services	Thomas Jefferson Area Community Criminal Justice Board Strategic Planning Initiative	Federal	\$50,000	\$0	N/A	Offender Aid & Restoration (OAR)	This grant will provide resources to create a comprehensive three-year strategic plan for the Thomas Jefferson Area Community Criminal Justice Board including action steps to address the most significant challenges facing member jurisdictions.
Virginia Department of Criminal Justice Services	2018 Byrne JAG Program - Minority Officer Recruitment through Community Outreach & Education (Year 2)	Federal	\$18,000	\$ 2,000	Dept. (in kind)	Police	This grant will provide continued funding to establish positive relationships through education and community outreach in minority communities, with the hope of increasing the percentage of minority applicants for available County police officer job openings.

Comprehensive Look at Potential Five Year Financial Plan Grant Impacts:

The following chart includes grants that are expected to end within the next five years and an estimate of the County's cost over the next five years if the grant-supported position, project or program is continued after the grant ends. The continuation of those positions, projects and programs will be considered as part of the County's annual budget process.

Byrne Justice Grants have 10% match first year, 25% 2nd, 50% 3rd, 75% 4th and 100 percent in 5th year. Updated FY18 to match request

Grant Entity	Grant Name	Summary	# of FTE	Designation of Current Budget Match	Expected End Date	FY18 Grant Amount*	Potential Financial Impact - Includes Five Year Plan salary assumptions				
							FY19	FY20	FY21	FY22	FY23
Virginia Department of Criminal Justice Service	FY16 Byrne/Justice Assistance Grant (JAG) Law Enforcement	This grant provides funding for a current police Sergeant position to form and lead the new Problem Oriented Policing (POP) Team and includes overtime/equipment/supporting costs. This grant requires the local match to increase each year with the goal at the end of the grant to be for a full time employee to be hired and associated costs to be absorbed in the department.	1	Grants Leveraging Fund	6/30/2020	\$69,950.00	\$ 104,925.00	\$ 139,900.00	\$ 139,509.00	\$ 139,509.00	\$ 139,509.00
*does not include local match funds							\$ 104,925.00	\$ 139,900.00	\$ 139,509.00	\$ 139,509.00	\$ 139,509.00

The following chart includes an estimate of the County's cost over the next five years for the replacement of equipment that was purchased with grant funding. The replacement of such equipment will be considered as part of the County's annual budget process.

						Potential Financial Impact					
Grant Entity	Grant Name	Summary	# of FTE	Designation of Current Budget Match	Actual End Date	FY19	FY20	FY21	FY22	FY23	
Federal Emergency Management Agency	2006 Assistance to Firefighters	This grant provided funds for the purchase of turnout gear in 2006. The equipment life is now expiring and the estimated amount of approximately \$140,000, which is typically budgeted in a given year for this expense, is now estimated to be inadequate to replace the equipment over time. The additional funds listed in this chart reflects the additional costs estimated to replace this equipment each year. Costs in the out years is estimated to decrease due to the newly centralized management process and expected efficiencies.	0	Fire Rescue Fund	6/30/2006	\$ 191,800.00	Starting in FY20 the turnout gear purchased with this grant will have been replaced based on the date of manufacture of 2008 and a useful life of 10 years after the date of manufacture.				
Virginia Department of Emergency Management	Equipment Grant	This grant provided funds for the purchase of fitness equipment. The equipment life span is expiring.	0	Fire Rescue Fund	6/30/2009	\$ 53,345.00	\$ 54,934.00	TBD	TBD	TBD	
						\$ 245,145.00	\$ 54,934.00	\$ -	\$ -	\$ -	

Item No. 13.5 Board-to-Board, December 2017, A monthly report from the Albemarle County School Board to the Albemarle County Board of Supervisors, ***was received for information.***

Item No. 13.6. Copy of letter dated December 7, 2017, from Mr. Ronald L. Higgins, Chief of Zoning/Deputy Zoning Administrator, to Mr. David and Ms. Nancy Bass, **LOD2017-00024-OFFICIAL DETERMINATION OF PARCELS OF RECORD AND DEVELOPMENT RIGHTS- Parcel ID 13300-00-00-00200– Samuel Miller Magisterial District, *was received for information.***

Item No. 13.7. Copy of letter dated December 15, 2017, from Mr. Andrew J. Knuppel, Planner, Designee of the Zoning Administrator, to Brian S. Ray, **RE: LOD2017-00033 – OFFICIAL DETERMINATION OF PARCEL OF RECORD & DEVELOPMENT RIGHTS – Parcel ID 08600000001400 (Property of Mr. Steven and Alicia K. Morales) Samuel Miller Magisterial District, *was received for information.***

Agenda Item No. 14. Zoning Text Amendment and Comprehensive Plan Amendment Process.

The Executive Summary forwarded to the Board states that although not obligated to do so, Albemarle County's zoning ordinance allows for applicant-initiated requests and the County Code allows for applicant-initiated CPAs. ZTA requests are accepted four times a year. Review generally falls under a 90-day schedule for analysis and preparation of a report for the Planning Commission. The Planning Commission decides whether to proceed with study of the requested ZTA. If a decision is made to proceed, the Commission adopts a resolution of intent to amend the ordinance. After that, a schedule is established for staff to develop ordinance language. A series of work sessions typically occur prior to a public hearing by the Planning Commission.

Applications to amend the Comprehensive Plan are accepted for review twice a year. Review generally falls under a 90-day schedule for staff to analyze the request and prepare a report for the Planning Commission. If a decision is made to proceed, the Commission adopts a resolution of intent to amend the Comprehensive Plan. Once a resolution of intent is adopted, a schedule is established for the staff to develop language and associated documents to recommend for adoption into the Comprehensive Plan. A series of work sessions take place prior to a public hearing by the Commission.

No ordinance mandated deadline exists to review the applications. The only requirement is that the Board consider owner-requested ZTAs at specified intervals of three (3) months on dates established by resolution of the board in January each year. By policy, the County has obligated itself to bring applicant initiated requests to the Planning Commission within 90 days.

The process of analyzing and preparing reports for the Commission has become increasingly resource intensive without giving the Commission or Board the opportunity to assess whether there is any support for exploring the potential change. The Board has no formal opportunity to prioritize these projects into the Community Development Department (CDD) work program. Over the years, the vast majority of the processed requests have been County-initiated. Since January 1, 2014, the County processed 39 ZTA requests; four were applicant-initiated with a fee and only one was approved. Between 2005 and 2010, the County processed 11 applicant-initiated CPAs and another 12 from either the Planning Commission or Board of Supervisors. Of the 11 CPAs initiated by applicants, only one (Willow

Glen) was approved. Four were recommended for study in conjunction with the Comprehensive Plan update and ultimately none was approved. All of the 12 County- initiated CPAS were approved.

To better allocate staff resources to the Board's priorities, staff is proposing that applicant-initiated ZTA and CPA requests follow a different process. Staff recommends that all proposals come from either the Planning Commission or the Board of Supervisors. As often occurs now, a person could make a request either at a public meeting or directly with a Board member or Commissioner. The Supervisor or Commissioner would bring the topic to the full Board or Commission for discussion and determination of whether additional work should be done. If accepted for analysis, staff would prepare a summary of the issues associated with the ZTA or CPA, a recommended review process, timeline, and resource allocation. If after receiving this analysis, the respective body would adopt a resolution of intent for either the zoning text or comprehensive plan amendment. In the case of the Commission's decision to proceed, the resolution would be taken to the Board of Supervisors to factor into the CDD work program.

The County will not receive an application or fee from the public. The fee for a CPA application is \$315 and the fee for a ZTA is \$1,075. These fees do not cover the cost of review. The proposed change would have a slight negative impact on the budget due to the lack of an application fee. However, an improved review process would likely offset the loss of an application fee.

Staff recommends the Board direct a change to Section 33 of the Zoning Ordinance to remove allowances for citizen-initiated zoning text amendments. In its place, staff recommends that the Board adopt a policy that all direction to process ZTAs and CPAS come from the Board or Planning Commission through the adoption of a resolution of intent. In the case of the Commission's approval of such a resolution, prioritization in the CDD work program would come from the Board. Accordingly, staff recommends that the board discontinue its previous practice of setting dates for the acceptance of ZTA or CPA applications.

Ms. Elaine Echols, Chief of Long Term Planning, presented. Ms. Echols explained that the proposal is to change the application acceptance process. She said they are in the process of cleaning up Section 33 of the Zoning Ordinance as a result of changes that Mr. Kamptner has been working on. She added that the Community Development work program is getting full and represents another factor. She emphasized that the proposed changes would not prevent the public from being able to have requests taken up by a public body.

Ms. Echols explained the current process under which an applicant submits an application on a specific date, which is distributed to internal and external reviewers for analysis and discussion with the applicant. She said staff then issues a report to the Planning Commission with a recommendation to pursue or to not pursue a request. She said the Planning Commission adopted a resolution of intent to pursue a change, followed by work sessions with the Planning Commission, a public hearing, and finally sent to the Board of Supervisors for approval. She said that sometimes an applicant will not submit an application and pay the fee, but will make a request directly to the Board or to the Planning Commission, with some decisions made on the spot to direct staff to follow up. She explained that if the request is approved, a resolution of intent is then brought before the appropriate body, followed by the review process of public meetings and hearings.

Ms. Echols reviewed some challenges in the process, including situations in which staff works on an issue, utilizing time and resources, before the Planning Commission or Board has determined that it has merit. Another challenge reviewed by Ms. Echols was that some proposals are made before staff has had the opportunity to provide critical information to the Planning Commission or Board of Supervisors. A third challenge she reviewed was when the Planning Commission makes a decision to study a zoning text amendment or comprehensive plan amendment when staff resources may be different than Board priorities.

Ms. Echols explained that their proposal for a process change that would allow the public to go directly to a Planning Commission or Board of Supervisors member at a public meeting, at which time the body can decide whether to advance the request to the next step. The next step would be for review and issuance of a staff report and, provided the Planning Commission adopts the resolution of intent, the request will be sent to the Board of Supervisors. She emphasized that public meetings, work sessions, text development, a report to the Planning Commission, public hearing recommendation, and Board review would still be part of the process. She explained that staff is seeking Board direction and if the Board agrees, the change would be included with other recommended changes to Section 33 of the Zoning Ordinance. She said if the Board does not agree, staff will bring a schedule to the Board of Supervisors to set dates for applications of zoning text and comprehensive plan amendments.

Mr. Randolph commented that what is being proposed is what happened with Sol Unesco, as the agreement had been that Board support was necessary before the County would move forward. He stated that this was a practical way to ensure there would be support from the Planning Commissioner and Supervisor and that it probably would have prevented some of the delayed processes that occurred with Deschutes, as it would have enabled the local Supervisor and Planning Commissioner, prior to the Board, to discuss the implications of moving the CPA forward. He said this would have provided an opportunity for pause, and he stated this approach has great merit.

Ms. Palmer asked for an example of an applicant's request that had gone directly to staff. Ms. Echols replied that many requests to expand the development areas go through this kind of process and

though a decision was made not to expand the areas, the Board might have made a decision up front to not spend more time, which would have prevented the issue from going through the entire process.

Mr. Dill asked if any have been approved over the last five years. Ms. Echols replied affirmatively, noting that the staff report listed 39 applications since January 2014, of which 4 were initiated by the applicant and 1 was approved. She noted that the Clifton Inn application had been approved.

Ms. Mallek asked if their studies had indicated any potential negative consequences for applicants. She recalled the proposal for Yancey Lumber, which first asked for a comprehensive plan amendment simultaneously with a zoning text amendment, and asked if this would still follow along effectively with the proposed process.

Ms. Echols agreed that it would.

Ms. Palmer added that anything that could help planning get better control over things they should not be spending their time on is a positive step.

Ms. Mallek commented that people say that certainty is more important than anything else and the ability to provide an answer sooner is helpful.

Ms. Echols said they are not seeking formal action but Board direction.

Agenda Item No. 15. Albemarle Broadband Authority Strategy.

The Executive Summary forwarded to the Board states that the Albemarle Broadband Authority (ABBA) was incorporated on August 21, 2017. The ABBA Board of Directors elected William “Bucky” Walsh as Chair during its inaugural meeting on September 20, 2017. ABBA met again on October 18, 2017 and November 15, 2017 to finalize goals and principles. This report is being provided as information and as a request for Board discussion.

The ABBA Board of Directors will provide an update on its near term and future goals for Board consideration and comment.

Summary of ABBA Meetings

- On September 20, 2017, the ABBA Board of Directors elected its officers:
 - o Bucky Walsh, Chair
 - o Mike Culp, Vice Chair
 - o Bill Fritz, Secretary
 - o Rick Randolph, TreasurerLiz Palmer and Landon McDowell are the other voting members of the ABBA Board of Directors.
- On October 18, 2017, ABBA directed staff to determine how to provide liability insurance for ABBA.
- On October 18, 2017, ABBA directed staff to request \$200,000 in one-time funds.
 - o Staff requested the inclusion of \$200,000 in one-time funds as an appropriation from the positive year end variance for FY 2017.
 - o Staff is determining the tasks and process to establish the County as the ABBA Fiscal Agent.
- On November 16, 2017, ABBA approved its Goals and Principles (see Attachment A).
- On November 16, 2017, ABBA received an update on the 2018 Virginia Telecommunication Initiative Grant Applications; a summary of which can be reviewed by following this [link](https://albemarle.legistar.com/View.ashx?M=F&ID=5603723&GUID=925B6EF1-E80F-4866-9951-)
<<https://albemarle.legistar.com/View.ashx?M=F&ID=5603723&GUID=925B6EF1-E80F-4866-9951->>.
- On December 15, 2017 ABBA received notice that the Albemarle County Department of Finance will process payment for the \$1,150.00 liability insurance for ABBA.

Staff is requesting in its recommendation that the Board direct staff to present the above-referenced appropriation to the Board for its consideration at a future Board meeting. Attachment B provides information regarding the ABBA’s proposed use of the \$200,000 to expand broadband in the County.

If the appropriation is approved in the future, the amount of \$200,000.00 will support the ABBA’s work to expand broadband in the County. The Finance Department is assuming the \$1,150.00 payment for ABBA liability insurance.

Staff recommends that the Board:

- Provide feedback on the ABBA’s Goals and Principles

- Request semi-annual progress reports from the ABBA
 - Direct staff to present to the Board at a future Board meeting the following appropriation for its consideration:
 - \$200,000 in one-time funds for strategic ABBA projects
-

Mr. Mike Culp, Director of Information Technology and Vice-Chair of the Albemarle Broadband Authority, presented. He recalled that the Authority was officially incorporated by the State Corporation Commission on August 21, 2017 followed by a meeting at which the following Board of Directors and elected officers were selected: Liz Palmer, Rick Randolph (Treasurer), Bucky Walsh (Chair), Landon McDowell, Bill Fritz (Secretary), and Mike Culp (Vice-Chair). He said the Authority meets the third Wednesday of every month at 5:00 p.m. He listed the following actions taken by the Authority thus far: elected officers, established rules of procedure, developed goals and principles, secured liability insurance for members, submitted three Virginia Telecommunication Initiative 2018 grant applications, and submitted a \$200 thousand request for funding strategic projects. He said they expect to know by spring whether the applications would be approved. He said he would review the goals and principles of the Authority and seek feedback from the Board.

Mr. Culp explained that the goal of the Albemarle Broadband Authority is to expand affordable internet access to every customer in the County. He explained how broadband could be defined according to gig capacity, with the FCC generally defining it as 25 Mbps down and 3 Mbps up, with approximately 60% of County users served with this level of speed. He conceded that many of the rural areas have limited access, with some areas not served at all. He said the authority's goal is to bring these areas up to a standard of 10 Mbps and 1 Mbps, while most providers offer a minimum of 10 Mbps/3 Mbps. He said the authority looks for service that can be purchased voluntarily by customers, which are defined as residences and businesses, and seeks to create competition among providers, which would carry over to the urban ring once the rural areas are better served.

Mr. Culp stated that he will review principles of the Authority. He emphasized that the Authority will not provide internet service itself, but will partner with existing and new internet service providers without showing a preference for any particular provider or providers. He said the level of service must be robust, consistently available at advertised speeds, and have acceptable levels of customer service for new and existing customers. He said they are seeking funding from federal, state, local, and private partners and had recently completed a state-funded project that services three areas of the County, currently working with three additional applications. He asked Supervisors to review the last five pages of the handout he has distributed, which described a \$200,000 request for strategic projects from year-end variance funds. He expected that this would be brought before them as an appropriation in the near future.

Mr. Dill asked if the Authority had considered the possibility of users contacting the Authority with customer service issues and complaints rather than the providers, as he assumes the Authority would not want this to happen.

Mr. Culp agreed, but said there are times when users contact him and he then contacts the provider to attempt to have the issue solved. He explained that some technical issues could not be solved, although most of the time providers have been robust in providing answers and in trying to make sure things go well. He noted that increased competition should improve customer service, and he expressed a desire not to become involved in long-term contracts.

Mr. Randolph pointed out that expectations had been raised with the creation of the Authority, though it is a slow, bit-by-bit process to connect people. He asked if they have been overwhelmed with inquiries as a result of these expectations. He said the Authority is developing a mapped understanding of where coverage gaps are located, which he described as an incomplete picture and a mosaic with missing pieces. Mr. Randolph commented that it is helpful to have residents contact the Authority so they can understand these gaps and increase the legitimacy of the Authority to service providers. He emphasized that when the Authority was created, the intent of the Board was to work with providers to roll out a network that maximized the use of grant money and minimized the investment of taxpayer dollars.

Ms. Palmer recognized the work of Mr. Culp on the Authority, noting that he is also the Director of Information Technology. She asked how much time he devotes to Authority work.

Mr. Culp replied that it is very positive when it works, but frustrating when it does not work. He described his role as a middleman who redirects customer inquiries to providers and steps in when necessary. He explained that the amount of calls he receives and resulting time spent resolving issues varies from week to week.

Ms. Mallek added that Mr. Culp's involvement has made a difference as customers would often try to get an answer from a provider for weeks. She said their major provider has improved its response as a result of his involvement. She said they have substituted taxpayer dollars for user dollars to obtain some return on investment to get national providers to serve in rural pockets. She expressed hope that the Authority could overcome the issue of provider territoriality.

Mr. Dill commented that society had not yet determined whether broadband is as critical infrastructure as electric power and roads. He pointed out that thousands of citizens do not have internet service, and if it is considered to be a critical infrastructure they may not be giving it the appropriate level of thought and consideration. He noted that they are spending \$200,000,000 for a new high school, yet

the Authority's funding request was only \$200,000. Mr. Dill said he expects that broadband will require additional funding and personnel as time goes on.

Mr. Culp agreed on the criticality of broadband, as it is becoming more and more important. He pointed out that the power grid relies on the use of the internet for monitoring. Mr. Culp recognized that Bucky Walsh, Chair of the Albemarle Broadband Authority, had just entered the auditorium.

Ms. Palmer asked Mr. Culp to review how the Authority would make a recommendation on something, such as the addition of a tower, to the Board of Supervisors.

Mr. Culp replied that this is a great question and said the first step would be to develop a request for proposals, have multiple tower companies and providers compete for the service, and then select the bid that would provide the best service.

Ms. Mallek added that the Board would decide where the bid should be.

Mr. Culp agreed that they would set a priority area, which currently is in the southern portion of the County.

Mr. Randolph emphasized that the Authority works in close collaboration with the school division and looks to meet goals and objectives of schools, police, fire/rescue, and the public. He said that a tower proposal would have to be integrated and be able to serve multiple needs throughout the County and obtain the best bang for the buck.

Ms. Mallek added that it would be helpful to have a site identified and obtain landowner approval prior to the beginning of a request for proposal process. She asked if County parks, such as Byrum Park, were under consideration as sites, since a tower could be placed on the side of the mountain and be invisible while showering a large area with service.

Mr. Culp responded that publicly held property is one of the premier sites for tower location and provides an easier path to success. He added that we are all concerned about the viewshed, so the citizenry would have to be involved before any action is taken. Mr. Culp remarked that the Authority is an arm of the Board and does the leg work.

Ms. Mallek added that the ABBA meetings provided a place for discussion. She asked for confirmation that under public/private partnership initiatives, the costs proposed for at-risk and low-income subscribers served as an umbrella for categories not otherwise represented.

Mr. Culp confirmed this.

Mr. Gallaway asked if the Broadband Authority would continue to exist once service has been provided to all areas. Mr. Culp replied that they discuss this very frequently. He said there would never be limitations on how much internet people would consume and they see it as an endless journey as capacity could be continuously expanded.

Mr. Gallaway asked if the Authority would be self-sustaining once they have used the potential \$200,000 grant or if staff would return to the Board with an additional request. Mr. Culp explained that this represents seed money and the matrix or a revenue-positive tower site would provide the impetus to ask for additional funds. He said they want to show that they can be successful and then leverage additional funds, depending on their success.

Mr. Gallaway commented that he wants to be mindful that one-time funding does not become annual.

Mr. Culp replied that other broadband authorities have run into significant revenue issues, which the Authority seeks to avoid by not having the Authority provide service.

Ms. Palmer asked for confirmation that, should the Board appropriate the \$200 thousand funding request, they would then decide on a fiscal agent – whether it be the Authority or the County. Mr. Culp confirmed this, adding that Andy Herrick is working on developing a fiscal agent.

Mr. Dill invited Mr. Walsh to make remarks since he chairs the authority.

Mr. Bucky Walsh, Chair, Albemarle Broadband Authority, addressed the Board. He recognized Mr. Culp and Mr. Herrick for doing outstanding work in getting the operation initiated. He commented that their commitment, activity level, and personal initiative have been superlative.

Ms. Mallek recognized that Ms. Valerie Long has entered the auditorium and noted that the Board had already discussed Item 14 and allowed staff to go forward. She apologized for not giving Ms. Long the opportunity to address the Board and asked her to share her remarks with the Board via email.

Recess. The Board recessed its' meeting at 2:05 p.m. and reconvened at 2:18 p.m.

(At this time the Board took up Agenda Item No. 19.)

Agenda Item No. 19. County Transportation Planner Quarterly Report.

Mr. Kevin McDermott, Principal Transportation Planner, presented. He noted that Supervisors have a copy of the report in their packet, which covers the period from October to December, 2017. He stated that he would review the report's highlights, with Smart Scale grant applications being the main focus of his presentation. Mr. McDermott explained that the application process has undergone a number of changes since last year and reminded the Board that the program provides state and federal funds for design, engineering, right-of-way and construction transportation projects. He said that applications are accepted in even years of a biennial cycle and explained that funding emerged from the final two years of a six-year program and that once a project is awarded, funding does not occur for at least four years. He explained that under new rules, localities with under 200,000 residents may not apply for more than 4 projects, whereas those with over 200,000 residents may submit up to 10 projects. He noted that Albemarle had submitted 8 projects last year and emphasized the importance of making sure they apply for priority projects, adding that the Metropolitan Planning Organization and the Thomas Jefferson Planning District Commission could each submit up to 4 projects in addition to the County's submissions.

Mr. McDermott reported that the pre-application period runs from March 1 – May 31, with final applications due by August 1. He added that projects fully funded in the CIP through proffers are no longer eligible, which would impact the application for the extension from Berkmar Drive to Meeting Street through the University of Virginia Foundation property to Lewis and Clark. He noted that the section from Airport Road to Lewis and Clark was proffered by the UVA Foundation and the proffer would have to be removed in order to apply for Smart Scale funding. He said there are a lot of projects with proffers that will be impacted by the new policy and which will have to be reevaluated.

Ms. Palmer asked if the proffer is for the easement and does not include cash. She asked why they would apply for Smart Scale funding if the University of Virginia is to fund it.

Mr. McDermott replied that the proffer was to construct a public road, which was to be paid for in its entirety by the University of Virginia. He said the proffer had a development limit that would have to be reached before construction of the road took place. He stated that the limit was set very high and they were not sure if they would ever reach it under current zoning. Mr. McDermott added that the proffer was probably put in place before the final Berkmar Extension plans were known, and the road had changed in nature and had become much more important for the County road system, beyond just a road that served a particular development. He said the County sent a letter to the Commonwealth Transportation Board and the Secretary of Transportation asking that eligibility for proffers be reconsidered, but they have not changed it.

Mr. McDermott listed the top potential applications for 2018 as follows: Route 20 (Stony Point Road/US 250 Richmond Road) intersection improvements, Berkmar Drive to Airport Road Connection, Route 20 South (Scottsville Road) improvements at Route 53 (Thomas Jefferson Parkway), Rio Road East /Pen Park Road roundabout, Fontaine Avenue/US 29 Bypass interchange improvements, and the Pantops Park and Ride. He then listed secondary projects: the Lewis & Clark extension to Airport Road, improvements to the Frays Mill/US 29 intersection, extension of the US 29 shared-use path from Polo Grounds Road to Carrsbrook Drive, and extension/realignment of Hillsdale Drive from JABA adjacent to Fashion Square Mall to Rio Road. Mr. McDermott noted that the Frays Mill/US 29 intersection is the highest safety problematic intersection in the County, according to the latest VDOT rankings, and possibly in the Culpeper District, as there were many serious accidents.

Ms. Mallek asked if they would use HSIP money. Mr. McDermott responded that he had been looking at Smart Scale funding but they could also speak with VDOT, as HSIP could be a good option for this intersection.

Ms. Mallek requested that the applications be categorized in a matrix as they could only submit four applications.

Mr. McDermott agreed and emphasized the importance of a project's potential scoring, as it would not be beneficial to prioritize an item that would not score well. He remarked that the list is in priority order, though this could change if a project does not score well or has an opportunity for funding from another source. He added that the MPO or TJPDC may also apply for project funding, which would result in more than four project applications.

Ms. Mallek asked if the park and ride project would be for lights, grading, and paving. Mr. McDermott confirmed this and said that it also includes possible land acquisition.

Mr. Dill asked what problem would be resolved with the extension and realignment of Hillsdale Drive adjacent to Fashion Square Mall. Mr. McDermott replied that it was intended to address the flow of traffic on Rio Road for the mall and bypass ramps as a result of two adjacent traffic signals. He said they would move the signal to where the mall road comes out, and spacing could be improved with the additional benefit of spurring development in the Rio/29 area under the Small Area Plan.

Ms. Mallek remarked that this would give pedestrians a safe way to cross, particularly in the area of Arden Place.

Mr. McDermott said they still need to explore these projects, and he would come back to the Board in a few months once he has more details.

Ms. McKeel asked why Mr. McDermott had omitted construction of a right-turn lane on Barracks Road from the presentation. Mr. McDermott apologized for leaving this out of the presentation of secondary projects, explaining that this had previously been listed on the priority list, but he learned it may not be possible. He said that in recent discussions with VDOT, he learned they have new ideas as to how they may be able to address this.

Ms. McKeel remarked on the significant congestion in this area, which is worse when the University of Virginia is in session.

Mr. McDermott added that there is no sidewalk and it would be important to include a sidewalk connection from the County to Barracks in the project.

Ms. McKeel remarked that the area has underground infrastructure that would require relocation.

Mr. McDermott responded that VDOT engineering is looking at creative solutions to address this, such as working this into the median.

Mr. McDermott next presented the FY2018 Albemarle County transportation priorities under the Neighborhood Improvement Funding Initiative Projects (NIFI): Cale Elementary School crosswalk, school pedestrian connections (Albemarle-Jouett-Greer), Crozet Square improvements, East Rio Road pedestrian connections, the Avon Street Extended Corridor Study, and the Free Bridge pedestrian underpass. He shared the Transportation Alternatives and Revenue Sharing grants submitted as the Commonwealth Drive/Dominion Drive pedestrian improvements, the Berkmar Drive bicycle and pedestrian improvements, the Library Avenue extension, Crozet Square, Greer/Jouett bike/pedestrian improvements, and Cale Elementary School pedestrian improvements.

Mr. McDermott listed the following major transportation planning processes underway: C-A MPO Long-Range Transportation Plan, Southwood, the Rio/29 Small Area Plan, the US Route 29/Hydraulic/Hillsdale Area transportation project, the Rural Transportation Long-Range Plan, the Jefferson Area Bicycle and Pedestrian Plan, and the CAT/JAUNT Transit Development Plans.

Mr. McDermott listed the following program highlights:

Transit Program:

- Regional Transit Partnership – Meetings held in October and December
- CAT Transit Stop Improvements – Identified top stops by number of boardings and made recommendations for improvements, currently working to obtain VDOT permit.

Berkmar Drive Extended to Lewis & Clark Drive Connection Project:

- Ranked #6 on the Transportation Priorities list. Staff is coordinating with the University of Virginia Foundation, VDOT, and a consultant team to advance the project. Kimley-Horn is under contract to develop project engineering documents to improve the chance for future grant applications.

Bicycle and Pedestrian Program:

- Pedestrian facilities in the Crozet area along Route 240.
- Development of a sidewalk maintenance program for older urban neighborhoods.
- Regional Greenways Advisory Group
- Advocacy group that is working to develop the Three Notch'd Trail

Mr. Dill asked about Three Notch'd Trail. Mr. McDermott replied that there has been talk of having a paved, shared-use path that connects Crozet to Charlottesville, and at this time they are looking at a walking path that would note the historical significance of the trail. He added that the project is in the comprehensive plan and is being supported by an advocacy group, though no funding source has yet been identified.

Ms. Palmer recalled that last year Mr. McDermott had talked about how areas along Sunset Extended would be a priority for sidewalks and multiuse, though she does not see this in today's presentation.

Mr. McDermott said the new Wintergreen Farm housing development along Sunset would construct a large section of the shared-use path, and once this occurs they can move forward with extending this to the City. He said he has submitted a request for CIP funding for this project from the Country Green intersection to the Moore's Creek greenway.

Ms. Mallek asked if this would pass beneath the I-64 underpass. Mr. McDermott confirmed that it would.

Ms. Palmer asked about the section that stops just before the entrance to Redfields. Mr. McDermott replied that this was included in the CIP request and they could look at other funding opportunities depending on the result of this request. He agreed that there was a break between the Wintergreen development and the entrance to Redfields. He added that despite it being a small section, it would require right-of-way. He offered to work with Redfields to identify another source of funding and to

create an in-house conceptual design to get an idea of what the cost could be to make this small connection.

Ms. Palmer replied that she thought Redfields would appreciate this, as it is their land that they should be able to donate.

Ms. Palmer asked if the Timberland Park affordable housing complex sidewalk is still being worked on for connections. Mr. McDermott replied that as big development projects come in, they get developers to work on sections, which results in a lot of small, disconnected pieces of sidewalk. He said the County could look at having a paving contract to do a number of small projects if they could pull together funding. He added they have had discussions with Charlottesville about working together to build the section of sidewalk near Azalea Park.

Agenda Item No. 16. Albemarle County Service Authority (ACSA) Quarterly Report.

Mr. Gary O'Connell, Executive Director, presented. He congratulated Ms. Mallek on her new position as Chair and Dr. Palmer, Ms. McKeel and Mr. Gallaway for their election to the Board. He noted that he had provided the Board with a report. He reported that the drought was lifted on November 17 and they had a very good response from customers in terms of finding ways to save water. He referred to an insert included with water bills that listed small things people could do to save water. Mr. O'Connell remarked that during the drought, they realized that there were some differences between Service Authority rules and the County Code that need to be resolved.

Mr. O'Connell stated that they held the annual "Imagine a Day Without Water" event, with this year's theme entitled "Why Does Every Drop Count?" He said that 638 student art posters were created, with the aim of encouraging discussions between students and parents. He said that they are moving forward with obtaining proposals for an advanced metering infrastructure electronic metering feasibility study, with a recommendation expected by March. Mr. O'Connell cited one benefit of electronic metering as enabling water readings in 15-minute intervals, which would allow them to quickly detect leaks and notify customers. He recounted that at a recent conference, he had learned of a detailed study of this technology conducted by the State of California, in which they found that 400 out of 1000 customers sampled had home water leaks.

Mr. Dill asked how this would work. Mr. O'Connell replied that the meter notifies the authority, which would then notify the customer, and there is an option to include a dashboard that customers can view.

Ms. Mallek asked Mr. O'Connell to allow waivers for those who are electro-sensitive. Mr. O'Connell replied that most meters are at the edge of the street and three feet in the ground, although they will provide customers with an exclusion option or some ability to opt out.

Mr. O'Connell explained that they would begin the budget and capital improvement processes with a rate study workshop to be conducted in February by a third-party consultant. The study will look at rates, connection fees, 10-year capital improvement program, and future rates, and this analysis is conducted every five years. He said that he will come before the Board in April to discuss the budget and rates, as well as at their workshop in May and a public hearing and budget adoption in June. He explained that in May they send a flyer to customers that announces the rates and the proposed budget and capital projects.

Ms. Palmer expressed appreciation for the assistance of the ACSA maintenance crew in trying to find a part to help a privately-owned waterworks in her district after she had recently brought an issue to the attention of Mr. O'Connell.

Mr. Palmer commented on the issue of electronic water metering. She recounted a recent experience with a tenant of hers when she noticed that water usage had increased tenfold, and she contacted the tenant and discovered that a toilet was leaking. She said that smart metering would save people money and is a wonderful thing.

Ms. Mallek remarked that she does not expect an improvement in weather patterns and requested that Mr. O'Connell ask the consultant to consider a business model that emphasizes conservation and minimal use rather than maximum use.

Mr. O'Connell replied that the consultant would consider this. He said one purpose of the four tiers is that the highest tier is generally aimed at outdoor watering, irrigation in particular, and it serves as a financial incentive to discourage water use.

Ms. Mallek said she would be happy if irrigation would go straight to Tier 4.

Agenda Item No. 17. Rivanna Water and Sewer Authority (RWSA) Quarterly Report.

Mr. Bill Mawyer, Executive Director of the RWSA, presented. He said he will provide an update on the urban water supply strategy as well as the capital improvement program. He reviewed that the urban area was served by three reservoirs: South Fork Rivanna, Ragged Mountain, and Sugar Hollow. He noted that while Ragged Mountain holds the most volume of water, it has the smallest watershed at

only two square miles. He emphasized that rain does not fill Ragged Mountain and that water must be sent by pipe from Sugar Hollow. Mr. Mawyer presented a map of the reservoirs and connecting pipes, which were installed in 1922, and pointed out various facilities and features. He said the combined urban reservoirs are currently at 81% of capacity, with South Fork Rivanna at 100%, Ragged Mountain at 81%, and Sugar Hollow at 33%. He noted that South Fork Rivanna has been overflowing since November 1 and losing 50-100 million gallons per day of water.

Mr. Mawyer explained that Sugar Hollow is 20 feet below normal as a result of the water transfer to Ragged Mountain that occurred from November 1 – December 27, when they reached the target level of 19 feet. He explained they have developed a transfer strategy that looked at various factors, and he presented a flowchart that included factors such as time of year, and whether South Fork Rivanna is overflowing, noting that the chart is color coded in green and red to indicate yes or no in terms of transferring water among the reservoirs. He next presented a data graph that showed the water levels of Sugar Hollow and Ragged Mountain Reservoirs for each day from November 1 to December 12, and emphasized that while the level of Sugar Hollow dropped significantly during the period, the level of Ragged Mountain only slightly increased, reflecting the reality that they fill a larger reservoir with water from a much smaller reservoir.

Mr. Mawyer next presented a slide that depicted the May – November and November – May water level transfer limits. He explained that they opened two gates near the dam to allow water to flow out, with one gate at 12 feet below the top of the dam and the other at 37 feet below the top. He said that when they were down 19 feet, there was still 31 feet of water in the reservoir, with 13 feet of unusable water since it was below the level of the gate. The next slide presented photos of the Sugar Hollow and Ragged Mountain Reservoirs and the outflow pipe, and he explained that 4 million gallons per day flowed through the pipe from Whitehall to the Ragged Mountain Reservoir.

Mr. Mawyer reviewed the requirements of the instream flows. He stated they were required to release 100% of the water that came into Sugar Hollow Reservoir to Moormans River below the dam, which is currently 2.6 million gallons per day up to a maximum of 10 million gallons per day. He next presented a slide of a drawing of the three oxygen levels of the reservoirs in summer: hypolimnion, metalimnion, and epilimnion. He stated that they only went down 10 feet in summer in order to preserve the oxygenated water for the benefit of fish and recreation whereas in winter oxygen circulates throughout the depths of water which allows them to reduce water levels without risk of low oxygen. Mr. Mawyer next reviewed the three considerations for water supply planning: water supply, environment, and recreation.

Ms. Mallek asked if he would conduct an end-to-end assessment of the Sugar Hollow pipeline so they can determine the percentage that leaked out. Mr. Mawyer replied that they have a plan to do an assessment and will also consider, when the Board meets, when the Ragged Mountain to Rivanna pipeline would be built. He explained that it would be better to have a plan for a new pipeline before spending a lot of time on the existing one.

Ms. Mallek expressed appreciation for the change made last fall so they no longer must average the water levels of the three reservoirs.

Mr. Mawyer explained that since the water restrictions were lifted, they now must meet this requirement, although they will discuss this with Department of Environmental Quality. He said it was the Rivanna Water and Sewer Authority and the community that had come up with this requirement. He said they would also meet with DEQ to discuss the water supply in Crozet with the Beaver Creek Reservoir. Anticipating questions on the issue, he said he does not see them having to reimpose water restrictions, despite the dry conditions, as long as the South Rivanna Reservoir overflows. He explained that they will conduct close monitoring and be proactive to catch any water shortages early.

Mr. Mawyer provided an update on capital projects, with the first being odor control at Moore's Creek. He presented a photograph of the facility, which he said has sewer clarifiers that minimizes odors, and explained that a vacuum pulls air from under the cover and runs it through a filter before it is released.

Mr. Dill asked what happens with the pollutants and gases that are captured. Mr. Mawyer replied that the filter media is regenerated from time to time. He explained that the filter is bacteria based and consumes and digests pollutants.

Ms. Palmer recalled her recent tour of the wastewater treatment facility and said she found the new equipment to be very interesting. She recommended that those interested in learning how the process works take the tour.

Mr. Mawyer indicated that Rivanna plans to organize a tour for the Board.

Mr. Mawyer reviewed the granular-activated carbon, which had been added to all five water treatment plants, and said they will hold a celebration in the spring once the project is completed. He reported that the next project is water treatment plant improvements, with upgrades planned for 2017-2022 at three water treatment plants at a cost of \$25 million. He said the Crozet Finished Water Pump Station project is underway, with completion scheduled for September 2018 at a cost of \$2.6 million. He said the next project is the Crozet Wastewater Flow Equalization Tank, with a study underway to determine the best location. He explained that during rain, the groundwater infiltrates sewer pipes and overwhelms the sewage system. Mr. Mawyer stated that a one-million-gallon tank will capture excess water until the flow subsides. He said the next project is the Drinking Water Infrastructure Plan for the

Crozet area, which will determine whether there is adequate supply for the next 50 years. He said that Rivanna feels very positive about the results so far.

Mr. Mawyer explained that the Department of Conservation and Recreation had upgraded the Beaver Creek dam to high hazard and requires the RWSA to make \$15 – 20 million in modifications to the dam so that it reaches high-hazard standards. He said the next project is the South Fork Rivanna to Ragged Mountain Reservoir Pipeline right of way. He stated that they are finding the alignment and purchasing property to make the nine-mile connection for this \$110 million project, which will contain pump stations at each end to allow them to pump water back and forth. He said it also will have a pretreatment facility at the Rivanna end to remove sediments and nutrients from the water before it is pumped to Ragged, which he said is a fairly static body. Mr. Mawyer explained that nutrients in a static body of water can lead to the growth of algae and other unpleasant things. He reported that the next project is the Route 29 Water Pump Station, which he said will hook together the South and North Rivanna zones. He noted that the property was condemned in the fall. Mr. Mawyer said the next project is the Avon to Pantops Water Main, which he said would connect the Pantops and Avon Street tanks and create a better loop around the area. He explained that currently water must thread through small pipes, but with a major pipe they could improve pressure. He said the next project is the Ivy Transfer Station, which had groundbreaking in December with completion expected by the end of the year. He said they had completed a strategic plan for RWSA and RSWA, which had been approved by the authority boards.

Ms. Palmer said she would point out a couple of things. She remarked that Rivanna has some projects that are very costly that sometimes come in at inopportune times. She said the pipeline from South Fork to Ragged Mountain would be a really big-ticket item and they need to be careful about the Rivanna CIP for the future and how items inserted out of sequence could affect the timing financially.

Mr. Mawyer commented that they have five water treatment plants, two wastewater treatment plants, and five reservoirs, representing the major infrastructure for utilities in the area. He added that they have \$160 million in debt to help pay for and grow it.

Ms. Mallek asked for confirmation that a portion of the rate calculation is for capital, which she supports completely. Mr. Mawyer confirmed this.

Mr. Randolph commented that he would find it beneficial to have a cost-benefit analysis of big ticket items as well as a refresher on goals, objectives, economic, and environmental costs. He said that given climate change and the function of the mountains in attracting precipitation, they may spend \$100M on a project that might not be as beneficial over the long term as locating another reservoir in the mountains. He expressed interest in discussing ways to meet the goal of redundancy without incurring high expenses and to explore alternatives. He thanked Mr. Mawyer for his very comprehensive report in addressing an issue that was raised by a citizen earlier in the week.

Ms. McKeel asked what the six goals of the strategic plan are, as they are not covered in the presentation.

Mr. Mawyer cited the six major goals, which he said would soon be available on the website, and noted that they include workforce development, optimization of operational procedures and processes, and to be a leader in environmental stewardship, among other goals.

Mr. Richardson offered to provide a copy of the document to Supervisors.

Ms. McKeel said she had received inquiries from constituents about the security of the water supply, and she asked Mr. Mawyer to address this.

Mr. Mawyer replied that a fairly extensive security study had been done, with a recommendation for the installation of fencing, signage, cameras and lighting. He said the CIP has plans for security enhancements with an aim of deterrence.

Ms. McKeel asked if commercial hydrants used by water haulers are secure from backflows. Mr. O'Connell replied that they require water haulers to use a meter with a backflow device, and they inspect meters on the tanks of trucks. He said they inspect backflow preventers and have an aggressive program. He said they do not lock all the fire hydrants of which there are 4,000. He explained that a vulnerability assessment reviewed all facilities and would enable them to see items aimed at security in the CIP.

Mr. Dill recounted a radio program he had listened to that discussed how water consumption in Los Angeles had declined despite population growth and how Las Vegas has done tremendous things such as requiring natural landscaping. He said he wonders if conservation and incentive efforts could save enough water so they would not have to spend so much on projects to expand the water supply.

Mr. O'Connell praised the value of electronic meters in picking up leaks and excessive use. He said a second focus would be on outdoor watering, as irrigation represents more than 10% of water use.

Mr. Dill asked if this is for decorative things or for farming. Mr. O'Connell replied that it is for landscaping and yards.

Mr. Dill suggested that they focus more on extreme conservation efforts as part of a long-term plan.

Mr. O'Connell replied that the average water use by residential customers has continued to decline.

Ms. McKeel asked about education outreach to the public regarding irrigation. Mr. O'Connell responded that it is typically part of the development process and that very few homeowners install irrigation systems. He said they require testing of irrigation systems and conduct monitoring to make sure they are used as appropriately and efficiently as possible.

Mr. Randolph remarked that many in his community have sprinkler systems and have no concept that transpiration during the middle of the day in the summer eliminates half the water molecules. He stressed the importance of education to make citizens aware of good management practice and voluntary compliance.

Ms. Palmer explained that the Community Water Supply Plan began in 1997, and they looked at a variety of options for the water supply including groundwater availability up against the mountains in the western part of the County. She emphasized that the pipeline was not just for expanding the amount of water but also combined different pieces of infrastructure to be used in the best way.

Agenda Item No. 18. Virginia Department of Transportation (VDOT) Quarterly Report.

Mr. Joel DeNunzio, Charlottesville Residency Administrator, addressed the Board and congratulated Mr. Gallaway on his election to the Board. He stated that he would present an overview of work done in the County in 2017 and future projects. He addressed the matter of employee safety, which he said has become a priority matter for John Lynch, VDOT District Engineer. He announced that the Culpeper District of VDOT was the first recipient of the Chief Engineer Safety Excellence award, which he attributed to the implementation of 24 employee safety ideas. Mr. DeNunzio noted that they were able to reduce lost-time injuries and preventable accidents and achieve a 90% completion rate in basic training activities such as CPR, defensive driving, and fire extinguisher training. He said they produced three safety videos, including one of the Rio Road construction.

Mr. DeNunzio reviewed highway safety efforts, including the installation of center line and edge line rumble strips, updated chevron and curb warning signs on rural roads, and innovative intersections such as roundabouts and diverging diamonds. He cited the Exit 124 Smart Scale diverging diamond intersection as a recent example, with an additional innovative intersection likely to be created at Hydraulic Road and US 29. He added that they would see an R-Cut restrictive crossing and U-turns at intersections along US 29, based on the concept of removing conflict points and moving traffic better with additional benefits to pedestrians and cyclists. He remarked that since the 1990s, there had only been one fatality at a roundabout in the entire United States, which demonstrated their safety. He stressed the importance of the usage of safety belts, as 53% of fatal crashes in the Culpeper District in 2017 involved unbelted drivers.

Mr. DeNunzio reported that 80% of projects in 2017 were advertised on time, including 95% of projects in Albemarle, and 92% of projects were delivered on time and 96% within budget. He said the County was successful with Smart Scale applications, as 5 projects totaling \$53 million were allocated to projects in the County in July. He said that bridge conditions have improved with rehabilitations at routes 606, 640, 641 and 810, and they will continue to make improvements of bridges on the emergency access list. Mr. DeNunzio stated that \$37 million was spent on resurfacing, which included a resurfacing status map that he would provide to the Board. He said they have worked closely with utility companies since the utility cut in Crozet to make sure a similar incident does not occur. He reviewed some large projects completed in 2017, including the US 29 widening and Berkmar Extended projects, which were completed on time and under budget. He said they have implemented the painted plow program, with the participation of six schools, and look forward to doing this again in 2018.

Ms. McKeel remarked that it is a great program that the students loved, and it was fun to see the plows.

Mr. DeNunzio notified the Board that they are mobilizing skeleton crews for the snowstorm expected that evening. He said their "tiger teams" for snow removal are ready to go at all times to assist other jurisdictions during emergencies, and they have a team that will go to Hampton Roads later that day. He said that VDOT has increased snow removal capacity with the addition of new facilities at Rivanna, Yancey Mills, Boyd Tavern and Keene. He explained that whereas in the past they often would run out of materials and have to place orders, they now have sufficient inventory to last the winter.

Mr. DeNunzio reviewed the monthly report, which has been distributed to Supervisors. He said he was trying to assemble Smart Scale and Highway Safety Improvement Projects into one design-build package to get the most bang for the buck. He said that a risk analysis of projects showed favorable results except for the 240/250 roundabout, which would have to be standalone due to environmental and other factors. Mr. DeNunzio stated that this roundabout would be a design-bid-build traditional project, while the remaining projects would be design-build. He said that Hillsdale is not yet complete, but is open to traffic, and VDOT is looking closely at the Greenbrier and Hillsdale intersection for sightlines. He explained that many intersections with large crosswalks have the stop bar behind the crosswalk and the sight distance line might not be at the same location. He said they have discussed this with the police and explained that motorists are required to stop at a stop bar and are expected to move up to a point where one could see through the intersection. Mr. DeNunzio stated that they will conduct a traffic count in March to determine whether a traffic signal should be installed.

Ms. Palmer noted that most people are making a left out of Whole Foods onto Hillsdale, and it is confusing with its peculiar sight distance, and she has observed a lineup of cars. She added that people are making the left while traffic is passing by quite fast.

Mr. DeNunzio said he will pass this along to the project manager and let the Board know what she says.

Mr. Gallaway asked what the history is of not putting in a traffic light. Mr. DeNunzio replied that the signal was not warranted at the time the intersection opened to traffic and that an engineering study is conducted when an intersection control was considered. He said the purpose of the study was to make sure the control would increase efficiency and safety, and it is conducted based on traffic volume and crash history. He said that a signal was removed at Four Seasons and Rio last year, as a study found it to be an unwarranted signal. Mr. DeNunzio noted that a recent study found that the removal of unwarranted signals reduced crashes at an intersection. He said the infrastructure of a foundation and conduits for a signal has been installed.

Ms. McKeel remarked that many citizens were concerned when VDOT advertised they were going to take down the light, but she had not heard a complaint since it has been taken down and it seems that traffic is moving much better.

Mr. DeNunzio replied that better traffic flow is usually safer, and stopping people causes problems.

Ms. McKeel added that the removal of a stop at the end of Whitewood Road had led to a better flow of traffic. She thanked Mr. DeNunzio for his assistance with the Barracks Road mural.

Ms. McKeel said that many of the older neighborhoods have new signage that looks great and has the route number and road name, but the old route number signs remain. She asked if anything could be done about this.

Mr. DeNunzio replied that they do not have solution yet and his concern is that the black and white route signs are used by contractors to determine snow routes and the numbers on the road signs might be too small for them to see. He said he would like to take the signs down, but he has not yet come up with a solution.

Ms. Palmer recounted a recent constituent email about vehicles that pull into the Hydraulic Road/Route 29 intersection when the light is about to change and then block the road. She said the constituent inquired as to whether the red-light cameras could be used to alleviate this. She asked Mr. DeNunzio to comment on this.

Mr. DeNunzio replied that this intersection does not have red light cameras. He said the Thursday before Christmas there was a work zone south of the intersection that was causing this issue and he does not think this is a continuing problem.

Mr. Dill remarked that he had been caught in the intersection.

Ms. Mallek said this happens quite frequently in rush hour as people become frustrated.

Ms. McKeel observed that she has seen many people making U-turns on Hydraulic Road coming out of Stonefield. She expressed hope that this issue could be fixed, as there is a lot of dangerous driving.

Ms. Mallek informed Mr. DeNunzio that she had received constituent complaints after the previous week's snowstorm that trucks were salting the roads after the snow had fallen, especially across the reservoir and at Jacob's Run near Chris Greene Lake.

Mr. DeNunzio replied that they should not salt a dry road, and he was aware of concerns about unnecessary road salting. He said they have been training workers on application rates based on forecasts, and he would look further into the issue.

Mr. Gallaway asked when Mr. DeNunzio would inspect the sightlines at the Hillsdale Drive intersection. Mr. DeNunzio replied that he expects to get out there the following day.

Mr. Gallaway observed that in the week since it had opened, he had already seen the County police pull over drivers, and he hopes they will keep their eyes on the intersection until the sightline issue is resolved.

Mr. DeNunzio said the sightline heading south from Route 29 is more difficult than heading north, but he would look at both.

Agenda Item No. 20. Miller School Road and Owensville Road Through Truck Restriction Study.

Mr. McDermott presented a slide that provided the following list of background steps in the road evaluation:

- Frequency of complaints regarding the appropriateness of trucks and other heavy trucks on rural county roads has increased.
- Safety concerns on roads that are potentially unsuitable for this type of traffic has also grown.
- Staff has been asked to examine this issue as it relates to the rural areas in the western portion of the County, specifically Miller School Road and Owensville Road.
- Public information meetings have been held with residents in the Batesville and Garth Road areas.
- County process for assessing and approving through truck restrictions is detailed in the County of Albemarle and VDOT Through Truck Restriction Process, December 2000.
- Steps taken to this point constitute the Neighborhood Request and Supporting Documentation phase of the project.
- County and VDOT staff have reviewed the requests and preliminary information related to transportation on the two subject roads.
- VDOT evaluates requests under the Guidelines for Considering Requests to Restrict Through Trucks on Primary and Highways.
- Preliminary assessment determined that these requests are reasonably feasible to qualify for a restriction.

Mr. McDermott presented a map of the area, with arrows pointing to the two roads. He said he is seeking Board approval to engage with a consultant to conduct a study that would identify alternative routes, conduct traffic counts, review crash history, and perform a geometric evaluation. He emphasized that restrictions could apply to any truck and trailer or semi-trailer combination, except pickups or panel trucks, and it would not impact local vehicles that have an origin or destination that requires the use of these roadways.

Ms. Palmer asked how they would enforce the exception for local traffic and asked for a definition of a large dump truck. Mr. McDermott replied that he does not have the exact dimensions, and the study would evaluate the appropriate vehicle size for these roads. He stated that residents had expressed concern about trucks that may have wider than standard wheel bases, which haul materials from area quarries, and he said the study would enable them to determine the type of restriction to request. He said the police could determine if someone has business in the area by using the paperwork presented by vehicle drivers that are pulled over.

Mr. McDermott presented a list of next steps:

- If the Board recommends moving forward with the study an appropriation request would be brought to the Board at the next available meeting.
- Enter into a contract with an on-call firm to perform the study.
- Public hearing scheduled to present results of the study, make a recommendation on the potential through truck restrictions, and approve a Resolution requesting the Commonwealth Transportation Board to enact the restriction.
- VDOT reviews request and denies or approves.
- Signage is installed and enforcement may begin.

He said a study of both roads would cost approximately \$19 thousand.

Mr. Randolph observed that in reading the materials, it was apparent that the Commonwealth Transportation Board wants a commitment from the locality that it would enforce the rules. He asked how the County police would conduct enforcement and what kind of responsibility for enforcement would be expected.

Mr. McDermott confirmed that enforcement would be the responsibility of County police, which had conducted enforcement of a vehicle size restriction on Route 22. He said he would communicate with the traffic division of the police department to make sure they understand what is going on and are able to handle it.

Mr. Randolph commented that it would be valuable for the Board to hear from Chief Lantz and learn of any potential costs associated with enforcement.

Mr. McDermott offered to include the police in any presentation to the Board.

Ms. Mallek expressed excitement at these measures and described the northern end of Owensville Road as being very dangerous for trucks that use the entire roadway, particularly for attached tandem trailers used by Old Dominion. She said that many long-haul drivers are directed to the road by GPS and end up stuck. She remarked that the Brays Ford Bridge has a three-ton weight limit, and there had been no large truck traffic before it was replaced.

Ms. Palmer added that GPS directs drivers from the southern portion of the County who are crossing to the Greenwood area, towards Plank Road which is the shortest route.

Ms. Palmer **moved** that the Board accept staff's recommendation to proceed with the detailed assessment and to present an appropriation request to fund the traffic engineering study to the Board for approval at a future Board meeting. The motion was **seconded** by Mr. Dill. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.

NAYS: None.

Mr. Gallaway asked if the study would look to determine what is local and what is through traffic. Mr. McDermott confirmed this would be determined by traffic counts that would look at origin and destination data.

Agenda Item No. 21. Closed Meeting.

Mr. Gallaway **moved** that the Board enter into a Closed Meeting pursuant to Section 2.23711(A) of the Code of Virginia,

- Under Subsection (1), to discuss and consider:
 1. Appointments to boards, committees, and commissions in which there are pending vacancies or requests for reappointment; and
 2. The performance of the deputy county executive while he served as interim county executive and a proposed ordinance related thereto.
- Under Subsection (3), to discuss and consider the acquisition of real property in the southern part of the County, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.
- Under Subsection (5), to discuss the expansion of an existing business where no previous announcement has been made of the business' interest in expanding its facilities in the community.
- Under Subsection (7), to consult with legal counsel and briefings by staff members pertaining to actual litigation between the County and the City regarding the Ragged Mountain Reservoir, where the consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the County and the Board; and
- Under Subsection 8, to consult with and be briefed by legal counsel and staff regarding specific legal matters requiring legal advice relating to the negotiation of an agreement for, and the possible relocation of, court facilities and commercial uses on private water supplies.

The motion was **seconded** by Ms. Mallek. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.

NAYS: None.

Agenda Item No. 22. Certify Closed Meeting.

At 6:07 p.m., the Board reconvened into open meeting, and Mr. Gallaway **moved** that the Board certify by recorded vote that, to the best of each Supervisor's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed session. The motion was **seconded** by Mr. Randolph.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.

NAYS: None.

Agenda Item No. 23. Boards and Commissions:

Item No. 23a. Board Member Committee Appointments.

Item No. 23b. Vacancies and Appointments.

Mr. Dill **moved** the following appointments/reappointments:

- **reappoint** Mr. Charles Tolbert as the Jack Jouett District representative, Ms. Jennifer Sulzberger as the Samuel Miller District representative and Ms. Kimberly Swanson as the Rio District representative to the Albemarle County Service Authority with said terms to expire December 31, 2021.
- **appoint** Mr. Landon Birkhead as the Scottsville District representative to the Equalization Board with said term to expire December 31, 2018.
- **reappoint** Mr. Steven Janes as the Rivanna District representative and Ms. Tammie Moses as the Jack Jouett District representative to the Equalization Board with said terms to expire December 31, 2018.
- **appoint** Ms. Mary K. Tillman to the Natural Heritage Committee with said term to expire September 30, 2021, and
- **appoint** Mr. Robert Bremer and Ms. Christi Sheffield to the YMCA Board of Directors with said terms to expire January 31, 2020.

The motion was **seconded** by Mr. Gallaway. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Agenda Item No. 24. From the Public: Matters Not Listed for Public Hearing on the Agenda.

No one came forward to speak.

Agenda Item No. 25. From the Board: Committee Reports and Matters Not Listed on the Agenda.

There were none.

Agenda Item No. 26. From the County Executive: Report on Matters Not Listed on the Agenda.

There were none.

Agenda Item No. 27. Closed Meeting (*if needed*).

At 6:10 p.m., Mr. Gallaway **moved** that the Board go back into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia under Subsection (1), to discuss and consider appointments to boards, committees, and commissions in which there are pending vacancies or requests for reappointment. Ms. Palmer **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Certify Closed Meeting.

At 6:51 p.m., the Board reconvened into open meeting, and Mr. Gallaway **moved** that the Board certify by recorded vote that, to the best of each Supervisor's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed session. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.
NAYS: None.

Mr. Dill **moved** that the Board make the following Board Committee appointments:

Norman Dill:

- Audit Committee with said term to expire December 31, 2018.
- Charlottesville/Albemarle/UVA Planning and Coordination Council (PACC) with said term to expire December 31, 2018.
- CIP Oversight Committee with said term to expire December 31, 2018.
- Darden Towe Park Memorial Committee with said term to expire December 31, 2018.
- High Growth Coalition with said term to expire December 31, 2018.
- Pantops Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Places 29 (North) Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Rivanna River Basin Commission with said term to expire December 31, 2019.

Ann Mallek:

- Acquisition of Conservation Easement (ACE) Committee, Board liaison, with said term to expire December 31, 2018.
- Agricultural and Forestal Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Crozet Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Historic Preservation Committee, Board liaison, with said term to expire December 31, 2018.
- High Growth Coalition with said term to expire December 31, 2018.
- Metropolitan Planning Organization (MPO) with said term to expire December 31, 2019.
- Piedmont Workforce Network Council with said term to expire December 31, 2018.
- Regional Transit Partnership with said term to expire December 31, 2018.
- Rivanna River Basin Commission with said term to expire December 31, 2019.

Diantha McKeel:

- Charlottesville/Albemarle/UVA Planning and Coordination Council (PACC) with said term to expire December 31, 2018.
- Economic Development Authority, Board Liaison, with said term to expire December 31, 2018.
- Jail Authority with said term to expire December 31, 2020.
- Piedmont Workforce Network Council (designee in absence of Chair) with said term to expire December 31, 2018.
- Places 29 (Hydraulic) Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Police Department Citizens Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Regional Transit Partnership with said term to expire December 31, 2018.

Liz Palmer:

- 5th and Avon Community Advisory Committee with said term to expire December 31, 2018.
- Albemarle Broadband Authority with said term to expire December 31, 2021.
- Rivanna Solid Waste Authority with said term to expire December 31, 2021.
- Rivanna Water and Sewer Authority with said term to expire December 31, 2021.

Rick Randolph:

- 5th and Avon Community Advisory Committee with said term to expire December 31, 2018.
- CIP Oversight Committee with said term to expire December 31, 2018.
- Hazardous Materials Local Emergency Planning Committee with said term to expire December 31, 2018.
- Property Committee with said term to expire December 31, 2018.
- Residential Development Impact Work Group, Board liaison, with said term to expire December 31, 2018.
- TJPDC Rural Transportation Advisory Council with said term to expire December 31, 2019.
- Village of Rivanna Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.

Ned Gallaway:

- Audit Committee with said term to expire December 31, 2018.
- Darden Towe Park Memorial Committee with said term to expire December 31, 2018.
- Metropolitan Planning Organization (MPO) with said term to expire December 31, 2019.
- Places 29 (Rio) Community Advisory Committee, Board liaison, with said term to expire December 31, 2018.
- Property Committee with said term to expire December 31, 2018.

The **motion** was seconded by Ms. Palmer. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.

NAYS: None.

Agenda Item No. 28. Adjourn to January 10, 2018, 6:00 p.m., Lane Auditorium.

At 6:55 p.m., Mr. Gallaway **moved** to adjourn until January 4, 2018, Lane Auditorium of County Office Building, to consider the acquisition of a leasehold interest in real property that was the subject of the Board's closed meeting discussion earlier in the meeting. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Dill, Mr. Gallaway, Ms. Mallek, Ms. McKeel, Ms. Palmer and Mr. Randolph.

NAYS: None.

Chairman

Approved by Board
Date 04/04/2018
Initials CKB