



**AGENDA**  
**POWHATAN COUNTY BOARD OF SUPERVISORS**  
**SPECIAL MEETING**  
**JANUARY 6, 2020**  
**6:00 PM CALL TO ORDER**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Invocation**
4. **Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
5. **Formal Approval of Agenda**
6. **Election of Chairman**
7. **Election of Vice Chairman**
8. **Resolution R-2020-01 Setting the Board of Supervisors 2020 Regular Meeting Schedule** Page 3
9. **Bylaws** Page 9
10. **Code of Ethics and Rules of Engagement** Page 19
11. **Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)**
12. **Board of Supervisors Appointments to Boards, Commissions, Committees, etc.**
  - a. **Agricultural and Forestal Districts Advisory Committee (1 BOS)** Page 23
  - b. **Audit Committee (2 BOS)** Page 28
  - c. **Capital Region Workforce Partnership Chief Local Elected Officials Consortium (1 BOS)** Page 31
  - d. **Richmond Area Transportation Planning Organization (TPO) (2 BOS) - one of whom shall serve on the Executive Committee** Page 33
  - e. **Richmond Regional Planning District Commission Board (2 BOS, one alternate)** Page 37
  - f. **Richmond Regional Tourism Board (1 BOS)** Page 41
  - g. **Social Services Board (1 BOS)** Page 44

- 13. Citizen Appointments to Boards, Commissions, Committees, etc.**
- a. Agricultural and Forestal Districts Advisory Committee (1 Citizen) *(one application from Dist 5)* Page 48
  - b. Anti-Litter Council (1 Citizen) *(one application from Dist 3)* Page 54
  - c. Audit Committee (1 Citizen) *(no applications received)* Page 59
  - d. Capital Area Agency on Aging (1 Citizen) *(no applications received)* Page 62
  - e. Central Virginia Waste Management Authority (1 Citizen) *(no applications received)* Page 66
  - f. Extension Leadership Council (3 Citizens - Dist 1, 2, and 5) *(no applications received)* Page 70
  - g. Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA) (2 Citizens) *(no applications received)* Page 73
  - h. Planning Commission (5 Citizens) *(one application from Dist 2, one Dist 3, one Dist 4, one Dist 5)* Page 78
  - i. Powhatan Community Action Agency Advisory Board (2 Citizens) - optionally, BOS may themselves serve *(one application from Dist 5)* Page 87
  - j. Richmond Area Transportation Planning Organization (TPO) Citizens Transportation Advisory Committee (CTAC) (1 Citizen) *(no applications received)* Page 94
- 14. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)**
- 15. County Attorney Comments**
- 16. County Administrator Comments**
- 17. Board Comments**
- 18. Adjournment**



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Resolution R-2020-01 Setting the Powhatan County Board of Supervisors 2020 Regular Meeting Schedule

Motion: Move to Approve Resolution R-2020-01 as presented

Dates Previously Considered by Board: None

Summary of Item: Pursuant to Section 15.2-1416 of the Code of Virginia, the governing body of counties shall assemble at a public place in regular session in January at the first meeting which may be referred to as the annual or organizational meeting. The days, times and places of regular meetings to be held during the ensuing months shall be established.

This resolution sets the dates of the Board's regularly scheduled meetings for 2020. This resolution also sets the dates for when a regular meeting is postponed due to inclement weather or other hazardous conditions. The regular meeting shall be postponed for a period of one week to the same time the following week; however, if the postponement would be to a County holiday, the meeting shall be postponed to the next business day after the County holiday.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:   Approve  Disapprove  See Comments

Comments: N/A

Budget/Fiscal Impact: N/A

Attachments: 2020 Board of Supervisors Calendar

Staff/Contact: Theodore L. Voorhees, County Administrator, 804-598-5612;  
tvoorhees@powhatanva.gov

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION SETTING THE POWHATAN COUNTY  
BOARD OF SUPERVISORS 2020 REGULAR MEETING SCHEDULE**

**WHEREAS**, pursuant to Section 15.2-1416 of the Code of Virginia, the governing body of counties shall assemble at a public place in regular session in January; and

**WHEREAS**, the days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting, and

**WHEREAS**, meetings shall be held on such days as may be prescribed by resolution of the governing body but in no event shall less than six meetings be held in each fiscal year; and

**WHEREAS**, should the day established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next regular business day that is not a holiday, without action of any kind by the governing body; and

**WHEREAS**, at its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting; and

**NOW, THEREFORE, BE IT RESOLVED** that the Powhatan County Board of Supervisors 2020 Regular Meeting Schedule is set as follows:

January 27, 2020	*March 30, 2020	August 24, 2020
February 24, 2020	April 27, 2020	September 28, 2020
*March 2, 2020	May 18, 2020	October 26, 2020
*March 9, 2020	June 22, 2020	November 23, 2020
March 23, 2020	July 27, 2020	December 21, 2020

**\*Budget Workshop**

**BE IT FURTHER RESOLVED** that the Board of Supervisors shall hold its regular meetings in the Powhatan County Village Building Auditorium located at 3910 Old Buckingham Road, Powhatan, Virginia, 23139, **commencing at 6:00 p.m.**, including budget workshops.

**BE IT FURTHER RESOLVED** that if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be postponed for a period of one week to the same time the following week; however, if the postponement would be to a County holiday, the meeting shall be postponed to the next business day after the County holiday. Board members and the

press will be notified as promptly as possible, and notice will be posted on the front doors of the Powhatan County Village Building and the Powhatan County Administration Building, and all hearings and other matters previously advertised will be conducted at the continued meeting, and no further advertisement or notice is required.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 6, 2020.**

\_\_\_\_\_  
**, Chairman  
Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Theodore L. Voorhees, Clerk  
Powhatan County Board of Supervisors**

Recorded Vote:

- David T. Williams     \_\_\_
- Larry J. Nordvig     \_\_\_
- Michael W. Byerly   \_\_\_
- Bill Cox             \_\_\_
- Karin Carmack       \_\_\_



# 2020 Powhatan County Board of Supervisors Meeting Schedule

As of December 17, 2019

- Board of Supervisors Meeting
- Planning Commission Meeting
- Budget Workshops
- Holiday
- Joint BOS SB Meetings
- Special Meeting
- Workshops

**BOS Meeting Location:**

The Village Building  
 3910 Old Buckingham Road  
 Powhatan, VA 23139

Holidays & Observances

- January 1 New Year's Day
- January 17 Lee-Jackson Day
- January 20 Martin Luther King Day
- February 17 George Washington Day
- May 25 Memorial Day
- July 3 Independence Day
- September 7 Labor Day
- October 12 Columbus Day
- November 11 Veteran's Day
- November 25 1/2 Day Holiday
- November 26 Thanksgiving Day
- November 27 Day after Thanksgiving
- December 24 Christmas Eve Holiday
- December 25 Christmas Day

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**County of Powhatan, Virginia**

**BOARD OF SUPERVISORS  
BYLAWS**

**BOARD GOVERNANCE AND OPERATION**

The following bylaws for the Board of Supervisors for Powhatan County (Board) are adopted this \_\_\_ day of January 2020. These bylaws, and any amendments thereof, shall be valid for a period of four (4) years and shall terminate upon the election of a new Board.

**I. BOARD OFFICERS**

The officers of the Board shall be a Chairman and Vice-Chairman.

**A. Board Chairman**

The duties of the Chairman shall be to preside at all meetings of the Board, to perform such other duties as may be prescribed by law or by action of the Board, and sign all legal documents approved by the Board. The Chairman, as a member of the Board, has a vote on all matters before the Board which come to a vote, but does not have an additional vote as Chairman in case of a tie. The Chairman shall maintain order and decorum at all meetings.

**B. Vice-Chairman**

The Vice-Chairman, if present, shall preside in the absence of the Chairman, and shall be empowered to act in all matters in case of the absence or inability of the Chairman to act, or as provided by resolution of the Board. If neither the Chairman nor Vice-Chairman is present for a meeting, but a quorum is present, the senior member of the quorum shall chair the meeting.

Senior member shall mean the member of the Board with the longest tenure on the Board. If multiple members have equal tenure, then the senior member shall be determined by alphabetical order of the last names of those having equally long tenure.

**II. BOARD ORGANIZATIONAL MEETING**

The Board shall organize annually by the election of officers at the first meeting held in January. The term of office for officers shall be one year. The officers shall serve until the next Board organizational meeting. If new officers are not elected at any such organizational meeting, the existing officers shall continue to serve until such time as new officers are elected.

The first order of business at the organizational meeting shall be the election of the Chairman. The new Chairman shall then assume office and preside over the remainder of the meeting.

The agenda for the organizational meeting shall include setting time, place and dates of regular Board meetings and other items of annual business as appropriate.

### **III. BOARD COMMITTEES**

- A. The Board does hereby establish the following standing committee to assist the Board in the performance of its duties:
  - 1. Audit/Finance Committee
- B. There shall be two (2) Board of Supervisors members on each Committee, and the members of each Committee will be appointed by the Chairman, with the advice and consent of the Board members. The Chairman, with the advice and consent of the Board, shall assign the tasks and responsibilities to be delegated to each Committee.
- C. There shall be five (5) members of the Audit/Finance Committee; two (2) members from the Board of Supervisors, two (2) members from the School Board, and one (1) citizen member.
- D. The Board may, from time to time, establish other committees to assist the Board in the performance of its duties.

### **IV. BOARDS AND COMMISSIONS**

Unless specifically prohibited by state law, it shall be the policy of the Board that any member of a Board appointed board or commission who is absent from any three consecutive meetings of that board or commission, or is absent from any four meetings of that board or commission within any 12-month period shall be removed from office and a replacement member be appointed to fill the remainder of the term of office.

### **V. BYLAWS**

- A. Amendments to the Bylaws require one month's notice of the proposed amendment in writing to all Board members, and an affirmative vote of 4 of 5 members to pass the amendment.
- B. The Bylaws shall not be suspended except by a 75% vote of those present, and cannot be suspended at a special meeting unless all Board members are present.

### **VI. MEETING PREPARATION AND PROCEDURE**

- A. Agenda Preparation
  - 1. The Clerk, under the direction of the County Administrator and Chairman shall prepare and distribute an agenda for the forthcoming meeting together with the minutes of the previous meeting to members of the Board five (5) calendar days prior to a regularly scheduled Board meeting. The Clerk also provide the press with and post on the County web site a copy of the proposed agenda at least five (5) calendar days prior to the regularly scheduled Board meeting.

2. Any Board member may request items for inclusion on the agenda by presenting a request to the Chairman at least seven (7) calendar days prior to a meeting.
3. Nothing may be added to the agenda once it has been provided to the Board and the press unless there is at least a 75% vote of the Board members present at the meeting to add the item to the agenda.
4. Those items determined by the County Administrator, in consultation with the Chairman, to be administrative in nature may be placed on the Consent Agenda.
5. Any supervisor may object to an item being addressed on the consent agenda by notifying the Chairman (who shall notify the County Administrator) of their desire to move the item from the consent agenda to the action items on the agenda. Any such notification must be provided to the Chairman no later than Noon the day of the meeting. An email message shall suffice as adequate notice.

B. Order of Business

The normal order of business at meetings shall be as follows:

1. Call to Order and Roll Call
2. Pledge of Allegiance.
3. Invocation
4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation
5. Formal Approval of Agenda
6. Certificates of Appreciation, Special Resolutions and Proclamations
7. Public Comment
8. Consent Agenda
9. Appointment to Boards, Commissions, Committees
10. Old Business
11. New Business
12. Public Hearings
13. Public Comment
14. County Attorney Comments
15. County Administrator Comments
16. Board Comments
17. Closed Meeting
18. Certification of Closed Meeting
19. Adjournment

The Board reserves the right to add, remove, or change the order of business as needed.

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C. Quorum/Call to Order

1. Quorum

At any meeting of the Board a majority of the members of the Board shall constitute a quorum. Should a quorum not be assembled at the appointed hour, the members present may adjourn temporarily in order that an opportunity may be given for a quorum to assemble, without which business cannot be legally transacted. It shall be at the Chairman's discretion to cancel the scheduled meeting when he deems it appropriate having allowed time to elapse, but no more than thirty (30) minutes from the time the meeting was to begin.

2. Attendance

All Board Members are encouraged to notify the Chairman (who shall notify the County Administrator) as soon as possible if they are unable to attend a meeting, and in any case such notice should be provided no later than Noon on the day of the meeting.

3. Call to Order

Should a quorum be assembled at the hour and place appointed for the meeting, the Chairman, or in the absence of the Chairman, the Vice-Chairman shall assume the chair and declare the meeting in order. Should a quorum be assembled at the hour appointed and the Chairman and Vice-Chairman are absent, the senior member present shall chair the meeting.

D. Board Minutes and Recording Votes

1. The minutes of the actions and deliberations of the Board shall be kept by the Clerk of the Board, these minutes shall be a permanent record of the Board. The minutes shall become official minutes upon the approval of the Board and shall be maintained in the safekeeping of the Clerk who shall see that they are available for general public examination during the hours that the office is open.
2. The minutes shall constitute the actions and votes of the Board, and not include an exact written transcription of all that was said at the meeting. The audio and/or video recordings of meetings shall be made available on the County web site and at the administration building for a period of 12 months.
3. In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto offered, the disposition thereof and the vote thereon, shall be recorded by name. All matters required by law, schedules of accounts and bills acted upon and approved by the Board shall be properly recorded. A record of all persons making presentations and the subject of their presentation shall be noted.
4. Taking of the minutes shall be the responsibility of the Clerk and/or Deputy Clerk. Following proper editing, these unofficial minutes shall be sent to Board members prior to the next regular Board meeting. Minutes of the previous Board meeting shall

not be read to the Board except for the purpose of corrections or omissions. An early procedural matter on the agenda shall be the adoption of the minutes of the previous meeting.

#### E. Tie Votes

1. All questions submitted to the Board shall be determined by a majority of the members voting on the question. In any case in which there shall be a tie vote of the Board, the question shall be passed by until the next regular meeting when it shall again be voted upon even though all members are not present. There shall be no special meetings to address an issue in which there was a tie vote, unless all members agree or the issue is time sensitive and must be resolved prior to the next regular meeting of the Board.
2. In any case in which there is a tie vote after complying with this procedure, the tie vote shall defeat the motion, resolution or issue voted upon.

#### F. Public Comment Period

1. The Board shall have two public comment periods at its regular meetings. The public comment periods shall be limited to thirty (30) minutes, unless unanimous consent of the Board is given to extend time, and a person shall be given three (3) minutes to speak and a person officially representing a group shall be given five (5) minutes to speak. The Chairman may give an individual or group one (1) additional minute to speak and if such time is granted for one person, it shall be granted for any other person requesting the time.
2. No person shall be allowed to speak twice at any one public comment period.
3. People speaking before the Board may not be vulgar, rude or use profane language. The public may speak on any issue that is germane to county business. The public comment period shall not include criticism of specific individuals, or attacks on any person or group (the members of the Board are exempted). No political campaigning or promoting of a business is permitted.
4. Any item scheduled for a specific public hearing shall not be addressed during the public comment period.

#### G. Board Conduct

The members of the Board shall behave in an orderly and decorous manner, and the Board may punish or fine any member for disorderly behavior.

## **VII. RULES OF ORDER FOR MEETINGS**

In the conduct of all meetings, the Board shall follow Robert's Rules of Order, except as provided below:

- A. All ordinances and resolutions submitted to the Board for decision shall be presented by appropriate motion of a member, seconded by another member, and determined by a roll call vote of a majority of the members present and voting. On all other matters presented to the Board, the Chairman may request a motion but there shall be no need for a second. The Clerk shall record the name of each member voting and how he voted.
- B. The Chairman may make a motion.
- C. Any motion to defer an issue to a later date shall be date specific.
- D. The Deputy Sheriff providing security at each Board meeting shall act as the sergeant at arms and if no deputy is present, then the Chairman can designate a sergeant at arms to maintain order if needed.

## **VIII. REMOTE PARTICIPATION IN BOARD MEETINGS**

- A. It is the policy of the Board of Supervisors that individual Board members may participate in meetings of Board of Supervisors by electronic communication means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.1, as amended, and in compliance with this policy. This policy shall apply strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- B. An individual member may participate from a remote location only if a quorum (3 members) of the Board of Supervisors is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- C. Remote participation in a meeting due to an emergency or personal matter may be approved only if, before Noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter.
- D. Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before Noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such 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.
- E. As required by law, in the event of any such participation by a member from a remote location, the Board shall record in its minutes the specific nature of the emergency,

personal matter, temporary or permanent disability or other medical condition, and the location from which the Board member participated remotely.

- F. As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer.
- G. An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the Board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

#### **IX. CLOSED MEETINGS**

Any item(s) for discussion in closed session shall be clearly identified no less than five (5) calendar days before the scheduled Board meeting. Details as to the specific item(s) to be discussed, and any documents that will be considered or reviewed in the closed session shall be provided to the Board at least five (5) calendar days prior to the regularly scheduled Board meeting. Any item(s) not so timely identified shall not be discussed in closed session unless a minimum of 75% of the Board members vote to permit a discussion of an item not previously disclosed as required. All closed session information provided to the members of the Board shall be held as strictly confidential.

#### **X. SPECIAL MEETINGS**

- A. The Board may hold special meetings when necessary. These meetings shall be held when called by the Chairman on the request of the County Administrator or when requested by two members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member.
- B. Business that does not come within the purposes set forth in the call of the meeting shall not be transacted at any special meeting of the Board unless unanimous agreement is given to consider additional items of business and all members are present.

#### **XI. POSTPONEMENTS**

If the Chairman, in consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be postponed and all items on the agenda shall be deferred one week to the following Monday. If the following Monday falls on a holiday, the agenda shall be deferred one week and one day to the following Tuesday. . Such finding shall be communicated to the members and the press as promptly as possible and all reasonable efforts shall be made to notify the public including, but not limited to, providing such notice on the County web site or by electronic means.

## **XII. COUNTY STAFF**

### **A. COUNTY ADMINISTRATOR**

The County Administrator has been delegated the task of managing and supervising county personnel. The individual Board members are therefore encouraged to avoid making any requests to perform tasks or providing any instruction to county staff directly, but should instead make all such requests to the County Administrator. Board members may make requests to county staff for copies of existing documents, data and information.

As a direct employee of the Board, the County Administrator shall be available for consultation by all Board members, and shall provide all members of the Board equal access to all information, staff, and county resources to assist them in the performance of their duties as members of the Board.

### **B. COUNTY ATTORNEY**

1. The Board shall maintain an open door policy with the County Attorney. Members may contact the County Attorney directly for advice or direction on matters related to County business. The opinion of the County Attorney shall go directly to the requesting member and no copy shall be provided to the other members of the Board. If the requesting member decides to take an opinion of the County Attorney to Board action, all of the members of the Board of Supervisors shall be provided with a copy of the opinion (if in writing).
2. The County Administrator may ask the County Attorney for an opinion on any issue concerning County business at any time. Any opinions issued by the County Attorney to the County Administrator shall not be forwarded (by the County Attorney) to the members of the Board of Supervisors unless specifically requested by a member of the Board.
3. The County Attorney shall act as the Parliamentarian at Board of Supervisor meetings.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
JANUARY \_\_, 2020.**

\_\_\_\_\_  
**, Chairman  
Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**, Clerk  
Powhatan County Board of Supervisors**

Recorded Vote:

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**THE POWHATAN COUNTY BOARD OF SUPERVISORS  
CODE OF ETHICS AND STANDARD OF CONDUCT  
January 6, 2020**

**CODE OF ETHICS**

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Powhatan County Board of Supervisors have agreed to adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or handicapping condition.
6. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, country of origin or handicapping condition.
7. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.
8. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word that can be binding on public duty.

9. Engage in no business with the County government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
11. Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
12. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive personnel, legal or contractual matters as provided by the Code of Virginia.
13. Avoid using the position of public trust to gain access to the media for purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
14. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
15. Review orally and in public session at the annual organizational meeting each of these principles.
16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

### **STANDARDS OF CONDUCT**

Recognizing that persons holding a position of public trust are under constant observation by the media and interested County residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the Powhatan County Board of Supervisors agrees to make his/her best effort to maintain the following Standards of Conduct:

1. Avoid during public meetings and during the performance of public duties the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or personnel.
2. Pay all taxes due to the County, state, or national government.
3. Attend all regularly scheduled meetings of the Board or assigned committees, resigning whenever personal circumstances preclude regular attendance.

4. Avoid choices and behaviors that cast public doubt upon the integrity and competence of the County Government.
5. Make a conscientious effort to be well prepared for each meeting.
6. Avoid criticism of colleagues or County employees in public places or open meetings; have conversations of this nature only in private meetings or in closed session with the appropriate individuals.
7. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
9. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
10. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
11. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
12. Maintain confidentiality of personnel matters and all matters discussed in closed session.
13. Follow the process set forth below upon receiving a complaint that a Board member has violated the Code of Ethics and Standards of Conduct. In the event a complaint is received, the following procedure shall be followed:
  - a. the Clerk or the Chairman of the Board shall forward the complaint to all members of the Board;
  - b. the accused member shall be given a reasonable period of time to respond in writing to the allegations, and such response shall be forwarded to all members of the Board;
  - c. the Board and the County Administrator and/or County Attorney, if needed, may meet to discuss the allegations and the member's response;
  - d. the Chairman shall poll the members regarding their disposition of the alleged violation; and
  - e. the Chairman shall direct the County Administrator to draft a response to inform the complainant of the Board's disposition.

If the Chairman is the alleged violator, the Vice-Chairman shall carry out the Chairman's duties, as outlined in subsections 13(A) thru 13(E) above.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON  
JANUARY 6, 2020.**

\_\_\_\_\_  
**, Chairman  
Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Theodore L. Voorhees, Clerk  
Powhatan County Board of Supervisors**

**Recorded Vote:**

David T. Williams     —  
Larry J. Nordvig       —  
Michael W. Byerly     —  
Bill Cox                —  
Karin Carmack         —

DRAFT



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One Appointment/Reappointment to the Powhatan County Agricultural and Forestal Districts Advisory Committee

Motion: Move to recommend appointment/reappointment of \_\_\_\_\_ to the Powhatan County Agricultural and Forestal District Advisory Committee for a three-year term commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Agricultural and Forestal District Advisory Committee (AFDAC) shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality. The AFDAC's mission reflects the policy of the Commonwealth of Virginia to conserve and protect and to encourage the development and improvement of agricultural and forestal lands for the production of food and other agricultural and forestal practices.

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Planning Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Agricultural and Forestal Districts Advisory Committee					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
David Moyer 4277 Old River Trail Powhatan, Virginia 23139 (804) 874-4277 kelonafarm@gmail.com Producer	Board of Supervisors	3	October 8, 2008	January 22, 2018	December 31, 2020
Pam Pleasants 6016 Cartersville Rd. Powhatan, VA 23139 (804) 387-3284 pleas4us@aol.com Landowner	Board of Supervisors	3	October 20, 2014	January 22, 2018	December 31, 2020
Bill Cox 1405 Giles Bridge Road Powhatan, VA 23139 bcox@powhatanva.gov 598-2457 Landowner	Board of Supervisors	3	December 12, 2011	December 15, 2014	December 31, 2017
Bill Sifers 1661 Huguenot Trail Powhatan, VA 23139 794-5597 Producer	Board of Supervisors	3	January 9, 2005	February 26, 2018	February 28, 2021

Agricultural and Forestal Districts Advisory Committee					
Max Timberlake Jr. 1479 Dorset Road Powhatan VA 23139 804-598-2314 804-819-9341 (cell) mtimberlakejr@hotmail.com	Board of Supervisors	3	January 22, 2018	January 22, 2018	December 31, 2020
Randall Ogle 3328 Three Bridge Road Powhatan, VA 23139 randy@ogleforestry.com 691-3990 Landowner	Board of Supervisors	3	January 12, 2004	February 2, 2015	December 31, 2017
Robert Harper 1914 Old Tavern Road Powhatan, VA 23139 804-614-6517 powhatanharpers@gmail.com Landowner	Board of Supervisors	3	March 5, 2012	February 26, 2018	February 28, 2021
Carson Tucker District 5 Supervisor 3845 Old River Trail Powhatan, Virginia 23139 598-2213 Board of Supervisors	Board of Supervisors	Coincides	October 8, 2008	December 15, 2014	Coincides w/ term
Agricultural and Forestal Districts Advisory Committee					

James B. Timberlake II 1450 Schroeder Road Powhatan, VA 23139 598-8218 Commissioner of the Revenue	Board of Supervisors	Coincides	N/A	N/A	Coincides w/ term
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**Staff Coordinator:**

Department of Planning & Community Development

**Composition:**

The Board of Supervisors appoints ten (10) members to the Agricultural and Forestal District Advisory Committee, not by district. Four are engaged in agricultural or forestal production, four are other landowners of the locality, one is the Commissioner of Revenue or the local government chief property assessment officer, and the other is a member of the local governing body. An Agricultural and Forestal District must be created upon receipt of the first application to place properties in an Agricultural and Forestal District. (Reference § [15.2-4304](#) – Code of Virginia)

**Term:**

No term is required by the Code of Virginia, but the Board has established a 3 year term. The members of the committee shall be appointed by local governing body, and may be removed by the local governing body at any time without cause. Members who are absent for two consecutive meetings may be removed from the committee after review by the Board of Supervisors.

**Sworn In:**

There is no swearing in process.

**Mission:**

The committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality. The Agricultural and Forestal District Advisory Committee’s mission reflects the policy of the Commonwealth of Virginia to conserve and protect and to encourage the development and improvement of agricultural and forestal lands for the production of food and other agricultural and forestal practices.

**When/Where Meet:**

The Committee meets as needed; dates and times vary as needed.

<b>Agricultural and Forestal Districts Advisory Committee</b>
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**Notification Requirements:**

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Meetings are advertised in the local paper two weeks previous to the meeting date, and adjacent landowners affected by any pertinent issue on the docket are notified by mail by the Planning Department.

Workshop dates and times are posted to the County website and workshops are open to the public. The news media is also notified of the workshop dates and times.

**Compensation:**

Compensation is not permitted by the Code of Virginia; however members can be reimbursed for actual and necessary expenditures incurred in performing duties.



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Three appointments to the Powhatan County Audit Committee (two Board of Supervisors members and one citizen at large)

Motion: Move to recommend appointment of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Powhatan County Audit Committee for a one-year term commencing January 1, 2020, and expiring upon December 31, 2020.

Dates Previously Considered by Board: N/A

Summary of Item: The Audit Committee is comprised of two (2) Powhatan County Board of Supervisors members, two (2) Powhatan County School Board members, and one (1) citizen at large.

Members of the Audit Committee are appointed for unlimited terms. The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Planning Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Applications

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**Audit Committee**

<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Larry J. Nordvig 1636 Dorset Meadows Lane Powhatan, VA 23139 804-403-3503 Board of Supersors	Board of Supervisors		N/A	February 25, 2019	N/A
William E. Melton 4855 Old Buckingham Road Powhatan, VA 23139 804-598-6265 Board of Supervisors	Board of Supervisors		N/A	February 25, 2019	N/A
Jim Kunka 2320 Skaggs Road Powhatan, VA 23139	Board of Supervisors		N/A		N/A
Valerie Ayers 2320 Skaggs Road Powhatan, VA 23139 804-598-7290 valarie.ayers@powhatan.k12.va.us	Board of Supervisors		N/A		N/A
Jim Carver 4245 Steger Creek Drive Powhatan, VA 23219 804-314-6980 jimcarver@comcast.net	Board of Supervisors		N/A	April 27, 2017	N/A

## Audit Committee

**Non-Voting Members:**

The County Administrator and the Director of Finance.

**Composition:**

The Chairman of the Board of Supervisors of the County of Powhatan shall appoint two members of the Board of Supervisors and one citizen at large to be voting members of the Audit Committee. The Chairman of the School Board shall appoint two members of the School Board to be voting members. The County Administrator, and Director of Finance shall each be an ex-officio non-voting member of the Audit Committee.

**Officers:** N/A

**Term:** All members shall be appointed for a term of one year and may be reappointed indefinitely.

**Swear-In:**

No requirements

**Mission:**

**Meetings:**

Meetings are held on an as-needed basis during the audit process.

**Notification Requirements:**

Meetings shall be posted on the County web site calendar and are open to the public.

**Compensation:**



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One Appointment/Reappointment to the Capital Region Workforce Partnership Chief Local Elected Officials Consortium (CLEO)

Motion: Move to appoint/reappoint \_\_\_\_\_ to the Capital Region Workforce Partnership Chief Local Elected Officials Consortium (CLEO) for a one-year term commencing January 1, 2020, and expiring December 31, 2020.

Dates Previously Considered by Board: N/A

Summary of Item: The Board of Supervisors appoints one of its members to represent the County's elected officials. The term is one year, with no limitations on re-appointment.

The mission is to plan and execute workforce development strategies and services designed to bring workforce investment stakeholders together in the delivery of services and programs that will ensure a highly skilled workforce in the Capital Region, which includes the City of Richmond and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Planning Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Capital Region Workforce Partnership Chief Local Elected Officials Consortium</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
William E. Melton 4855 Old Buckingham Road Powhatan, VA 23139 598-6252	Board of Supervisors	1	February 4, 2013	December 18, 2017	December 30, 2018

**Composition:**

The Board of Supervisors appoints one of its members to represent the County’s elected officials. This appointment is not done by district. See agreement dated September 8, 2008 – creating Capital Region Workforce partnership.

**Term:**

The term is one year, with no limitations on re-appointment.

**Swear In:**

There is no swearing in.

**Mission:**

The mission is to plan and execute workforce development strategies and services designed to bring workforce investment stakeholders together in the delivery of services and programs that will ensure a highly skilled workforce in the Capital Region, which includes the City of Richmond and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan.

**Where/When Meet:**

To be determined.

**Notification Requirements:**

The Capital Region Workforce Partnership handles all notification.

**Compensation:**

None.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Two recommendations for appointment to the Richmond Area Transportation Planning Organization (TPO)

Motion: Move to appoint/reappoint \_\_\_\_\_ and \_\_\_\_\_ to the TPO for a term commencing January 1, 2020, and expiring December 31, 2023.

Dates Previously Considered by Board: n/a

Summary of Item: TPO is the federally designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making in the Richmond area. The TPO's geographic coverage extends to that area which is projected to be urbanized within the next 20 years; it includes approximately two-thirds of the Richmond Regional Planning District. The RRPDC serves as the contracting agent for the TPO, and provides the administrative and technical staff.

Staff:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Planning Commission/Board:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

County Administrator:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Richmond Area Transportation Planning Organization (TPO)</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
William E. Melton Board of Supervisors, District 1 4855 Old Buckingham Road Powhatan, VA 23139 804-598-6252 Board of Supervisors	Board of Supervisors	Unlimited	N/A	January 22, 2018	Coincides with Term
David Williams Board of Supervisors, District 1 2301 Flint Hill Rd Powhatan, VA 23139 598-5187 Board of Supervisors	Board of Supervisors	Unlimited	N/A	February 27, 2017	Coincides with Term
Bret Schardein Director of Community Development 598-5621 Alternate	Board of Supervisors	Unlimited	N/A	September 26, 2016	N/A

**Composition:**

TPO By-Laws – two (2) voting members – both must be elected officials, one alternate.

## Richmond Area Transportation Planning Organization (TPO)

### **Term:**

No specific term (Two year term recommended by the Richmond Regional Planning District Commission), but by practice members serve an unlimited term coinciding with term of office. No term limits.

### **Sworn In:**

No oath of office is required.

### **Mission:**

Richmond Area Transportation Planning Organization (TPO) is the federally designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making in the Richmond area. The TPO's geographic coverage extends to that area which is projected to be urbanized within the next 20 years; it includes approximately two-thirds of the Richmond Regional Planning District. The RRPDC serves as the contracting agent for the Richmond Area Transportation Planning Organization, and provides the administrative and technical staff.

The TPO is organized under a Memorandum of Understanding and Bylaws. The TPO annually establishes a Unified Work Program (UWP) which defines work tasks for the upcoming fiscal year (July 1 to June 30) and shows staff assigned and funds allocated to the UWP's work tasks. The RRPDC provides lead staffing and primary administrative and technical support for TPO tasks. Based on these adopted plans, area local governments and transportation agencies prepare detailed and specific transportation projects.

The primary products of the TPO are a regional long-range 20-year transportation plan, a 3-year transportation improvement program, and related plans and studies. Within this regional framework, local governments and state and local transportation agencies refine these project proposals which are submitted to the TPO for review and approval as part of its Transportation Improvement Program (TIP). For fiscal year 2000-02, the MPO coordinated the development of a \$302 million transportation improvement program.

The TPO is charged under Section 134 of the Federal Aid Highway Act of 1973, as amended, for maintaining and conducting a "continuing, cooperative and comprehensive" (i.e., "3C") transportation planning process that results in plans and programs consistent with the comprehensively planned development of the Richmond urbanized area. The TPO and the Virginia Department of Transportation (VDOT) annually certify the MPO's compliance with federal requirements for the "3C" process, and other federal rules and regulations, as a condition for the Richmond area receiving federal capital and operating assistance funds.

## **Richmond Area Transportation Planning Organization (TPO)**

Various federally funded highway and transit projects that are located within the TPO study area must be approved by the TPO prior to their becoming eligible for federal funds.

Voting membership on the TPO includes nine local governments, four transportation/planning agencies, and VDOT. Consultants, local government, VDOT, and other staffs are also utilized as detailed in the UWP. Standing and special TPO committees review, comment, and advise the TPO on various work tasks and other matters and issues related to the region's transportation needs, plans, programs, and projects.

### **When/Where Meet:**

The Richmond Regional Planning District Commission TPO meets on the first Thursday of each month in the large conference room at the RRPDC office, 9211 Forest Hill Avenue, Suite 200, Richmond, VA.

### **Notification Requirements:**

Meetings are organized and managed by the Richmond Regional Planning District Commission.

### **Compensation:**

None



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Two recommendations for appointment/reappointment to the Richmond Regional Planning District Commission (RRPDC) and one recommendation for appointment/reappointment as alternate to the RRPDC.

Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ to the RRPDC as regular voting members and \_\_\_\_\_ as an alternate for periods of four years commencing January 1, 2020, and expiring December 31, 2023.

Move to appoint \_\_\_\_\_ to the RRPDC as a representative of the Planning Commission.

Dates Previously  
Considered by Board:

N/A

Summary of Item:

The commission is composed of three (3) representatives who are appointed by the Board of Supervisors (two (2) Board members, one (1) alternate Board Member, and one (1) representative from the Planning Commission

The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office. The terms of office of commission members who are also members of the local planning commission shall be coincident with their appointed terms of office as members of such planning commissions. The terms of alternate members shall be coincident with the elected terms of office of their designated member of the governing body.

RRPDC is a regional planning agency with major emphasis in the areas of transportation, water resources and solid waste planning, local technical assistance and information services including demographic, economic and geographic information systems. The Planning District is comprised of elected officials and citizens who address mutual problems and find solutions for the local governments which benefit from intergovernmental cooperation.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Richmond Regional Planning District Commission Board (PlanRVA)</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Larry J. Nordvig Po Box 394 Powhatan, VA 23139 598-8851 Board of Supervisors	Board of Supervisors	4	N/A	January 4, 2016	December 31, 2019
Angela Y. Cabell Po Box 781 Powhatan, VA 23139 598-9696 Board of Supervisors	Board of Supervisors	4	N/A	February 27, 2017	December 31, 2019
Jennifer Giovannitti 2830 Manahoc Trail Powhatan, VA 23139 804-697-8778	Board of Supervisors	4	N/A	June 26, 2017	January 31, 2020
William E. Melton 4855 Old Buckingham Road Powhatan, VA 23139 804-598-6252 Alternate	Board of Supervisors	4	N/A	March 27, 2017	December 31, 2019

**Composition:**

RRPDC By-laws - The commission is composed of three (3) representatives who are appointed by the Board of Supervisors (two (2) elected officials (Board members) and one (1) Planning Commission member) and one (1) alternate.

## Richmond Regional Planning District Commission Board

**Term:**

The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office. The terms of office of commission members who are also members of the local planning commission shall be coincident with their appointed terms of office as members of such planning commissions. The terms of alternate members shall be coincident with the elected terms of office of their designated member of the governing body.

**Sworn In:**

No oath of office required.

**Mission:**

The Richmond Regional Planning District Commission (RRPDC) is a regional planning agency with major emphasis in the areas of transportation, water resources and solid waste planning, local technical assistance and information services including demographic, economic and geographic information systems. The Planning District, which was formed by local governments in 1968 under the Authority of the Virginia Area Development Act – revised and retitled the Regional Cooperation Act in 1995 – is comprised of elected officials and citizens who address mutual problems and find solutions for the local governments which benefit from intergovernmental cooperation.

**RRPDC's Major Objectives**

- Identify issues and opportunities of an inter-jurisdictional nature.
- Establish plans and policies for addressing those regional issues.
- Identify ways and means for state and local governments and the private sector to implement programs.
- Help promote cooperation among state and local governments in issue resolution.
- Provide technical assistance and information services to its member jurisdictions.

Representatives appointed by the nine local governments that serve on the Commission meet monthly to discuss and approve intergovernmental plans. Between the monthly meetings, a professional support staff prepares technical data and reports which the Commission uses to make informed decisions.

## **Richmond Regional Planning District Commission Board**

Committees comprised of elected and appointed officials, business representatives, citizens and professional technical staff also meet to discuss regional goals and prepare recommendations for the Planning District Commission and the Richmond Area Metropolitan Planning Organization. The PDC provides computerized mapping and information services to its members and assists in the development of grant applications. It provides demographic, geographic, economic and other information to the public. The Commission also hosts special regional and statewide conferences on a variety of topics important to local development.

### **Where/When Meet:**

The Board meets on the second Thursday of each month at 9:00 a.m. in the large conference room at the Richmond Regional Planning District Commission Office, 9211 Forest Hill Avenue, Suite 200, Richmond, VA.

### **Notification Requirements:**

Meetings are organized and managed by the Richmond Regional Planning District Commission ([www.richmondregional.org](http://www.richmondregional.org)).

### **Compensation:**

Members are paid \$40 per meeting if they attend.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One appointment to Richmond Region Tourism's Board of Directors

Motion: Move to appoint \_\_\_\_\_ to the Richmond Region Tourism Board of Directors for a four-year term commencing January 1, 2020, and expiring December 31, 2023.

Dates Previously  
Considered by Board: n/a

Summary of Item: As members of Richmond Region Tourism, Powhatan County holds a seat on their Board of Directors. This Board helps set priorities for developing and promoting tourism assets within the greater Richmond region.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, 804-598-5612  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Richmond Regional Tourism Board					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Angela Y. Cabell	Board of Supervisors	Unlimited	February 25, 2019	February 25, 2019	Coincides w/ term

Matrix is  
ok  
2/27/19

**Composition:**

.

**Term:**

Membership is on a voluntary basis. Voting members are elected officials from each member locality.

**Sworn In:**

There is no swearing-in process.

**Mission:**

**Richmond Regional Tourism Board**

**Where/When Meet:**

**Notification Requirements:**

**Compensation:**

None

**Dues:**



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One appointment to the Social Services Board (SSB)

Motion: Move to appoint \_\_\_\_\_ to the Social Services Board for a four-year term commencing January 1, 2020, and expiring December 31, 2023.

Dates Previously  
Considered by Board: N/A

Summary of Item: The Social Services Board is composed of three or more members. The Board of Supervisors may appoint a member of the Board of Supervisors to be one member of the Administrative Board. (Reference Code of Virginia 63.2-300, 63.2-302 & 63.2-324)

Terms are four years; and a member may serve no more than two consecutive terms. If appointed to fill someone's vacancy mid-term, a member can still be eligible to serve two complete terms after that initial term.

Staff:   N/A   Approve      \_\_\_\_\_ Disapprove      \_\_\_\_\_ See Comments

Commission/Board:   N/A   Approve      \_\_\_\_\_ Disapprove      \_\_\_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_\_\_ Disapprove      \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, 804-598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Social Services Board</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Lindia B. Cox 2843 Huguenot Trail Powhatan, VA 23139 598-2221	Board of Supervisors District 3	4	September 24, 2018	September 24, 2018	September 30, 2022
Gay Bartlett 4298 Pierce Road Powhatan, VA 23139 598-2504	Board of Supervisors District 4	4	June 16, 2014	August 27, 2018	August 30, 2022
Brad Burdette 6373 Haleford Drive Powhatan, VA 23139	Board of Supervisors District 5	4	July 21, 2014	September 25, 2018	September 30, 2020
<b>Social Services Board</b>					
Karen Ylimaki 1179 Bradbury Road Moseley, VA 23120 karen.ylimaki1@gmail.com 804-318-6485	Board of Supervisors District 2	4	July 13, 2015	July 1, 2018	July 1, 2021

Mike Smith 2250 Founders View Lane Powhatan VA 23139 vavolsfan1@verizon.net 804-356-8234	Board of Supervisors District 1	4			January 1, 2022
Carson Tucker 3845 Old River Trl Powhatan, VA 23139 598-2213	Board of Supervisors District 5	4	February 19, 2008	January 4, 2016	Coincides w/ term
Angela Y. Cabell, Chair Po Box 781 Powhatan, VA 23139	Board of Supervisors District 3	4	January 4, 2016	January 4, 2016	Coincides w/ term

**Composition:**

The Social Services Board is composed of three or more members. The Board of Supervisors may appoint a member of the Board of Supervisors to be one member of the Administrative Board. (Reference Code of Virginia [63.2-300](#), [63.2-302](#) & [63.2-324](#))

<b>Social Services Board</b>
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**Term:**

Terms are four years and a member may serve no more than two consecutive terms. If appointed to fill someone’s vacancy mid-term, a member can still be eligible to serve two complete terms after that initial term.

**Sworn In:**

All members must take an oath of office, given by the Clerk of the Circuit Court, to qualify.

**Mission:**

We provide solution-focused competency-based Social Services that promote enhanced quality-of-life through: Benefit programs to support adequate and appropriate food, clothing, shelter and health care; Protective and preventive services to reduce harm and exploitation of children and vulnerable adults; Client and family services to enhance independence, responsibility and self-determination. We do this by creating a

and vulnerable adults, client and family services to enhance independence, responsibility and self-determination. We do this by creating a balanced, affirming, respectful and challenging professional environment for the delivery of these services.

**When/Where Meet:**

The Social Services Board meets the fourth Tuesday of every month at 9:00 a.m.

**Notification Requirements:**

Notification is handled by the Director of Social Services.

**Compensation:**

Members are paid \$50 per meeting if in attendance.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One Appointment/Reappointment to the Powhatan County Agricultural and Forestal Districts Advisory Committee

Motion: Move to recommend appointment/reappointment of \_\_\_\_\_ to the Powhatan County Agricultural and Forestal District Advisory Committee for a three-year term commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Agricultural and Forestal District Advisory Committee (AFDAC) shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality. The AFDAC's mission reflects the policy of the Commonwealth of Virginia to conserve and protect and to encourage the development and improvement of agricultural and forestal lands for the production of food and other agricultural and forestal practices.

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Planning Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Application

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Agricultural and Forestal Districts Advisory Committee					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
David Moyer 4277 Old River Trail Powhatan, Virginia 23139 (804) 874-4277 kelonafarm@gmail.com Producer	Board of Supervisors	3	October 8, 2008	January 22, 2018	December 31, 2020
Pam Pleasants 6016 Cartersville Rd. Powhatan, VA 23139 (804) 387-3284 pleas4us@aol.com Landowner	Board of Supervisors	3	October 20, 2014	January 22, 2018	December 31, 2020
Bill Cox 1405 Giles Bridge Road Powhatan, VA 23139 bcox@powhatanva.gov 598-2457 Landowner	Board of Supervisors	3	December 12, 2011	December 15, 2014	December 31, 2017
Bill Sifers 1661 Huguenot Trail Powhatan, VA 23139 794-5597 Producer	Board of Supervisors	3	January 9, 2005	February 26, 2018	February 28, 2021

Agricultural and Forestal Districts Advisory Committee					
Max Timberlake Jr. 1479 Dorset Road Powhatan VA 23139 804-598-2314 804-819-9341 (cell) mtimberlakejr@hotmail.com	Board of Supervisors	3	January 22, 2018	January 22, 2018	December 31, 2020
Randall Ogle 3328 Three Bridge Road Powhatan, VA 23139 randy@ogleforestry.com 691-3990 Landowner	Board of Supervisors	3	January 12, 2004	February 2, 2015	December 31, 2017
Robert Harper 1914 Old Tavern Road Powhatan, VA 23139 804-614-6517 powhatanharpers@gmail.com Landowner	Board of Supervisors	3	March 5, 2012	February 26, 2018	February 28, 2021
Carson Tucker District 5 Supervisor 3845 Old River Trail Powhatan, Virginia 23139 598-2213 Board of Supervisors	Board of Supervisors	Coincides	October 8, 2008	December 15, 2014	Coincides w/ term
Agricultural and Forestal Districts Advisory Committee					

James B. Timberlake II 1450 Schroeder Road Powhatan, VA 23139 598-8218 Commissioner of the Revenue	Board of Supervisors	Coincides	N/A	N/A	Coincides w/ term
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**Staff Coordinator:**

Department of Planning & Community Development

**Composition:**

The Board of Supervisors appoints ten (10) members to the Agricultural and Forestal District Advisory Committee, not by district. Four are engaged in agricultural or forestal production, four are other landowners of the locality, one is the Commissioner of Revenue or the local government chief property assessment officer, and the other is a member of the local governing body. An Agricultural and Forestal District must be created upon receipt of the first application to place properties in an Agricultural and Forestal District. (Reference § [15.2-4304](#) – Code of Virginia)

**Term:**

No term is required by the Code of Virginia, but the Board has established a 3 year term. The members of the committee shall be appointed by local governing body, and may be removed by the local governing body at any time without cause. Members who are absent for two consecutive meetings may be removed from the committee after review by the Board of Supervisors.

**Sworn In:**

There is no swearing in process.

**Mission:**

The committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality. The Agricultural and Forestal District Advisory Committee’s mission reflects the policy of the Commonwealth of Virginia to conserve and protect and to encourage the development and improvement of agricultural and forestal lands for the production of food and other agricultural and forestal practices.

**When/Where Meet:**

The Committee meets as needed; dates and times vary as needed.

<b>Agricultural and Forestal Districts Advisory Committee</b>
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**Notification Requirements:**

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Meetings are advertised in the local paper two weeks previous to the meeting date, and adjacent landowners affected by any pertinent issue on the docket are notified by mail by the Planning Department.

Workshop dates and times are posted to the County website and workshops are open to the public. The news media is also notified of the workshop dates and times.

**Compensation:**

Compensation is not permitted by the Code of Virginia; however members can be reimbursed for actual and necessary expenditures incurred in performing duties.



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

Print and return the application by fax to (804)598-7835, by e-mail to [bgallion@powhatanva.gov](mailto:bgallion@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Gallion at (804)598-5612.

DISTRICT:	5	CURRENT DATE:	8 16 19
NAME:	Carson Tucker	EMAIL ADDRESS:	
ADDRESS:	3845 Old River Tr	DAY PHONE:	551 0382
CITY/ST/ZIP:	P V 23139	EVENING PHONE:	598 2213

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	AFD Comm.	
EDUCATION	BA, VMI MA, W&M MA, GWU	SOUTHERN FORESTRY INSTITUTE, CERTIFIED PLNG COMM. CERTIFICATION PROG CERT. AM. TREE FARMER
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	PM/ALTRIA - RET YES	
INVOLVEMENT	PRES EMERITUS, MICHAUX - ST JAMES FOUND ANTI-LITTER COM HABITAT ADVISORY BOARD FREE CLINIC BOARD	BOS PC SSB
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	strat plng DD exec dev	

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

*C. Tucker*

8 16 19

Signature

Date



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One Appointment/Reappointment to the Powhatan Anti-Litter Council

Motion: Move to recommend appointment/reappointment of \_\_\_\_\_ to the Anti-Litter Council for a three-year term commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously  
Considered by Board: n/a

Summary of Item: The Council strives to achieve a reputation for Powhatan as a clean, litter-free county with a strong sense of community and enhanced quality of life for its citizens. The Council raises awareness, and increases involvement among Powhatan citizens and businesses by initiating educational programs, special events, public relations material, recycling and cleanup events, and recognition programs. The Council will work with county officials, government agencies and state lawmakers to communicate ideas and concerns for improving existing laws and future legislation that will reduce litter and increase recycling activities. Furthermore, the Council will work with local law enforcement agencies and courts to enforce current and future anti-litter laws.

Staff:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Commission/Board:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

County Administrator:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Application

Staff/Contact: Ted Voorhees, County Administrator, 804-598-5612  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**Powhatan Anti-Litter Council**

<b>Appointee</b>	<b>District</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Gay Bartlett 4298 Pierce Road Powhatan VA 23139 avagay@msn.com 804-598-2504 Citizen at large	D4	Board of Supervisors	3	N/A	July 1, 2017	December 31, 2020
Mimi Ziletti 2630 Huguenot Trail Powhatan, VA 23139 mimiziletti@gmail.com 804-690-7792	Chair D3	Board of Supervisors	3	N/A	July 30, 2018	December 31, 2021
Barbara Adcock 1865 Rocky Oak Rd. Powhatan VA 23139 barbara.adcock@powhatan.k12.va.us 804-405-5153	D4	Board of Supervisors	3		February 25, 2019	December 31, 2022
Arthur Gregory, Jr. 2833 Madison Place Drive Powhatan VA 23139 argregory@powhatansheriff.net 804-393-1428	D3	Board of Supervisors	3		February 25, 2019	December 31, 2022

Powhatan Anti-Litter Council						
Roscoe Evans 906 Evans Road salvagepartsus@yahoo.com Citizen at large	D4	Board of Supervisors	3	N/A	August 22, 2016	December 31, 2019

**Non-Voting Members:**

- County Administrator Representative
- Public Works Department Representative
- Virginia Department of Transportation Representative
- Sheriff's Office Representative
- VA Cooperative Extension Representative
- Chamber of Commerce Representative

**Composition:**

The Powhatan Anti-Litter Council is composed of up to seven (7) voting members appointed by the Board of Supervisors including one (1) Board of Supervisors member or Planning Commission member from any electoral district.

**Officers:**

A chair, vice chair, and a secretary shall be chosen from within the voting membership of the council to serve a one year term. The council chairman shall appoint the chairman of each of three subcommittees: Education, Programs, and Judicial.

**Term:**

Members shall serve a three (3) year term. New members may be appointed to serve the unexpired term of any member who leaves office. Members may serve an unlimited number of terms and may be removed from the council by majority vote of the Board of Supervisors. If any member misses more than three (3) meetings in one year, that member shall no longer be a Council member.

Powhatan Anti-Litter Council
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**Swear-In:**

No requirements

**Mission:**

**MISSION:**

The Council strives to achieve a reputation for Powhatan as a clean, litter-free county with a strong sense of community and enhanced quality of life for its citizens. The Council raises awareness, and increases involvement among Powhatan citizens and businesses by initiating educational programs, special events, public relations material, recycling and cleanup events, and recognition programs. The Council will work with county officials, government agencies and state lawmakers to communicate ideas and concerns for improving existing laws and future legislation that will reduce litter and increase recycling activities. Furthermore, the Council will work with local law enforcement agencies and courts to enforce current and future anti-litter laws.

**Meetings:**

Meets the second Wednesday of **ADD MONTHS** at 1:00 p.m. in the Village Building conference room, 3910 Old Buckingham Road.

**Notification Requirements:**

Meetings shall be posted on the County web site calendar and are open to the public.

**Compensation:**

None



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

Print and return the application by fax to (804)598-7835, by e-mail to [bgallion@powhatanva.gov](mailto:bgallion@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Gallion at (804)598-5612.

DISTRICT:	3	CURRENT DATE:	12/10/2019
NAME:	Veronica Pilkenton	EMAIL ADDRESS:	v.pilkenton@gmail.com
ADDRESS:	3485 Olivia Ln.	DAY PHONE:	540-229-6287
CITY/ST/ZIP:	Powhatan, VA 23139	EVENING PHONE:	540-229-6287

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Anti-Litter Council
EDUCATION	George Mason University Bachelor of Arts, Communication - 2011
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Currently a stay-at-home-mom. Previous work experience as a Social Media Manager, an Event Coordinator, a Human Resources Coordinator, and a Communications Intern. I also have experience as a volunteer with The Starfish Foundation as a Blog Coordinator and with George Mason University's Alternative Break program.
INVOLVEMENT	
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

*Veronica Pilkenton*

Signature

12/10/2019

Date



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Three appointments to the Powhatan County Audit Committee (two Board of Supervisors members and one citizen at large)

Motion: Move to recommend appointment of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Powhatan County Audit Committee for a one-year term commencing January 1, 2020, and expiring upon December 31, 2020.

Dates Previously Considered by Board: N/A

Summary of Item: The Audit Committee is comprised of two (2) Powhatan County Board of Supervisors members, two (2) Powhatan County School Board members, and one (1) citizen at large.

Members of the Audit Committee are appointed for unlimited terms. The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office.

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Planning Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Applications

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**Audit Committee**

<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Larry J. Nordvig 1636 Dorset Meadows Lane Powhatan, VA 23139 804-403-3503 Board of Supersors	Board of Supervisors		N/A	February 25, 2019	N/A
William E. Melton 4855 Old Buckingham Road Powhatan, VA 23139 804-598-6265 Board of Supervisors	Board of Supervisors		N/A	February 25, 2019	N/A
Jim Kunka 2320 Skaggs Road Powhatan, VA 23139	Board of Supervisors		N/A		N/A
Valerie Ayers 2320 Skaggs Road Powhatan, VA 23139 804-598-7290 valarie.ayers@powhatan.k12.va.us	Board of Supervisors		N/A		N/A
Jim Carver 4245 Steger Creek Drive Powhatan, VA 23219 804-314-6980 jimcarver@comcast.net	Board of Supervisors		N/A	April 27, 2017	N/A

## Audit Committee

**Non-Voting Members:**

The County Administrator and the Director of Finance.

**Composition:**

The Chairman of the Board of Supervisors of the County of Powhatan shall appoint two members of the Board of Supervisors and one citizen at large to be voting members of the Audit Committee. The Chairman of the School Board shall appoint two members of the School Board to be voting members. The County Administrator, and Director of Finance shall each be an ex-officio non-voting member of the Audit Committee.

**Officers:** N/A

**Term:** All members shall be appointed for a term of one year and may be reappointed indefinitely.

**Swear-In:**

No requirements

**Mission:**

**Meetings:**

Meetings are held on an as-needed basis during the audit process.

**Notification Requirements:**

Meetings shall be posted on the County web site calendar and are open to the public.

**Compensation:**



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Appointment to Capital Area Agency on Aging/Senior Connections Advisory Council

Motion: Move to appoint \_\_\_\_\_ to CAAA for a three-year term commencing January 1, 2020 and expiring December 31, 2022.

Dates Previously  
Considered by Board: n/a

Summary of Item: This is an Advisory Council with up to 20 members. **Local governments may appoint 2 members of their choice.** Members are appointed for three years terms and may serve additional terms with approval of the Board of Directors. All terms are scheduled to expire on June 30.

Senior Connections is a private, non-profit organization, established in 1973 and governed by a Board of Directors. Senior Connections is designated as the Area Agency on Aging for the development and enhancement of comprehensive, coordinated home and community-based services for older adults and caregivers. The Agency serves Planning and Service Area 15 (PSA 15), which includes the City of Richmond and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Planning  
Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Capital Area Agency on Aging Board of Directors					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Larry Lyons P.O. Box 224 Powhatan, VA 23139	Board of Supervisors	3	February 14, 2000	June 2, 2014	June 30, 2017
Angie Cabell Po Box 781 Powhatan VA 23139	Board of Supervisors	3	January 4, 2016	January 4, 2016	June 30, 2019

Senior Connections is a private, non-profit organization, established in 1973 and governed by a Board of Directors. The Agency serves Planning and Service Area 15 (PSA 15), which includes the City of Richmond and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan. Senior Connections receives funding from the federal Older Americans Act through Virginia Department for the Aging. Other Federal and state funds support the Agency's programs and local funds are provided from city and county governments. The Agency also receives contributions from citizens in the communities it serves in addition to grants from local corporations and foundations. Senior Connections is designated as the Area Agency on Aging for the development and enhancement of comprehensive, coordinated home and community-based services for older adults and caregivers.

**Composition:**

This is a Policy Board with five standing Committees: Finance, Human Resources, Nominating/Board Development, Long-Range Planning & Public Policy, and Marketing/Public Relations. There are 21 members on the Board. Eight are local government appointees, the rest are at-large members. **Each local government may appoint 1 member to serve at their pleasure.**

**Term:**

The term is three years, with term expiring on June 30 and members can serve indefinitely.

**Swear In:**

There is no swearing-in process.

**Mission:**

Each Board member is asked to contribute their area of expertise in carrying out the Agency's vision and mission.

**Vision:**

To encourage and empower seniors to improve and maintain their quality of life.

**Mission:**

To assist seniors to live with dignity and choices in their homes and communities.

**Strategic goals are:**

To develop plans for comprehensive and coordinated programs that address the short and long-term needs of older adults and caregivers.

To address new and emerging service trends while enhancing existing programs.

To identify and maximize business and funding opportunities.

Maintain and expand partnership opportunities.

Each Board member is asked to serve on at least one of the standing committees based on their expertise and interest. Board members are asked to help the Agency find funding partners and to present funding needs to the local governments in Planning District 15.

Board members are asked to support the annual Empty Plate Luncheon at some level. Members are also instrumental in helping the Agency identify funding opportunities for specific programs and services.

**Where/When Meet:**

The Board meets every other month beginning in January at the Capital Area Agency on Aging Board of Directors office, Third floor, located at 24 East Cary Street, Richmond, VA. Meetings are held on the 4<sup>th</sup> Tuesday at 1:30 p.m. Meetings last for about two hours or less depending on the agenda. Meetings consist of a public comment period, staff reports as needed and Committee reports for action items. The Board's annual meeting is in May. This is a joint meeting with the Advisory Council. **Board meetings for 2014 are March 25, May 20, July 22, September 23 and November 25.**

**Capital Area Agency on Aging Board of Directors**

**Notification Requirements:**

The Capital Area Agency on Aging Board of Directors handles all notifications.

**Compensation:**

None.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Appointment/Reappointment to the Central Virginia Waste Management Authority.

Motion: Move to appoint \_\_\_\_\_ to the Central Virginia Waste Management Authority for a 3-year term commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Central Virginia Waste Management Authority (CVWMA) is a public service authority that implements solid waste management and recycling programs for 13 local governments. Since its formation in 1990, the CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its member jurisdictions.

The CVWMA serves the Cities of Colonial Heights, Hopewell, Petersburg, Richmond; the Town of Ashland; and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan & Prince George.

The CVWMA was created in December 1990 to assist member localities with satisfying Virginia's recycling requirement. A Board of Directors consisting of one or more representatives appointed by each of the member jurisdictions governs the operations of the CVWMA. The Authority may contract for and maintain any garbage and refuse collection, transfer and disposal program or system within the cities, counties or town that are members of the CVWMA. This can include waste reduction, waste material recovery, recycling as mandated by law or otherwise, landfill operation, household hazardous waste management and disposal, and similar programs or systems.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Planning Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Central Virginia Waste Management Authority					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Need a new one	Board of Supervisors	3			
Johnny Melis 3849 Old Buckingham Road Powhatan, Virginia 23139 (804) 598-2960 jmelis@powhatanva.gov Alternate	Board of Supervisors	3	February 2, 2015	September 26, 2016	September 30, 2019

**NOTE: The appointee should be knowledgeable on recycling or solid waste. Meets in the middle of the day usually second Friday in Richmond, Petersburg, or Prince George. We can put Ted in the position and then Johnny goes and votes.**

The Central Virginia Waste Management Authority (CVWMA) is a public service authority that implements solid waste management and recycling programs for 13 local governments. Since its formation in 1990, the CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its member jurisdictions.

The CVWMA serves the Cities of Colonial Heights, Hopewell, Petersburg, Richmond; the Town of Ashland; and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan & Prince George.

The CVWMA was created in December 1990 to assist member localities with satisfying Virginia’s recycling requirement. A Board of Directors consisting of one or more representatives appointed by each of the member jurisdictions governs the operations of the CVWMA. The Authority may contract for and maintain any garbage and refuse collection, transfer and disposal program or system within the cities, counties or town that are members of the CVWMA. This can include waste reduction, waste material recovery, recycling as mandated by law or otherwise, landfill operation, household hazardous waste management and disposal, and similar programs or systems.

[See appendix B, Section 3 of the Powhatan County Code.](#)

## Central Virginia Waste Management Authority

### **Board of Directors Composition:**

The Board of Supervisors appoints one at-large member and one at-large alternate to the Central Virginia Waste Management Authority Board of Directors. They should be employed or knowledgeable in the area of solid waste and/or recycling for their respective jurisdiction so that they can provide input regarding their respective locality's viewpoint on various solid waste issues.

### **Mission:**

To foster and carry out the purpose of the Authority, which is: To plan, acquire, construct, reconstruct, improve, extend, operate, contract for and maintain any garbage and refuse collection, transfer and disposal program or system including waste reduction, waste material recovery, recycling as mandated by law or otherwise, resource recovery, waste incineration, landfill operation, ash management, sludge disposal from water and wastewater treatment facilities, household hazardous waste management and disposal and similar programs or systems, within one or more of the Member Localities.

### **Term:**

**The terms for the Board of Directors are three years. CVWMA mandates 1-4 year terms for Board of Director Members. There is no CVWMA limit on the number of consecutive terms an appointee may serve.**

### **Sworn In:**

There is no swearing in process.

### **Where/When Meet:**

The Board of Directors Meetings are held on the third Friday of every month at 9:00 a.m. at the CVWMA offices at 2100 West Laburnum Avenue, #105, Richmond, VA 23227. Once a quarter it meets at the Crater Planning District Commission office at 1964 Wakefield Street, Petersburg, VA 23803.

**Central Virginia Waste Management Authority**

**Notification Requirements:**

CVWMA handles the notification of meetings. Contact CVWMA with appointment updates (804) 612-0549; [elong@cvwma.com](mailto:elong@cvwma.com), Erica Long.

**Compensation:**

None.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Three recommendations for Appointment/Reappointment to the Extension Leadership Council

Motion: Move to appoint/reappoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Extension Leadership Council for three-year terms commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Board of Supervisors appoints five members to the Extension Leadership Council and they are appointed by district. Some that may be represented on the Council include business/industry, education, human services (health, social services, law enforcement/court system, youth serving organizations), the religious community, the media, and the non-profit sector.

The term is three years and members can be reappointed to unlimited terms.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Planning Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612, [tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Extension Leadership Council					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Brad Nunnally 1415 Donavon Mill Ln. Powhatan, VA 23139 804-393-1420 bwnunnally@powhatansheriff.net	Board of Supervisors District 4	3	April 6, 2015	March 26, 2018	March 31, 2021
Johns Bailey 3131 Maidens Rd. Powhatan, VA 23139 598-2621	Board of Supervisors District 3	3	July 7, 1997	May 21, 2018	May 31, 2021
NEED APPOINTMENT	Board of Supervisors District 1	3			June 30, 2018
Gail Timberlake 1477 Dorset Road Powhatan, VA 23139 804-598-3989 ghtimber1@aol.com	Board of Supervisors District 2	3	October 24, 2016	October 24, 2016	December 31, 2019
Ruby Turner 3021 Ballsville Road Powhatan, VA 23139 H 492-9192	Board of Supervisors District 5	3	October 24, 2016	October 24, 2016	December 31, 2019

**Composition:**

The Board of Supervisors appoints five members to the Extension Leadership Council and they are appointed by district. Some that may be represented on the Council include business/industry, education, human services (health, social services, law enforcement/court system, youth serving organizations), the religious community, the media, and the non-profit sector.

## **Extension Leadership Council**

### **Term:**

The term is three years and members can be reappointed to unlimited terms.

### **Swear In:**

There is no swearing-in.

### **Mission:**

The Virginia Cooperative Extension mission statement reads: Virginia Cooperative Extension enables people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs. Identify community problems, issues, and concerns, which Extension can address, and prioritize according to needs and available resources. Some of the roles and responsibilities of the Council are as follows:

Assess current programs and activities of Extension and decide which should be continued, eliminated, or modified in order to more effectively address the identified needs.

Identify other community agencies/organizations that are concerned and working on the identified needs and look for opportunities for cooperation and collaboration (not duplication).

Design and implement a program plan of work that focuses on relevant programs, including new initiatives and new relationships.

Develop and implement resource plans to ensure the appropriate level of support for needed unit programs.

Monitor program efforts and make adjustments when needed.

Report program results, issues, and concerns to the appropriate groups, i.e., any area planning group, state Extension Council, funding sources, and residents.

Be an advocate for Extension and its programs.

### **Where/When Meet:**

The Council meets in the Powhatan Village Building quarterly: March, June, September and December at 8:00 a.m. with breakfast.

**Notification Requirements:** The Extension Office handles notification.

**Compensation:** None.



Powhatan County  
Board of Supervisors  
Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Two Appointments/Reappointments to the Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA)

Motion: Move to appoint/reappoint \_\_\_\_\_ and \_\_\_\_\_ to the LBBCA/BFPCA for a five-year term commencing January 1, 2020, and expiring December 31, 2024.

Dates Previously Considered by Board: N/A

Summary of Item: The Local Board of Building Code Appeals (LBBCA) is established as required by Section 36-105 of the Code of Virginia. The mission of the Board shall be to hear appeals arising from enforcement of the Virginia Uniform Statewide Building Code (VUSBC). The Board shall meet, conduct hearings and render decisions in accordance with the applicable provisions of the VUSBC concerning local appeals. When the LBBCA operates as the Board of Fire Prevention Code Appeals (BFPCA), it does so as required by Section 46-43 of the County Code. Its mission is to hear appeals from enforcement of the Virginia Statewide Fire Prevention Code and to operate in accordance with that Code.

Staff:     N/A     Approve                      \_\_\_ Disapprove                      \_\_\_ See Comments

Commission/Board:     N/A     Approve                      \_\_\_ Disapprove                      \_\_\_ See Comments

County Administrator:     N/A     Approve                      \_\_\_ Disapprove                      \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804)598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA)					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Ryan Gorman 2575 Judes Ferry Road Powhatan, VA 23139 520-9766 Gormanrg@comcast.net Engineer/Design Professional	Board of Supervisors	5	December 13, 2010	January 23, 2017	December 31, 2022
Mike Goodwyn 5117 Old Buckingham Road Powhatan, VA 23139 598-8711 Builder	Board of Supervisors	5	December 13, 2010	January 23, 2017	December 31, 2022
Richard W. Smith 2030 B. Old Tavern Road Powhatan, VA 23139 512-7744 cell ricksmith@villagebuilds.com Builder and Property Manager	Board of Supervisors	5	January 6, 2014	September 23, 2019	December 31, 2024
Doug Bradbury 3575 Richards Run Road Powhatan, VA 23139 598-3618 519-4004 cell dcbradbury@verizon.net Engineer/Design Professional	Board of Supervisors	5	December 13, 2010	December 1, 2014	December 31, 2019

Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA)					
Kevin G. Fore 2414 W. Deerpath Dr. Powhatan, VA 23139 804-318-6888 kevinfore63@gmail.com Fire Prevention	Board of Supervisors	5	January 1, 2015	December 15, 2014	December 31, 2019

**Composition:**

There are five members on the Local Board of Building Code Appeals (LBBCA) and they are appointed by the Board of Supervisors.

They shall be selected by the locality on the basis of their ability to render fair and competent decisions and shall to the extent possible represent different occupational or professional fields relating to the construction and fire prevention industry. At least one member should be an experienced builder, one member should be a Registered Design Professional, one member should be an experienced property manager, and one member should be experienced in fire prevention. Employees or officials of the locality shall not serve as members of the LBBCA. There is no requirement that members be appointed by district. Alternate members may be appointed to serve in the absence of any regular members and shall have the full power and authority of regular members.

The LBBCA also serves as the Board of Fire Prevention Code Appeals (BFPCA) as required by Section 46-43 of the County Code.

The LBBCA shall annually select one of its regular members to serve as chairman. When the chairman is not present at an appeal hearing, the members present shall select an acting chairman. The locality or the chief executive officer of the locality shall appoint a secretary to the LBBCA to maintain a detailed record of all proceedings. Written records of current membership, including a record of the current chairman and secretary shall be maintained in the office of the locality.

No member shall hear an appeal in which that member has a conflict of interest in accordance with the State and Local Government Conflict of Interests Act (§ [2.2-3100](#) et seq. of the Code of Virginia). Members shall not discuss the substance of an appeal with any other party or their representatives prior to any hearings.

<b>Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA)</b>
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**Term:**

The term is five years and regular and alternate members may be reappointed. Initial appointment terms shall be as follows:

- 1 member - 3 years
- 2 members - 4 years
- 2 members - 5 years each

After the initial term, the appointment shall be made for a term of 5 years.

Appointments to fill vacancies shall only be for the unexpired portion of the term.

**Mission:**

The Local Board of Building Code Appeals (LBBCA) is established as required by Section 36-105 of the Code of Virginia. The mission of the Board shall be to hear appeals arising from enforcement of the Virginia Uniform Statewide Building Code (VUSBC). The Board shall meet, conduct hearings and render decisions in accordance with the applicable provisions of the VUSBC concerning local appeals. When the LBBCA operates as the Board of Fire Prevention Code Appeals (BFPCA), it does so as required by Section 46-43 of the County Code. Its mission is to hear appeals from enforcement of the Virginia Statewide Fire Prevention Code and to operate in accordance with that Code.

The applicant shall submit a written request for appeal to the LBBCA within 30 calendar days of the receipt of the decision being appealed. The LBBCA shall meet within 30 calendar days after the date of receipt of the application for appeal, except that a longer time period shall be permitted if agreed to by all the parties involved in the appeal. A notice indicating the time and place of the hearing shall be sent to the parties in writing to the addresses listed on the application at least 14 calendar days prior to the date of the hearing, except that a lesser time period shall be permitted if agreed to by all the parties involved in the appeal. When a quorum of the LBBCA is not present at a hearing to hear an appeal, any party involved in the appeal shall have the right to request a postponement of the hearing. The LBBCA shall reschedule the appeal within 30 calendar days of the postponement, except that a longer time period shall be permitted if agreed to by all the parties involved in the appeal.

All hearings before the LBBCA shall be open meetings and the appellant, the appellant's representative, the locality's representative and any person whose interests are affected by the building official's decision in question shall be given an opportunity to be heard. The chairman shall have the power and duty to direct the hearing, rule upon the acceptance of evidence and oversee the record of all proceedings. The LBBCA shall have the power to uphold, reverse or modify the decision of the official by a concurring vote of a majority of those present.

**Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA)**

After final determination by the LBBCA in an appeal, any person who was a party to the appeal may further appeal to the State Review Board. Decisions of the LBBCA shall be final if no further appeal is made.

**Where/When Meet:**

The Board meets on an as needed basis at a County facility.

**Notification Requirements:**

Meetings are open to the public, with notice as required by the FOIA. Specific notice must be sent to the parties involved.

**Compensation:**

None.



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Five Recommendations for Appointment/Reappointment to the Powhatan County Planning Commission

Motion: Move to appoint/reappoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Planning Commission for five-year terms commencing February 1, 2020, and expiring January 31, 2025.

Dates Previously Considered by Board: N/A

Summary of Item: The Planning Commission is composed of five (5) members that are appointed by the Board of Supervisors. Members must be freeholders and qualified by knowledge and experience to make decisions on questions of community growth and development. Members are not required by the County Code to be appointed by electoral district, but it has been the practice of the Board of Supervisors to designate one (1) member per district. Of the five members, one (1) member may also be a member of the Board of Supervisors. The Commission elects a Chairman and a Vice-Chairman at the February organizational meeting of each calendar year to serve a one-year term with re-election permitted.

Staff:     N/A     Approve            \_\_\_\_\_ Disapprove            \_\_\_\_\_ See Comments

Commission/Board:     N/A     Approve            \_\_\_\_\_ Disapprove            \_\_\_\_\_ See Comments

County Administrator:     N/A     Approve            \_\_\_\_\_ Disapprove            \_\_\_\_\_ See Comments

Comments: NONE

Budget/Fiscal Impact: NONE

Attachments: Matrix, Applications

Staff/Contact: Theodore L. Voorhees, County Administrator, 804-598-5612  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov).

*If Board members have questions, please call the staff / contact prior to the meeting.*

Planning Commission					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Donna Moore 2818 Maidens Road Powhatan, VA 23139 818-919-5095 dcm9165@gmail.com	Board of Supervisors District 3	4	October 22, 2018	October 22, 2018	January 31, 2020
Karin Carmack, Chair 4111 Old River Trail Powhatan, VA 23139 804-598-0632	Board of Supervisors District 1	4	February 8, 2007	February 1, 2016	January 31, 2020
Bill Cox 1405 Giles Bridge Road Powhatan, VA 23139 804-598-2457	Board of Supervisors District 4	4	January 9, 2012	February 1, 2016	January 31, 2020
Amy Kingery 1430 Dorset Road Powhatan, VA 23139 951-751-4727 alkmetro@verizon.net	Board of Supervisors District 2	Unexp	October 28, 2019	October 28, 2019	January 31, 2020
David Van Gelder, Vice Chair 3430 Lake Randolph Cir. Powhatan, VA 23139 804-598-1108	Board of Supervisors District 5	4	February 6, 2012	February 1, 2016	January 31, 2020

**Staff Coordinator:**

Department of Planning & Community Development

## Planning Commission

**Composition:**

The Planning Commission is composed of five (5) members that are appointed by the Board of Supervisors. Members must be freeholders and qualified by knowledge and experience to make decisions on questions of community growth and development. Members are not required by the County Code to be appointed by electoral district, but it has been the practice of the Board of Supervisors to designate one (1) member per district. Of the five members, one (1) member may also be a member of the Board of Supervisors. The Commission elects a Chairman and a Vice-Chairman at the February organizational meeting of each calendar year to serve a one-year term with re-election permitted.

**Term:**

The members serve for four-year terms that expire on January 31<sup>st</sup> following a local election year. Terms of members who are also Board of Supervisors members shall run concurrently with their term of office. Appointments to fill vacancies shall be made by the Board of Supervisors and shall only be for the unexpired portion of the term.

**Sworn In:**

All members must take an oath of office, given by the Clerk of the Circuit Court, to qualify. Oath is required after every reappointment.

**Mission:**

The Powhatan County Planning Commission is formed under the authority of Chapter 62 of the Powhatan County Code and Code of Virginia §15.2-2200 – 15.2-2204 and §15.2-2212 – 15.2-2239. The Planning Commission is charged with making recommendations on planning activities that best promote the health, safety, convenience, and general welfare of the County's citizens.

Specific responsibilities of the Planning Commission include:

1. Preparation of a Comprehensive Plan and amendments to the Plan, subject to approval by the Board of Supervisors.
2. Advising the Board of Supervisors on rezoning requests, requests for conditional use permits, and proposed amendments to the Zoning and Subdivision Ordinances.
3. Advising the Board of Supervisors on a variety of topics pertaining to planning and the future growth and development of the County.
4. Developing and presenting the annual Capital Improvement Program to the Board of Supervisors.
5. Submitting an annual report to the Board of Supervisors.

## Planning Commission

**Where/When Meet:**

The Planning Commission meets the first Tuesday of every month at 7:00 p.m. in the Powhatan Village Building, 3910 Old Buckingham Road, Powhatan, VA, 23139, or as otherwise established by the Planning Commission. The Commission also schedules regular workshop meetings that are held in the County Administration Building Conference Room or as otherwise established by the Planning Commission. Dates and Times for meetings are established at the Commission's annual organizational meeting February.

**Notification:**

Regular meetings that contain public hearings for zoning map amendments, conditional use permit requests, or ordinance amendments must be advertised for two successive weeks in a local newspaper of record. Advertisements must run no sooner than five (5) days before the meeting date, and no later than twenty-one (21) days before the meeting date. Closed meetings may be held, but must be held in accordance with the Virginia Freedom of Information Act (FOIA).

Regular and special workshop dates and times are posted to the County website and workshops are open to the public. The news media is also notified of the workshop dates and times.

**Compensation:**

Members are paid \$175 per regular meeting attended. The Chairman is paid \$250 per meeting attended.



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

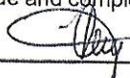
Print and return the application by fax to (804)598-7835, by e-mail to [bjohnston@powhatanva.gov](mailto:bjohnston@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Johnston at (804)598-5612.

DISTRICT:	3	CURRENT DATE:	20 April 2019
NAME:	Charles Patrick (Pat) Gentry	EMAIL ADDRESS:	gentryp72@gmail.com
ADDRESS:	2738 Spencerwood Drive	DAY PHONE:	804-867-1085
CITY/ST/ZIP:	Powhatan, VA 23139	EVENING PHONE:	804-867-1085

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Planning Commission
EDUCATION	BA degree (Government/History/Psychology); Numerous Federal HR, supervisory, and executive courses Graduate of Powhatan Leadership Institute
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	46 years of Federal civilian HR experience with the Department of the Army; Supervisory and Managerial HR positions at 10 different installations (overseas and US)
INVOLVEMENT	Resident in Powhatan County since 2016 Careful review of the county comprehensive planning document Attendance at monthly public county Board of Supervisors meetings
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

  
\_\_\_\_\_  
Signature

20 April 2019  
\_\_\_\_\_  
Date



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

Print and return the application by fax to (804)598-7835, by e-mail to [bjohnston@powhatanva.gov](mailto:bjohnston@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Johnston at (804)598-5612.

DISTRICT:	District 2	CURRENT DATE:	10-21-2019
NAME:	Amy Kingery	EMAIL ADDRESS:	alkmetro@verizon.net
ADDRESS:	1430 Dorset Road	DAY PHONE:	951-751-4727
CITY/ST/ZIP:	Powhatan, VA 23139	EVENING PHONE:	951-751-4727

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	<b>Powhatan Planning Commission</b>
EDUCATION	Saddleback Community College, Mission Viejo, CA Riverside College, Riverside, CA
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	1976-1986 Southern California Edison and Bechtel Construction, San Onofre Nuclear Generating Station <small>QA/QC Engineering Department, Supervised QA group to verify construction met with engineering blueprint documentation and conformed to ANI and NRC specifications.</small> Authored and published in-house policy and procedures in accordance with the Authorized Nuclear Insurance agency, and the Nuclear Regulatory Commission. <small>1988 - today Metro Pacific Tactical LLC, Business owner, International manufacture and sales of law enforcement and military equipment, as well as specialized training for various govt. agencies</small>
INVOLVEMENT	Board member of citizens law enforcement assistance group, COPS Volunteer with local animal rescue group Volunteer in state political campaigns
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	Speak conversational German Published procedure writing <small>Able to read isometric and mechanical drafted blue prints</small>

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

Signature Amy L Kingery

Date 10-21-19

1430 Dorset Road  
Powhatan, VA 23139  
H-804-598-0218  
C-951-751-4727

# Amy Kingery

# Resume

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## Objective

Ideally seeking a position where I can utilize my experience and expertise in a supervisory capacity

## Experience

Metro Tactical Products

Corona, CA

### Owner

- International sales and manufacturing of police products.
- All sales, inventory purchase and product parts manufacturing.
- Training of Law Enforcement and Military groups worldwide

Computer Marketplace

Corona, CA

### Inventory Manager

- Helped design and maintain computerized tracking system for serialized and non-serialized computer equipment.
- Tracked profit margins per item and salesmen.
- Sales assistance as needed.

San Onofre Nuclear Generating Station, CA

### Quality Assurance Team Supervisor

- Supervised group of individuals responsible for maintaining Quality Documentation for the Authorized Nuclear Inspectors.
- Worked with Engineers as well as craft personnel to complete nuclear work orders.
- Published in-house courses for SCE on the above quality items.

## Education

Saddleback Community College CA.

Riverside College, Riverside CA.

## Affiliations

Member of the Board for the non-profit National Citizens Patrol Organization.

Volunteer with Local Animal Rescue

Member of Corona Chamber of Commerce.

Member Powhatan Chamber of Commerce



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

Student Representatives on the Parks and Recreation Advisory Commission are appointed by the 5 member Commission. Please complete this application in its entirety.

Print and return the application by fax to (804)598-4821, by e-mail to [rcarter@powhatanva.gov](mailto:rcarter@powhatanva.gov) or by mail to Department of Public Works, Attention Ramona Carter, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Ramona Carter at (804)598-5764.

DISTRICT:	Four	CURRENT DATE:	12/4/2019
NAME:	Jane Pendergast	EMAIL ADDRESS:	jlpendergast@hotmail.com
ADDRESS:	1700 Capeway Road	DAY PHONE:	804-448-0943
CITY/ST/ZIP:	Powhatan, VA 23139	EVENING PHONE:	804-598-3285

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE

**Planning Commission**

EDUCATION

Masters of Science in Management Georgia Institute of Technology – Atlanta, GA  
Bachelor of Business Administration Kennesaw State College – Kennesaw, GA

EMPLOYMENT  
AND/OR  
VOLUNTEER WORK  
EXPERIENCE

Director of Audit Analytics for Atlantic Union Bank  
Business Intelligence Office Practice Lead - Suntrust Bank  
25 years of IT Development and Business Intelligence Delivery and Leadership

INVOLVEMENT

PLI Attendee 20

SPECIAL SKILLS  
(please note any skills  
such as bilingual,  
multicultural interaction,  
youth outreach, etc.)

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By submitting this application to the Parks and Recreation Advisory Commission, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

Print and return the application by fax to (804)598-7835, by e-mail to [bgallion@powhatanva.gov](mailto:bgallion@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Gallion at (804)598-5612.

DISTRICT:	5	CURRENT DATE:	December 18, 2019
NAME:	Stephen neil Stout	EMAIL ADDRESS:	neil.stout@hittestlabs.com
ADDRESS:	3660 Michaux Mill Dr.	DAY PHONE:	(804) 937-8666
CITY/ST/ZIP:	Powhatan VA 23139	EVENING PHONE:	(804) 598-0664

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Board of Zoning Appeals, Planning Commission, Economic Development Authority, Reynolds Community College Board.
EDUCATION	B.A. Hampden Sydney College J.D. Campbell University School of Law
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Counsel, HI-Test Laboratories, Inc. 2008-present. Partner, Stout, Billy & Seli, Attorneys 2001-2008,. Partner, Flax Embrey & Stout 1991-2001. Board memeber, Center for Industrial Preservation. Counsel, Free Enterprise Institute. Counsel, Jesse Helms Institute. President and Board Member, Jamestown Island Society. Youth football, basketball and lacrosse coach.
INVOLVEMENT	
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

\_\_\_\_\_  
Signature

12/18/19  
\_\_\_\_\_  
Date



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: Two appointments/reappointments to the Powhatan Community Action Agency Advisory Board (PCAAAB).

Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ to the PCAAAB for four-year terms commencing January 1, 2020 and expiring December 31, 2023.

(Board of Supervisors member may themselves serve)

Dates Previously  
Considered by Board: n/a

Summary of Item: PCAAAB consists of a total of fifteen members.

PCAAAB's mission is to advocate for those in need and serve the community by providing eligible individuals with information services and resources that will educate, empower, and promote self-sufficiency, self-esteem and personal dignity. Through a range of services and referrals such as emergency assistance, advocacy, food pantry, housing and plumbing repair. The agency was established to receive and administer funding for the Community Services Block Grant (CSBG) and the General Assembly appropriated CSBG funds, through a contract with the Virginia Department of Social Services. That contract requires a 16 person advisory board consisting of representatives from elected government, the private sector and low-income citizens.

Staff:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Planning  
Commission/Board:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

County Administrator:   N/A   Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix, Application

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Powhatan Community Action Agency Advisory Board</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
<b>Elected Official or Designee</b>					
Teresa Hash Dobbins Circuit Court Clerk 3880 Old Buckingham Road, C Powhatan, VA 23139 d)804-598-5660 e)804-339-1682 tdobbins@courts.state.va.us	Board of Supervisors	4	November 17, 2014	January 28, 2019	Coincides w/ term
Beverly Funn 3901 Maidens Road Powhatan, VA 23139 wfunn@msn.com 804-598-2612	Board of Supervisors	2	December 2, 2013	June 25, 2018	June 30, 2020
Angela Y. (Angie) Cabell P.O. Box 781 Powhatan, VA 23139 acabell@powhatanva.gov	Board of Supervisors	N/A	January 4, 2016		Coincides w/ term
Brad Nunnally 1415 Donavon Mill Ln. Powhatan, VA 23139 804-393-1420 bwnunnally@powhatansheriff.net	Board of Supervisors	N/A			Coincides w/ term

<b>Powhatan Community Action Agency Advisory Board</b>
<b>Business/Industry/Labor/Social Service/Education/Community Group representatives</b>

Patsy Goodwyn 3620 Goodwyn Road Powhatan, VA 23139 804-598-4464 patsy@goodwynlumber.com	Board of Supervisors	4	November 6, 2008	November 17, 2014	November 30, 2018
Juan Hardy P O Box 460 Powhatan VA 23139 804-731-4902 jhardy1906@gmail.com	Board of Supervisors				June 30, 2020
Gayzelle Taylor 3100 Huguenot Trail Powhatan, VA 23139 d)804-598-4979 e)804-512-5926	Board of Supervisors	3	November 6, 2008	January 28, 2019	January 31, 2022
Kathy Walkin 2807 Core View Lane Midlothian, VA 23112 804-363-3064 kathy.seal13@gmail.com	Board of Supervisors	4	March 26, 2018	March 26, 2018	March 31, 2022
Wayne Boese 423 Bel Bridge Circle Midlothian, VA 23113 804-527-1603 drwboese@gmail.com	Board of Supervisors	4	February 26, 2018	February 26, 2018	February 28, 2022
<b>Powhatan Community Action Agency Advisory Board</b>					
<b>Representatives of the Poor</b>					
Tracey Holyfield 3834 Old Buckingham Road Powhatan, VA 23139 tholyfield@powhatanva.gov 804-639-1805	Board of Supervisors	4	January 28, 2019	January 28, 2019	January 31, 2023

Connie Moslow 2364 Huguenot Trail Powhatan, VA 23139 ccmoslow@aol.com 804-379-6484	Board of Supervisors	2	January 11, 2010	December 19, 2016	February 29, 2020
Donna Terry 2545 Glenridge Circle Powhatan, VA 23139 804-928-3945 donnaterry@gmail.com	Board of Supervisors	4	February 26, 2018	February 26, 2018	March 31, 2020
Meghan Carroll 3908 Old Buckingham Road Powhatan VA 23139 804- 598-5630 megan.l.carroll@dss.virginia.gov	Board of Supervisors	4	January 28, 2019	January 28, 2019	January 31, 2023
Karen Ylimaki (Chair) 1179 Bradbury Road Moseley, VA23120 karen.ylimaki1@gmail.com 804-318-6485	Board of Supervisors	4	June 15, 2015	June 15, 2015	June 30, 2019

**Composition:**

The Board of Supervisors appoints a minimum of five (5) members that are elected officials or their designees, a minimum of five (5) members of business, industry, labor, religious, social service, education or other community service groups, and a minimum of five (5) representatives of the poor to the Powhatan Community Action Agency Advisory Board (PCAAAB). PCAAAB consists of a total of fifteen members. ([Reference 2.2-5403 – Code of Virginia](#))

## Powhatan Community Action Agency Advisory Board

### **Term:**

For local elected officials or their representatives, the initial term is (1) four year, (3) three year and (2) two year term. For representatives of the business/industry/labor/religious/social service/education/community groups, the initial term is (1) four year, (2) three year and (2) two year term. For representatives of the poor, the initial term is (1) four year, (2) three year and (2) two year terms. After initial appointments, each member shall serve a four (4) year term. As of November 2014, there is no term limit.

**Swear In:** There is no swearing in process.

### **Mission of the Powhatan Community Action Agency:**

The Powhatan Community Action Agency (PCAA) mission is to advocate for those in need and serve the community by providing eligible individuals with information services and resources that will educate, empower, and promote self-sufficiency, self-esteem and personal dignity. Through a range of services and referrals such as emergency assistance, advocacy, food pantry, housing and plumbing repair. The agency was established to receive and administer funding for the Community Services Block Grant (CSBG) and the General Assembly appropriated CSBG funds, through a contract with the Virginia Department of Social Services. That contract requires a 16 person advisory board consisting of representatives from elected government, the private sector and low-income citizens. PCAA works in collaboration with local government, the faith community, business and civic leaders, and the low-income community itself to find effective, local solutions to community problems. Services provided can include:

- Community & Emergency Assistance Services
- Food Distribution
- Indoor Plumbing Rehabilitation & Dry Well Replacement Loan Program
- Water/Wastewater Assistance
- Information and Referral Services

The PCAA provides significant information and referral services to the residents of Powhatan County. An assessment of the clients needs is completed to determine services and referrals that can provide opportunities for self-sufficiency and independence. Referrals are routinely made to VEC and the Capital Area Training Consortium for employment services, Central Virginia Legal Aid, Elder Homes for Weatherization services, to local food banks and the clothes closet, the department of social services, and other community service organizations that would meet the assessed needs of the clients. The PCAA routinely works with area churches in coordinating services and securing financial and other necessary assistance.

## **Powhatan Community Action Agency Advisory Board**

### **Mission of the Powhatan Community Action Agency Advisory Board:**

- Review state reports on services rendered to clients and recommend adjustments.
- Brainstorm improvements to programs and explore potential new programs and grants
- Market and provide outreach channels for dissemination of Community Action Agency information, mission, availability of programs to community organizations (civic, church, charitable, etc).
- Continuously explore and make recommendations on ways to coordinate services provided by the Community Action Agency with other service delivery organizations (for example, Free Clinic, Hope Ministry, Coalition of Churches, County of Powhatan, Health Department, etc.)
- Research best practices of other Community Action Agencies and present ideas.
- Participate in the creation and presentation of a report to the Board of Supervisors on an annual basis. This report should include a status of services rendered, improvement made in service delivery and ideas that the Community Action Agency is considering.

### **Where/When Meet:**

Meetings are held four times annually, as called by the Chairman.

### **Notification Requirements:**

Meetings are advertised on the Powhatan County website. [www.powhatanva.gov](http://www.powhatanva.gov)

### **Compensation:**

None.



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

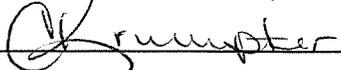
Print and return the application by fax to (804)598-7835, by e-mail to [bgallion@powhatanva.gov](mailto:bgallion@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Gallion at (804)598-5612.

DISTRICT:	5	CURRENT DATE:	12/06/2019
NAME:	CAROL KRUMPTER	EMAIL ADDRESS:	GOODGRL89406@GMAIL.COM
ADDRESS:	5550 CARTERSVILLE ROAD	DAY PHONE:	804-536-3164
CITY/ST/ZIP:	POWHATAN, VA 23139	EVENING PHONE:	804-536-3164

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	<b>COMMUNITY ACTION AGENCY ADVISORY BOARD</b>
EDUCATION	HIGH SCHOOL GRADUATE - 1990 ATTENDED & GRADUATED W/ HONORS FROM HEALD BUSINESS COLLEGE - 1991
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	CURRENTLY EMPLOYED AT HENRICO COUNTY DEPARTMENT OF SOCIAL SERVICES DO VOLUNTEER WITH THE LOCAL SHELTER IN HENRICO COUNTY
INVOLVEMENT	I AM VERY MUCH INVOLVED IN ASSISTING THE PUBLIC WITH VARIOUS RESOURCES AVAILABLE TO THEM TO HELP EASE THE STRESS OF EVERY DAY EMERGENCIES THAT COME ALONG. I BELIEVE AS A COMMUNITY WE ARE OBLIGATED TO HELP THOSE LESS FORTUNATE,
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	I HAVE KNOWLEDGE OF VARIOUS BENEFIT PROGRAMS WITH SOCIAL SERVICES AS I AM A HUMAN SERVICES SPECIALIST CURRENTLY. I AM VERY VERSED AND HAVE A SPECIAL KNACK OF WORKING WITH THE PUBLIC THAT ARE MOST VULNERABLE. I ENJOY ASSISTING PEOPLE TO BETTER THEMSELVES AND HELP THEM ATTAIN THEIR GOAL OF SELF SUFFICIENCY.

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

  
Signature

12/06/2019  
Date



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 6, 2020

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Agenda Item Title: One appointment/reappointment to Richmond Area Transportation Planning Organization (TPO) Citizens Transportation Advisory Committee (CTAC)

Motion: Move to appoint \_\_\_\_\_ to CTAC for a four-year term commencing January 1, 2020, and expiring December 31, 2023.

Dates Previously Considered by Board: n/a

Summary of Item: There is one voting representative and one alternate from County residents appointed by the Board of Supervisors. Terms are for four years, with no term limit.

The Citizens Transportation Advisory Committee (CTAC) is composed of local government and at large organizations designated by the TPO and individuals and organizations representing the region's population and advises the TPO on plans, studies, issues and other matters related to the planning of public transportation services.

Staff: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Planning Commission/Board: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

County Administrator: N/A Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Theodore L. Voorhees, County Administrator, (804) 598-5612,  
[tvoorhees@powhatanva.gov](mailto:tvoorhees@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

<b>Richmond Area Transportation Planning Organization (TPO) Citizens Transportation Advisory Committee (CTAC)</b>					
<b>Appointee</b>	<b>Appointed By</b>	<b>Term (Yrs)</b>	<b>First Appointment Date</b>	<b>Date Appointed</b>	<b>Expiration</b>
Thomas A. Fletcher 2391 Founders Creek Ct. Midlothian, VA 23113 hokie6869@verizon.net 897-4567	Board of Supervisors	4	N/A	April 18, 2016	December 31, 2019
	Board of Supervisors	4	N/A		

**Composition:**

There is one voting representative and one (1) alternate from County residents appointed by the Board of Supervisors.

**Term:**

Terms are for four (4) years, with no term limit.

**Sworn In:**

No oath of office is required.

<b>Richmond Area Transportation Planning Organization (TPO) Citizens Transportation Advisory Committee (CTAC)</b>
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**Mission:**

The Citizens Transportation Advisory Committee (CTAC) is composed of local government and at large organizations designated by the TPO and individuals and organizations representing the region's population. The CTAC advises the TPO on plans, studies, issues and other matters related to the planning of public transportation services.

**Where/When Meet:**

The CTAC meets on the third Thursday of each month at Noon at the RRPDC Office, 9211 Forest Hill Avenue, Suite 200, Richmond, VA, meeting approximately six times per year as needed.

**Notification Requirements:**

Meetings are organized and managed by the RRPDC (<http://www.richmondregional.org/default.htm>).

**Compensation:**

None.