



**AT A BOARD OF SUPERVISORS BUDGET WORKSHOP HELD IN THE VILLAGE BUILDING CONFERENCE ROOM, AT 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AND REMOTELY BY ELECTRONIC MEANS ON MARCH 20<sup>th</sup> 2023, AT 3:00 PM.**

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**Board of Supervisors Present:** David T. Williams, District 1,  
Steve W. McClung, District 2, Vice-Chair  
Mike W. Byerly, District 3, Chair  
Bill L. Cox, District 4,  
Karin M. Carmack, District 5

**Board of Supervisors Absent:** None

**County Staff Present:** Bret Schardein, County Administrator  
Will Hagy, Deputy County Administrator  
Charla Schubert, Finance Director  
Thomas Vo, Budget Manager  
Phil Warner, Fire and Rescue Chief  
Taylor Goodman, Deputy Chief Fire and Rescue  
Kim Schmitt, Operations Manager Emergency  
Communications  
Melissa Lowe, Human Resources Manager  
Johnny Melis, Utilities Director  
Karen Alexander, Director of Elections

**Constitutional Officers Present:** Brad Nunnally, Sherriff  
Becky Nunnally, Treasurer  
Jamie Timberlake Commissioner of the Revenue

**Guests Present:** None

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**1. Call to Order**

Chairman Byerly called the meeting to order.

**2. Pledge of Allegiance**

Mr. Cox led the pledge of allegiance.



**3. Invocation**

Mr. Williams led the invocation.

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

None.

**5. Formal Approval of Agenda**

Ms. Carmack motioned to **approve** the agenda as presented.

Mr. McClung seconded the motion.

Chairman Byerly, Ms. Carmack, Mr. McClung, Mr. Cox, and Mr. Williams voted AYE.

**VOTE 5-0**

**MOTION PASSED**

**6. County Administrator Updates**

None.

**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 Byerly opened the public comment period.

Seeing no one wishing to speak, Chairman Byerly closed the public comment period.

**8. Old Business**

**a. FY2024 Budget Discussion**

Mr. Schardein continued his presentation of the proposed department budgets.

Mr. Vo gave a brief overview of Public Safety Communications. Ms. Schmitt explained that the PSE workload has drastically increased, and there is a need for



additional workers. She noted that the number of shifts would not change, just the number of staff working during peak hours. She also explained the duties and responsibilities of communications officers. Chairman Byerly asked about the pay scale for part-time employees, and Ms. Schmitt said the starting pay is \$19.50.

Mr. Vo gave a brief overview of Public Works. It was explained that the proposed Maintenance Worker III position would conduct preventative maintenance to decrease the chances of falling behind on the CIP.

Mr. Vo gave a brief overview of the Registrar's office followed by the Sheriff's office.

Ms. Carmack asked Sheriff Nunnally about compression, and the Sheriff said they had created benchmarks for all positions except the administration, requesting an adjustment to the benchmarks for the Chief Deputy and Captain one at a time starting with the Chief Deputy. He also explained that he wants to have four deputies to address the increase in criminal arrests, warrants served, inmate transports, school incidents, etc. He pointed out that a vehicle and equipment come with each position. Ms.

Carmack asked if three would be doable, and the Sherriff agreed. Mr. Williams asked about the incidents at the schools, and the Sherriff explained that there had been an increase in disciplinary issues.

Mr. Vo gave a brief overview of Social Services. Ms. Carmack asked if the domestic violence division needed to be a full-time position, and Mr. Schardein said it did, especially at the beginning. Mr. Cox said he wants to see numbers that reflect reality more closely.



Mr. Vo gave an overview of CSA. He noted that Ms. Morris budgeted for expected increases. Mr. Vo also gave an overview of the office of the Treasurer.

Mr. Vo gave an overview of Utilities. Ms. Carmack asked about the role of the Utilities Engineer, and Mr. Melis explained that the position would contribute to the increased volume of administrative duties. Mr. Williams said he would be looking to Mr. Schardein to provide the best solution to address the increased demand for staff. Mr. Cox clarified that the operational increase would cover capital recovery. Mr. Schardein noted that it is contingent on the City of Richmond doing scheduled repairs, but it is important to budget for the possibility.

**i. Capital Improvement Program (CIP)**

Mr. Schardein gave a presentation on the CIP. He gave an overview of miscellaneous contributions and joint memberships. Ms. Carmack asked if the County would like to consider adding Richmond Region Tourism. Mr. Williams pointed out that the organization's main objective is social tourism, which does not benefit Powhatan. Mr. Schardein said he would gather more information on the matter. Mr. Cox noted that the County paid for NACO last year. He also asked about Habitat for Humanity, and Ms. Schubert explained that they are asking for \$10,000.00 for their critical repair program.

Mr. Schardein gave an overview of Public Safety. Mr. Cox stated that the new format did not work for him. Mr. Schubert explained that the County would use the remainder of Mr. Nolan's bond proceeds to help fund the alerting system. It



was explained that the new system would have many benefits, such as providing instant feedback.

Mr. Schardein gave an overview of Public Works. Mr. Williams asked Ms. Schubert where the bond proceeds live in the budget, and she explained that they are in the Capital Projects Fund. Chairman Byerly asked about the remaining balance from 2016 and 2018, and Ms. Schubert said there are \$300,000.00 left from 2016 and about \$2.1 million from 2018. She added that there is \$1.6 million left in the ERP fund. Mr. Williams requested that Ms. Schubert provide a fiscal year amount of left-over bond proceeds and a column indicating if the Board already plans to use any of those funds. Ms. Carmack asked about the Carter Gallier extension, and Mr. Schardein explained that the plan is to extend the road to the convenience center. Mr. Schardein clarified that the Board had not yet approved the CVTA funds.

Mr. Schardein moved on to Parks and Recreation. The Board discussed trail renovations and improvements along with the covered bridge project. Ms. Carmack asked about the community center, and Mr. Schardein suggested that the Board conduct a feasibility study to see what would best serve the community. Ms. Schubert said she would happily share her tracking spreadsheet with the Board.

Mr. Schardein moved on to Public Utilities followed by schools. Mr. Cox asked about the bus leases, and Ms. Schubert explained that the remaining funds would go towards the air conditioners, cameras, and the required extended warranties.



She explained some of the other projects the School Board plans to complete. Mr. Williams requested an itemized list when the updates are available. Ms. Carmack asked about the Pocahontas Landmark Center, and Ms. Schubert explained that the funds would be used for demolition. Mr. Cox noted that the projects the School Board has listed under buses need to be separate. Mr. Williams asked if any of the projects the schools plan to complete could be covered by the capital maintenance reserve fund. Ms. Schubert said that there is only about \$200,000.00 in the capital maintenance reserve fund at this time. She added that they had designated about \$200,000.00 of projects out of the school's capital maintenance reserve fund, not the County's. Chairman Byerly asked where the \$750,000.00 match money from HVAC came from, and Ms. Schubert said it came from the school's capital maintenance reserve fund.

Mr. Schardein moved on to the Fire and Rescue apparatus. Mr. Cox asked about the debt, and Ms. Schubert said it is released.

Mr. Schardein moved on to Sheriff vehicles. Mr. Byerly asked about the vehicles that are being replaced. The Sheriff and Commissioner of the Revenue explained that they are passed along to other departments or sold. Ms. Carmack asked about the mileage of the vehicles, and the Sheriff said they were trying to get rid of the vehicles at about 125,000 miles.

Mr. Vo moved on to Administrative vehicles. Mr. Cox suggested that the County create a real preventative maintenance program for all departments.



Mr. Vo moved on to Facilities capital maintenance. Mr. Cox questioned the placement of some of the projects listed in the Facilities capital maintenance rather than CIP. Ms. Schubert explained that this category could be shifted into the actual Public Works department, but the County has considered these as smaller internal projects.

Mr. Vo moved on to Information Technology. Mr. Cox asked where the Fiber would run. Mr. Wood explained that it would extend from Company 2 Fire house to the Pocahontas Landmark Center. Mr. Cox then asked about the conference room audio video section, and Mr. Wood said it is specific to the upgrades of the Fire Company II training room. Mr. Wood also gave a brief explanation of each upgrade. Mr. Wood explained the access control system upgrades. And the upgrades to Company 2 being intended to create an emergency satellite 911 center. Mr. Byerly asked about the resealing of Company 1 floor. Mr. Warner explained that the project had been previously approved but not yet completed. Ms. Carmack asked about donations, and Mr. Warner explained that donations are usually reinvested into their volunteers.

The Board agreed to meet for a workshop on either March 28<sup>th</sup> or 29<sup>th</sup>.

**9. 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 Byerly opened the public comment period.

Seeing no one wishing to speak, Chairman Byerly closed the public comment period.



## 10. County Administrator Comments

Mr. Schardein thanked the Board for a good discussion.

## 11. Board Comments

Mr. McClung thanked Mr. Schardein and mentioned that he and Mr. Timberlake would be attending the Town Hall meeting.

## 12. Adjournment

Chairman Byerly adjourned the meeting.

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**Bret Schardein, County Administrator  
Powhatan County Board of Supervisors**

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**Michael Byerly, Chairman  
Powhatan County Board of Supervisors**

### Recorded Vote:

<i>David T. Williams</i>	<i>Aye</i>
<i>Steve W. McClung</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>

**Bret Schardein, County Administrator  
Powhatan County Board of Supervisors**