

**VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON MARCH 2, 2020, AT 6:00 P.M.**

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- Board of Supervisors Present:** David T. Williams, District 1, Chairman  
Larry J. Nordvig, District 2  
Michael W. Byerly, District 3  
Bill L. Cox, District 4  
Karin M. Carmack, District 5, Vice Chairman
- Board of Supervisors Absent:** None
- County Staff Present:** Bret Schardein, Interim County Administrator  
Tom Lacheney, County Attorney  
David Dunivan, Building Official  
Charla Schubert, Director of Finance  
Phil Warner, Fire Chief  
Melissa Lowe, Director of Human Resources  
John Wood, Director of Information Technology  
Andrew Pompei, Director of Planning  
Ramona Carter, Director of Public Works
- Constitutional Officers Present:** Jamie Timberlake, Commissioner of the Revenue
- Guests Present:** No guests were present.

**1. Call to Order**

Chairman Williams called the meeting to order at 6:00 p.m.

**2. Pledge of Allegiance**

Mr. Byerly led the Pledge of Allegiance.

**3. Invocation**

Mr. Nordvig provided the Invocation.

**4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**

There were no requests to amend the Agenda.

**5. Formal Approval of Agenda**

Mr. Nordvig made a motion to approve the Agenda as presented. Mr. Byerly seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0  
MOTION Passed**

**6. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the first public comment period. Seeing no one come forward, Mr. Williams closed the public comment period.

**7. New Business**

a. Presentation of Proposed FY21 Budget

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Overview:

Mr. Schardein presented an overview of the budget presentation. He stated that he would review the current fiscal year estimates, budget development guidelines, budget policies, revenue estimates, proposed expenditures over the board's four-year term, and finally, departments present would detail their proposed budgets.

Mr. Schardein noted that the estimated fund balance as of June 30, 2020 is \$15,086,938 which is in line with adopted policy.

He went on to describe three general guidelines, revenue neutral expenditures, fund any increases with new recurring revenue, and apply school revenue allocation which is approximately 52/48.

The Board discussed the guidelines selection.

Policy:

Mr. Schardein continued with the budget policies: Maintain General Fund balance at 15% of operating revenues, net tax-supported debt as % of assessed value shall not exceed 4%, ratio of tax-supported debt service as % of total governmental operating expenditure shall not exceed 15%, with 12% being the optimal level, all fund budgets are balanced, preserve AA+ bond rating, and fully fund all debt, leases, and contracts.

#### Revenue Estimates:

Mr. Schardein presented, and the Board of Supervisors discussed projected revenues for FY2021.

Mr. Schardein stated that projected revenues for FY2021 are \$57,474,858, an increase of \$1,108,838 over FY 2020.

#### Expenditures:

Mr. Schardein presented, and the Board of Supervisors discussed projected expenditures for FY2021. He detailed changes to employee pay and benefits and suggested that anticipated employee health insurance increases be absorbed by the County. He explained increases to merit pay, VRS, GLI, and VRS hybrid disability. The Board, Mr. Schardein, and Ms. Schubert discussed the insurance rate increase. Mr. Byerly suggested that Ms. Schubert should research other options. The Board agreed that Ms. Schubert should do the research even if a change were not possible until the next fiscal year due to time constraints.

Mr. Schardein reviewed departmental increases, including staffing increases and pay increases due to certifications achieved, changes to department operating expenses, and unfunded items. He then made the Board aware of potential future expenditures.

Mr. Schardein reviewed the budget calendar. He listed the segments that would be presented tonight, Administration, Community Development, Debt Service, Transfers, Membership/Joint Services, Contributions, Public Works, and Recreation.

Ms. Schubert gave an overview of the budget book.

The Board and Ms. Schubert discussed starting the budget plan on July 1.

#### Department reports:

##### Administration:

Human Resources: The Board asked about drug testing costs.

IT: The Board discussed maintenance contracts and their rising costs. Mr. Nordvig and Mr. Wood led a discussion of the rollout of Office 365 over time and the effects on cyber-security.

##### Community Development:

Planning: Costs increasing included legally required advertising of public hearings, maintenance service contracts, printing and postage.

Building Inspections: Costs increasing include third-party plan review, vehicle maintenance, memberships and subscriptions. The Board and Mr. Dunivan discussed third party inspections.  
Economic Development: The costs and value of the fee to Richmond Regional Tourism were discussed. No net increase requested.  
Code Enforcement: No increase requested.  
GIS: An increase of \$5000 was requested for software maintenance.

Public Works:

Facilities Management: The increases were for facility maintenance, electricity costs, heating costs, telephone costs.  
Convenience Center: The waste disposal contract increased due to an annual increase and an increase in volume. Recycling fees have increased.  
Recreation: Increase for phone, programs, and office expense.  
Utility Fund: Increases and reductions of expenses were reviewed.

Non-Profit requests:

Most non-profits did not ask for increases. Those rising were RRPDC dues, Meals On Wheels, Reynolds Community College, and a small change in VACO dues. Chamber of Commerce was reduced. A discussion was held by Board members about potential funding for the Powhatan County Fair. A discussion was held on the value of our NACO membership.

The Board discussed how the CPI and the Capital Maintenance Reserve Fund work at length.

Debt Service: Was reduced by \$625,000 by interest savings due to re-fundings (refinance).  
Policy is not to extend the length of the term.

Personnel:

Proposing to add four positions at a 4.3 FTE. Salary increases for completing certifications.  
Two percent salary raise for all employees.

Ms. Schubert then reviewed Revenue estimates:

Proposed increase in real estate taxes of \$1.2 million and \$407,000 in personal property tax.  
Local Sales tax may increase due to capturing internet sales tax. Other estimated increases and decreases were presented.

Real Estate Assessments: Ms. Schubert bases her revenue calculations on a 97.8% collection rate. Mr. Nordvig noted that our collection rate is comparatively high. Properties can be sold for delinquent taxes after three years. Ms. Schubert described the process of estimating real estate and personal property taxes for the next fiscal year.

Sales tax: Ms. Schubert explained the process of estimating sales tax calculations for the next fiscal year. She stated that she uses the same process for all the other types of taxes, looking at the data for the previous year then very conservatively estimating the next year's revenue based on those data.

Consumer Use Tax: Estimating one percent growth.

Consumption Tax: Increase of .3 percent.

Business License: No change over FY19.

Franchise License Tax: No increase.

Motor Vehicle License Tax: No increase.

Local Tax on Deeds: No increase.

Local Tax on Wills: No increase.

Short Term Rental Tax: No increase.

Communications Tax: Declined

Fee Schedule: Ms. Schubert noted that proposed changes to the fee schedule were noted in the Board's materials and that they would be advertised as is legally required. Mr. Schardein brought up the fact that some localities adjust fee schedules by resolution rather than ordinance. The Board, Mr. Schardein, Mr. Timberlake and Ms. Schubert discussed.

**8. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Jim Carver, 4245 Steger Creek Drive Powhatan VA, suggests that we get to a point where the Board discusses budget with a capability, total cost of ownership, and performance basis to gain more ROI.

Seeing no further speakers come forward, Mr. Williams closed the second public hearing period.

**9. County Administrator Comments**

Mr. Schardein had no comments.

**10. Board Comments**

Mr. Byerly thanked Mrs. Schubert for the presentation.

Mr. Nordvig noted that the following day would be Super Tuesday and encouraged everyone to vote. He further reminded the Board of the PLI dinner and thanked the PLI in advance for hosting the Board.

There were no further comments from the Board.

**11. Adjournment**

Mr. Williams adjourned the meeting at 9:24 pm.

These minutes were approved on May 18, 2020, with a motion, second, and 5/0 vote.



5/22/2020

**Bret Schardein, Interim Clerk      Date**  
**Powhatan County Board of Supervisors**



5/26/2020

**David T. Williams, Chairman      Date**  
**Powhatan County Board of Supervisors**