

VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AND REMOTELY BY ELECTRONIC MEANS ON APRIL 27, 2020, AT 6:30 P.M.

- Board of Supervisors Present:** David T. Williams, District 1, Chairman, present in the auditorium
Larry J. Nordvig, District 2, remotely from his residence
Michael W. Byerly, District 3, present in the auditorium
Bill L. Cox, District 4, remotely from the Village Building conference room
Karin M. Carmack, District 5, Vice Chairman, present in the auditorium
- Board of Supervisors Absent:** None
- County Staff Present:** Bret Schardein, Interim County Administrator, remotely from his residence
Tom Lacheney, County Attorney, remotely from his residence
Charla Schubert, Director of Finance
- Constitutional Officers Present:** Brad Nunnally, Sheriff
- Guests Present:** Dr. Eric Jones, Superintendent of the Powhatan Public Schools, remotely from his residence
Larry Johns, Finance Director for Powhatan County Public Schools, remotely from his home

1. Call to Order

Chairman Williams called the meeting to order at 6:30 p.m.

- a. Identify Public Entity members physically and/or electronically present

Mr. Williams identified the Board members, Mr. Schardein, Mr. Lacheney, Dr. Jones, and their locations.

- b. Identify the persons responsible for receiving public comment

County Administration staff accepted emailed comments at administration@powhatanva.gov. Any comments received until 6:30 pm, March 30th were entered into the meeting minutes.

- c. Identify opportunities for the public to access the electronic meeting

The public was able to participate in the meeting by using: <https://zoom.us/j/398095011> by computer. Phone access was possible by dialing: US: 1-929-205-6099 or 1-312-626-6799. As always, the public could view the live feed from the County website.

- d. Identify opportunities for the public to participate in such an electronic meeting

The public was able to view and participate in the meeting live with the Zoom meeting link. During the public comment period, members of the public could raise their hands using the zoom controls on their screens, or press *9 on their phone.

2. Pledge of Allegiance

Mr. Cox led the Pledge of Allegiance.

3. Invocation

Mr. Nordvig led the Invocation.

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

No requests were made to amend the Agenda.

5. Formal Approval of Agenda

Mrs. Carmack 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. Presentations

- a. Update on COVID-19

Mr. Schardein presented an update on the COVID-19 outbreak. He reviewed the case data and the affected community lifelines graphic. He urged citizens to continue taking the recommended measures to prevent the spread of the virus. Next, Mr. Schardein shared the latest unemployment data stating that Powhatan currently has 717 ongoing claims. New weekly claim numbers peaked on April 4 and have gone down since then. He finished by noting that Virginia Career Works would hold a virtual career fair on May 6 and that Small Business Week would be May 4-8.

7. **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 there were no speakers, Chairman Williams closed the Public Comment Period.

8. **Consent Agenda**

- a. Approval of January 27, 2020, Regular Board of Supervisors corrected Meeting Minutes Page 4
- b. Resolution R-2020-24 Authorization for County Administrator to execute lease agreement with Powhatan County Public Schools for the Pocahontas Landmark Center gymnasium. Page 18
- c. Quarterly Financial Report as of March 31, 2020 Page 28
- d. Ordinance O-2020-07 An Emergency Ordinance Amending Chapter 80 (Water and Wastewater), Article III (Fees and Charges) Section 80-78 of the Code of the County of Powhatan allowing waiving of penalties and interest on past-due water and wastewater accounts during a declared emergency Page 35
- e. Resolution R-2020-25 authorizing a second amendment to the War Memorial Building sales agreement to extend the deadline for completing required capital investments according to the original sale agreement. Page 38
- f. Resolution R-2020-26 Authorization for County Administrator to execute a Mutual Aid Agreement with WARN (Virginia Water and wastewater Agency response Network) Page 41
- g. Resolution R-2020-27 Authorize the County Administrator to execute a Deed of Sublease for Communications Antenna Site Page 61

with the State of Virginia, Bureau of Real Estate Services

- h. 2016 Bonded Projects Update Page 96
- i. 2018 Bonded Projects update Page 117
- j. Proclamation P-2020-03 designating May 2020 as Building Safety Month Page 126

Mr. Nordvig made a motion to approve the Consent Agenda as presented. Mrs. Carmack 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

9. Appointments to Boards, Commissions, Committees, etc.

- a. Extension Leadership Council (ELC) - 2 reappointments, 1 appointment Page 127

Mr. Williams moved to reappoint Ruby Turner and Gail Timberlake and appoint Jeremy Davis to the Extension Leadership Council for three-year terms commencing January 1, 2020 and expiring December 31, 2022. Mrs. Carmack 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

- b. Local Board of Building Code Appeals (LBBCA) – 2 appointments Page 133

Mr. Williams moved to nominate Darrell Griffin to the LBBCA/BFPCA for a five-year term commencing April 28, 2020 and expiring December 31, 2024.

Mr. Cox moved to nominate George Matthews to the LBBCA/BFPCA for a five-year term commencing April 28, 2020 and expiring December 31, 2024.

Mrs. Carmack moved to nominate Ray Avery to the LBBCA/BFPCA for a five-year term commencing April 28, 2020 and expiring December 31, 2024. Mr. Nordvig seconded the motion

Votes were conducted in the order of the nominations.

The vote for Mr. Griffin:

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

VOTE 5-0
MOTION Passed

The vote for Mr. Matthews:

Bill L. Cox voted AYE

VOTE 0-4
MOTION failed

The vote for Mr. Avery:

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

VOTE 5-0
MOTION Passed

Mr. Darrell Griffin and Mr. Ray Avery were appointed to the LBBCA/BFPCA for five-year terms commencing April 28, 2020 and expiring December 31, 2024.

- c. Richmond Regional Planning District Commission (RRPDC) – Page 143
1 appointment

Mr. Byerly made a motion to appoint Bobby Hall, who is a member of the Powhatan County Planning Commission, to serve on the Richmond Regional Planning District Commission (RRPDC) Board for a four-year term (expiring December 31, 2023). Mr. Williams 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

10. Public Hearings

- a. Resolution R-20202-28 Dedication of County-owned right-of-way to the Virginia Department of Transportation for the SMART Scale Rt. 711 & Rt. 607 Intersection Improvement Page 144

Mr. Schardein explained that this resolution is to dedicate land for right-of-way to improve an intersection.

The Board had no comments or questions.

Chairman Williams opened the public comment period on Resolution R-20202-28 Dedication of County-owned right-of-way to the Virginia Department of Transportation for the SMART Scale Rt. 711 & Rt. 607 Intersection Improvement.

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

Mr. Nordvig motioned to approve Resolution R-20202-28 Dedication of County-owned right-of-way to the Virginia Department of Transportation for the SMART Scale Rt. 711 & Rt. 607 Intersection Improvement. Mr. Cox seconded the motion. There was no discussion on the motion.

Mr. Williams called for a roll call vote.
Mr. Schardein conducted a roll call vote:

Mr. Williams Aye
Mr. Nordvig Aye
Mr. Byerly Aye
Mr. Cox Aye
Mrs. Carmack Aye

VOTE 5-0
MOTION Passed

- b. FY2021 School Budget Page 155

Dr. Jones began his budget presentation with slides reviewing the major strategic goals, Personalized Learning, Leveraging Talent, Investing in Community, and Culture and Well-Being. He touched on the details of each major goal.

He reviewed historical staffing data. Classroom staffing has remained flat over the last seven years. Paraprofessional staffing, much of which is funded by federal sources such as Title 1 and Title 3, has risen. Special Education staffing levels have risen driven by student's Individual Education Plans.

Dr. Jones reviewed enrollment.

Next, Dr. Jones discussed the cost of education per pupil. He stated that only 33 localities of a total of 134 spend less than Powhatan per pupil, 100 spend more per pupil. Powhatan spends less than the state average, Goochland and Cumberland, but more than Amelia.

Dr. Jones reviewed the Powhatan County Public Schools partnership with Powhatan County. He noted that two capital projects had come in under budget returning \$465,567 to the County. PCPS has contributed \$1,703,360 since 2015 to the Reserve Fund. This fund has supported several projects.

The schools reduced the CIP funding needs by \$9,390,000 as a result of the Trane and Sun Tribe Solar projects. Sun Tribe replaced a roof on Powhatan Elementary. Dr. Jones anticipates over \$200,00 being returned to the County from appropriated funds.

Closing the old middle school returned \$650,000 to the County.

He stated that state funding per pupil has been reduced and that increases in the Composite Index have played a role in the funding reduction of one-half million dollars last year.

PCPS approved a balanced budget on March 19, 2020. He reviewed proposed revenue increases and proposed expenditure changes. Now PCPS is reviewing new information about reductions in revenue and is looking at cuts to expenditures.

Reductions being examined are:

\$759,084 -looking at salary increases

\$166,748- removed one new position and stipend increases

354,063- line-item increases, which include mandated increases in contracted instructional products and contracted services.

Further reductions would lead to reducing positions and/or benefits for employees

The General Assembly has approved an amended budget, which will result in PCPS receiving 450 to 500 thousand dollars less from the state than the approved budget.

Dr. Jones described the next steps. PCPS has restricted non-essential spending. It was necessary to purchase MiFi, Wi-Fi, and cameras to facilitate distance learning. These expenses will be reimbursed under the CARES Act.

PCPS will distribute teacher contracts in May and will amend the budget to reflect appropriations.

Dr. Jones invited the Board to ask questions.

Mrs. Carmack asked the difference between paraprofessionals and assistants. Dr. Jones replied paraprofessionals are in classrooms, and assistants are on busses. Mrs. Carmack further inquired if Dr. Jones has heard of relief for schools due to the increase in the Composite Index and if he has seen any savings from this year that can be used for next year. Dr. Jones replied that fuel and utilities would be held in reserve for next year. There has been a decrease in fuel, landscaping, and facilities expense, and he would know more by the end of the school year.

Mr. Nordvig congratulated Dr. Jones for all county schools receiving accreditation. He went on to say that code says May 15, or thirty days after the County receives the estimate of state funding. Do we have the state number? Mr. Lacheney stated that the Board must work with the number that they have now. Mr. Nordvig led a discussion of appropriate funding dates, concluding by saying that teacher contracts must be sent out by May 15, so the budget must be approved, but the Board does not need to appropriate at that time. Mr. Lacheney said if all areas appropriate at the same time, the Board is within the law and may appropriate monthly, which he is in favor of. Mr. Nordvig said he is in favor of monthly appropriations. He went on to inquire if substitute teachers were being paid during the shut-down. Dr. Jones replied that they are not being paid unless they are currently teaching. He added that there are one or two full-time substitutes under contract.

Mr. Byerly questioned the FY20 funding reduction of \$500,000 from the \$1,003,294 requested increase over FY19 funding levels from the state. He asked if Dr. Jones could share any idea of what PCPS can save by being closed for three months. Mr. Byerly, Mr. Johns, and Dr. Jones discussed line items, and Mr. Byerly requested that list.

Mr. Cox asked if the Schools are revising their budget. Dr. Jones reviewed the steps he will take to do that after the Schools received notice of the appropriation.

Mr. Nordvig commented that fuel is bought in large lots and asked when is the soonest that PCPS could purchase a large amount of fuel to take advantage of the currently low prices. Mr. Johns said that he could issue a bid for a specific number of gallons once he has a better idea of the amount they will need.

Mr. Williams stated that the Board has no idea and nothing historically to go on to know how the future will look. He stated that the Board would be very conservative in its planning. He will be considering funding the budget at the FY20 level, taking projected collection rates into account. He stated his recommendation for creating a revenue stabilization fund.

Charla Schubert reviewed a chart comparing revenues collected using various tax rates between \$.80 and \$.88 and collection rates from 88% to 94%. She compared these figures to the 2020 and 2021 budget. This presentation was designed to show the Board how the various rates of collection and taxation will affect the amount collected.

Chairman Williams opened the Public Hearing period on the School's budget presentation.

Mr. Jamie Timberlake, 1450 Schroeder Road, congratulated the School Board for a great job and asked the Board to beware of using savings on this year's budget to fund next year's budget because it digs a deeper hole to get out of in the following budget cycle.

Seeing no further speakers, Chairman Williams closed the Public Hearing.

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)

Mr. Michael Asip, 3673 Old Buckingham Road thanked Dr. Jones and the Board for their flexibility and vigilance in preparing the budget. He believes that the schools can be funded at the FY2020 level. He thanked Mrs. Schubert for her explanation of the numbers. He finished by thanking Dr. Jones for supplying hotspots and all the School's efforts to continue educating our students.

12. County Attorney Comments

The County Attorney had no comments.

13. County Administrator Comments

Mr. Schardein remarked that there were fourteen online viewers and thanked them for participating.

14. Board Comments

Mrs. Carmack had no comments.

Mr. Byerly had no comments.

Mr. Cox cautioned the Board to be careful to choose the right number on the matrix of tax rate options so that the County may pay its bills.

Mr. Williams spoke in favor of a revenue stabilization plan and planning in case the COVID situation gets worse so that the County is prepared.

Mr. Nordvig commented on the situation at the Convenience Center. He stated that citizens are purging their homes and creating debris. He fears that the prohibition on discarding large amounts of waste at the Convenience Center may increase litter and illegal dumping. He suggested at least a part-time option for discarding this type of waste.

15. Adjournment

Mr. Williams adjourned the meeting at 8:08 p.m.

These minutes were approved at the (Date) meeting of the Powhatan County Board of Supervisors.



Bret Schardein, Interim Clerk Date
Powhatan County Board of Supervisors



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

Recorded Vote:

<i>David T. Williams</i>	<i>AYE</i>
<i>Larry J. Nordvig</i>	<i>AYE</i>
<i>Michael W. Byerly</i>	<i>AYE</i>
<i>Bill L. Cox</i>	<i>AYE</i>
<i>Karin M. Carmack</i>	<i>AYE</i>