

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

Work Session  
October 20, 2021  
4:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** Chairman Floyd M. Brown, Jr. called a work session of the Board of Supervisors of the County of Prince George, Virginia, to order at 4:00 p.m. on Wednesday, October 20, 2021 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, and Prince George, Virginia for a work session to discuss the budget.

**ATTENDANCE.** The following members responded to Roll Call:

Floyd M. Brown, Jr., Chairman	Present
Marlene J. Waymack, Vice-Chair	Present
Alan R. Carmichael	Absent
Donald R. Hunter	Present
T. J. Webb	Present

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**WORK SESSION**

**Water and Sewer Capacity.** Mr. Frank Haltom, County Engineer, talked about different water system capacities; Production (Plant) Capacity, Water Tank Storage Capacity, and Pipe Capacity. Plant capacity in a water system is first limited by the volume of water available to be drawn from the source (well/river/reservoir). It can be further limited by the capabilities of the physical infrastructure built to meet the water demands of the system. Water storage tanks are used to maintain water service pressure, maintain emergency storage supply and pressure during power outages, and provide equalization volume to meet peak demands, such as fire flows and times of the day when water use is high. The maximum volume of water that can flow through a pipe without exceeding velocities that could harm the system. Prince George County's central water source is from the Appomattox River Water Authority (ARWA). They have a plant capacity of 96 MGD plant to serve the five participating member. Prince George is allocated 2.7 MGD from ARWA. Due to transmission limitations within the County's distribution system, the actual delivered volume is 1.0 – 1.5 MGD. The Central System Infrastructure is coming from the Colonial Heights water tank through a 16" transmission main from ARWA with 8" to 16" distribution mains through the water system. The County has 2.5 Million gallons of storage capacity. There are three elevated tanks, each with 500,000 gallons of storage capacity. The Middle Road Booster Station draws suction from the end of the ARWA transmission main on Temple Avenue. A small portion of the County's Central Water System derives pressure from the Colonial Heights storage tanks. The remainder of the service area receives water supply from

the Middle Road Booster Station. The booster station has three (3) pumps with a rated capacity of 1,000 gpm. Due to the location of the booster station and the upstream transmission main size, the booster station is limited to a maximum instantaneous pumping rate of approximately 2 MGD. Without an upstream storage buffer, it is estimated that the booster station can be on for approximately 12 to 18 hours per day, which results in a maximum day capacity of approximately 1 to 1.5 MGD. This leaves approximately 1.2 to 1.7 MGD of available maximum day supply from ARWA that is currently unusable. In order to deliver this available supply to the Southpoint Business Park, transmission and pumping improvements will be required. Mr. Haltom confirmed for Mr. Webb that multiple draws can put the pumps into a cavitation state. The County is currently awaiting information from a consultant on current remaining capacities throughout the county. A previous model run in 2019 showed 300k GPD available at Southpoint Business Park (SBP). Recent/planned connections since last model run: 7-11 (5k), Hardees (5k), Oak Shades (15k), SCM (120k), FL Water System (81k), Route 10 extension (160k). The Temple Avenue tank and booster station could increase capacities into the county by 1 MGD. It would require additional improvements (redundant waterline) to increase the capacities at SBP. A connection to Virginia American Water along Prince George Drive could increase capacities into the county by 1 MGD. This would require a new tank and booster station along with new waterline to the park. Mr. Haltom clarified for Chairman Brown that both of these solutions would add more storage in addition to more production. He clarified for Mr. Webb that these solutions would be at least two years out. Mr. Webb added that it is important enough to be tracked pretty tight. Mr. Webb asked what the estimated gallons per day have the businesses been requesting that we are turning away. Mr. Haltom stated that most want 300,000. In terms of wastewater capacity, SBP is served by two wastewater pump stations, which pump into a common 8-inch force main. The wastewater from these pump stations is combined with flow from the Route 460 corridor and flows through a 12-inch gravity sewer under Interstate 295. This 12-inch gravity sewer connects to the 21-inch gravity sewer along Baxter Road, which discharges into the City of Petersburg Route 460 Pump Station. The County has an agreement with the City of Petersburg to convey an average daily flow of 1.0 MGD at the Route 460 connection. The current estimated average daily flow to this discharge location is 0.6 MGD, which leaves approximately 0.4 MGD of average daily flow allocation remaining for the Southpoint Business Park. Limiting factor for capacity is the 12-inch gravity sewer along Route 460, which crosses under Interstate 295, and only has a remaining average daily flow capacity of just above 0.1 MGD. Improvements could be made to the pumping and conveyance infrastructure to increase the average daily flow capacity at the Southpoint Business Park by approximately 0.4 MGD. This includes improvements to both existing pump stations to increase the pumping rates, and may require a new 2.5 mile force main installation to convey the additional flows. Additional improvements must include replacement of 1.5 miles of the existing 12" gravity along Route 460 from Bull Hill Road to the Route 460 pumping station with a 21" to 24" gravity sewer. Conveyance of more than this additional 0.4 MGD while require a new agreement with the City of Petersburg to convey more than the existing agreement of 1.0 MGD. Mr. Haltom confirmed for Mr. Webb that the pipeline has been scoped and the chance of a cave-in is almost daily. Cost estimates have not been prepared for this option at this time. A conservative budget would be up to \$6M. These improvements would take approximately 2 years to design and construct. Mr. Haltom confirmed for Mr. Webb that if they had a major failure, they do have bypass pumps available to them to make sure the flows would continue.

**Current Solar Facility Applications and Potential DEQ Plan Review Assistance.** Ms. Julie Walton, Director of Community Development and Deputy County Administrator, gave a solar energy facilities update. Ms. Walton introduced Mr. Andre Green, the new Planner II position. There are currently four approved projects; Fort Powhatan, 150 MW, Rives Road, 15.5 MW, Warwick, 60 MW, and Sebera, 20 MW. These facilities are occupying 2.4% of the Solar Policy limit of 2.74% acreage. There are three proposed facilities at .09%; Powell Creek (.03%), Willow Hill (.03%, and Krenicky Community Solar (.03%). Ms. Walton gave an update on the existing solar energy facilities. The Rives Road site is complete. The landscaping inspections are complete with the additional requirements. The Fort Powhatan site is under construction. Warwick and Sebera projects have not yet submitted plans or applications. The Sebera project appears to be working on some state approvals at this time. Two smaller “Community Solar” projects have submitted preliminary applications for review. Ms. Walton gave a Rural Solar Development Coalition Update. There are currently eight rural counties —Appomattox, Charlotte, Halifax, King and Queen, Lunenburg, Mecklenburg, Prince George and Sussex — banded together to press for changes to state tax laws and other regulations that they felt were slanted in favor of solar companies. They formed the Rural Solar Development Coalition. They have successfully lobbied a number of bills in favor of rural localities. The coalition provides assistance with Property Value Analysis. In addition, they provide review and input towards local Policies, Ordinances, and projects. The coalition meets monthly to review issues, update on projects, general assembly actions and lobbying efforts. During the 2021 Special Session of the General Assembly, amendments were adopted to the Erosion & Sediment Control Law that provides certain localities with the option to request DEQ review solar E&S plans rather than in-house staff reviews by the locality. Localities have to “Opt-in”. Plan review fees would be charged (applicants). This applies only to projects over 5 Mega Watts. The locality would still provide site inspections and project oversight. DEQ assistance would reduce resource demands on staff needed for these large projects. Staff would like to investigate this opportunity, and bring forward a recommendation or request to Board at a future meeting. It would provide education and guidance to local staff and officials. The Board agreed by consensus to allow Ms. Walton to reach out to DEQ and check more into it. Mr. Webb stated that he would like to know if there is an option to “opt out” if it does not prove to be beneficial. On the horizon, two Community Solar Projects may move forward for Planning Commission and BOS review / consideration. There will be construction of the two approved sites and there will be a continued partnership with RSDC and member localities. In addition, there will be the Battery Storage Facility Ordinance final reviews and Public Hearings.

**Staff CIP Proposal.** Ms. Betsy Drewry, Finance Director and Deputy County Administrator, stated that on July 21, the Prince George County Board of Supervisors provided feedback to put together a CIP project listing. A capital project is the construction / purchase of a new asset > \$50,000 (useful life > 1 year), upgrades to existing buildings, equipment, or assets that increase useful life and value of asset > \$50,000, or remodel or repair of existing assets where costs > \$100,000. Ms. Drewry gave an update on the approved FY21 projects, including the new Walton Elementary School, the Prince George High School generator, the Zolls Series Monitors/Defibrillators, the fleet garage bay expansion, school technology infrastructure, school buses, police/County vehicles, and the self-contained breathing apparatus. Adopted in the FY22 budget were the Fire Company One renovations, school buses, and police/County vehicles. At the end of FY 21, there were no other projects earmarked or budgeted for until 2027.

Department Heads and School Personnel were given opportunity to submit new projects, update amounts/ scope of existing projects and to eliminate projects on the existing listing. The updated list was developed. Some projects were removed by department heads / schools because they were funded by other means or removed as a priority. In addition, updated pricing of projects remaining on list were provided and newly requested projects were submitted. Some items recently discussed that are not on the list include, paving of Scott Park entrance Road and Trails near concession stand, replacement of Dark Fiber, and Courthouse entrance re-design. About \$2.6 million in projects were removed from the list, including the Courthouse audio visual, Beazley trailer replacement, Prince George High School bleachers, six power lift stretchers, Carson Sub-Station renovations, Fire/EMS Opticon System, Carson pavilion, baseball field, and playground, and Parks and Recreation dog parks. About \$36.7 million in projects were added to the list, including Scott Park Master Plan, Central Wellness Center renovations Phase II, Circuit Court Room renovation, School roofing projects, School HVAC projects, School restroom renovations, and South Elementary car stacking. Ms. Drewry confirmed for Mr. Webb that the School restroom renovations are an unfunded mandate. There were significant cost changes on existing projects, including comprehensive high school renovations, the new Beazley Elementary, the Wells Station Road Fire Station, the high school auditorium, and Fire Company One renovations. Some projected costs in progress or require fine-tuning include the Veterans Memorial, Scott Park Master Plan, Company One renovations, and the Wells Station Road Fire Station. Ms. Drewry talked about Utilities Projects not included on the County-Wide CIP. Evaluation / input is needed from the Board on what projects to consider for providing General Fund tax support. Traditionally, debt is paid using Water/Sewer Fees. Some recent exceptions are the Route 156 Water Line Extension, Food Lion Water System Upgrades, and the 460 Water Line Extension. They will provide a list and request from the Board input on what projects General Fund support should be provided. They could consider providing Economic Development Fund Support if desired. Ms. Drewry talked about other sources of funding for the CIP projects. Tourism Funds have been discussed as a Funding Source for paving of Scott Park entrance Road and Trails near concession stand, Heritage Center Water Intrusion Repairs, Veteran's Memorial, and paving of existing Scott Park Soccer Field Parking Lot / adds 80 spaces. There is an Exit 45 Master Plan Underway. There may be Capital & Debt Contributions to be determined. Current Utilities Debt for Exit 45 water improvements made years ago supported by transfer from Tourism Fund, ends in FY2022, but likely replaced with new debt for projects identified in ongoing Exit 45 Master Plan]; possible use of Econ Dev funds for some of Exit 45 Master Plan initiatives too. The Tourism Fund is likely unable to support all of these initiatives in the short-term so we would need to prioritize. There are some repurposed Series 2019 Jefferson Park Bond Proceeds for the Wells Station Road Fire Station – construction could partially be supported by bond proceeds on hand originally borrowed for construction of a new JPFS (now being renovated). Staff determined recommendations for FY2023 projects as PGHS auditorium improvements, Wells Station Road Fire Station, Convenience Station #1, Circuit Court renovations, Heritage Center roof, Veterans Memorial, JEJ Moore pavilion, Scott Park fishing pond, Scott Park western parking option, and school restroom renovations. That makes the updated list \$163.2 Million of County & School Projects, existing, new and updated. The Utility 10-Year CIP Projects are totaling \$143,992,520 – capital sustainment, capital expansion and capital community improvement projects. The Director of Engineering & Utilities has highlighted priorities to provide water and sewer capacity to Southpoint Business Park. Ms. Drewry provided the Board hard copies of CIP Lists (County/School and Utility) and

recommended that the Board disagree or agree with the list or recommendations and identify other projects the Board would like to see move forward. Then, the Board would need to establish priorities for all of the other projects through an urgency and significance CIP scoring process. Staff would then forward to Davenport for impact analysis to determine affordability, timing of projects beyond FY2023, and policy compliance. If the Board is agreeable to this process, Staff will forward CIP listings (County / School & Utilities) with supporting documentation to Board with instructions early next week to establish FY2023 projects [County/School and Utilities] and Utility projects for which General Fund and/or Econ Development support is desired. After FY2023 is established, Staff will forward a listing of all other “future” / past FY2023 projects for Board scoring in terms of urgency and significance. Mr. Webb stated that we really have to drill down into the priorities knowing that a great deal of them will have to drop off. Chairman Brown stated that he does not see the value of ranking anything beyond FY2023. Mr. Webb stated that it is extremely frustrating when the estimates change after a project has been approved. He stated that if the A&E people that are working for the County cannot produce, then we need to be looking elsewhere. A perfect example of that is the radio project. Chairman Brown stated that we need to become more accountable in the eye of the public that when we vote on projects, we need to complete it in a reasonable amount of time. He stated that is no reflection on County Staff. Mr. Webb agreed and stated that he is in favor of calling Special Meetings if need be to complete a project rather than waiting for a regular Board meeting. Chairman Brown suggested that maybe we need to build more A&E firm relationships. There was discussion of possible contractual terms with the A&E firms. In closing, Ms. Drewry stated that Staff will get the Board the FY2023 list and the Utilities CIP listing and look at funding sources. We will not embark on scoring the rest of the projects at this point.

**Circuit Court Witness Room.** Mr. Dean Simmons, General Services Director, gave an update on the Circuit Court renovations. There has been previous discussion regarding concerns about dividing the witness room. Staff has spoken with the architects and confirmed that there would not be any added costs to put a divider in that room by rearranging walls and a doorway to make it two separate rooms. The renovations include update existing worn finishes in courtroom and jury assembly room, reduce unused space in judge’s bench, consolidate unused witness attorney space, renovate jury toilet rooms, enlarge jury seating area to accommodate 14 jurors, plan for future technology, provide easily cleanable seating and work surfaces in courtroom, address accessibility, and address generator inadequacies. The total cost of the project is \$1,621,488.

**Roof Repairs at the Old Courthouse Building.** Mr. Simmons stated that Moseley Architects summary to their feasibility study concluded that after going over the issues of masonry, roofing, and windows; water infiltration into the interior of the Clerk’s office is due to three main building systems failing. These systems must be corrected prior to any repair in the interior. When significant systems fail, it is their experience that you work from the top down, outside to inside in terms of sequencing. That would mean, correcting the roofing first. The roof of the Historic Clerk’s Building is a gabled hipped slate roof. The roof has outlived its lifespan. The slate is in extremely poor shape. The slate itself is loose, chipped, and missing in places. It has undergone significant repairs. Past repairs include bitumen, sealant, and tin to fill in gaps of the slate. Large efforts have been made to stave leaks at the roof ridgeline and hips. Bitumen has been added to these areas. The roof is uneven, and nails are coming up. Both issues imply the

roof decking is bad. All flashing seems to be open and have had previous repairs. This includes all three large roof penetrations, flashing at the attic vented louvers, and gutters. Gutters and the intersection of where the arcade meets the building are also in extremely poor condition. They abound with temporary repairs including sealant and bitumen. The chimneys also have poor flashing and have undergone the same heavy repairs to stop moisture. The roof deck, flashing, and slate roof should be replaced. Attic louvered vents should be repaired and re-flashed. The brick arcade replaced the entrance porch on the courthouse and the porch of the clerk's office. The structure connects the courthouse to the clerk's office. Since the brick arcade contributed to issues on both the clerk's office and the courthouse it has been included in this study. Also observed were some issues related to the arcade on the front façade of the courthouse. Here water from the arcade damaged the building. The arcade roof is made of a membrane. The flat roof has been repaired many times and repairs are no longer pitched correct to evacuate water off the roof. Standing water has accelerated damage to the roof and there are ponding and soft spots in many places. Flashing from the arcade roof to the masonry of both the clerk's office and the courthouse was poorly done and was surface mounted without a full reglet cut into the masonry and counterflashing installed. In addition, all stone capstones have open joints. They should be removed and be flashed under to prevent water from entering the masonry again. The roofing, flashing, and coping stone failures have allowed water into the arcade masonry and the masonry walls of the courthouse and clerk's office. The arcade roof is a significant contributor to the overall water damage in both buildings. In the last couple of weeks it has been discovered that the building has termites coming in from the arcade roof. With recommendations reported from the Moseley Architect Feasibility Study, General Services recommends to perform all Roof Repairs as the first order of restorations with an estimated Cost of \$187,000.00. This price includes general conditions from contractor, roof replacement and A&E costs. Restorations will begin with the following order of repair: Connecting Brick Arcade – Circa 1929, Historic Courthouse – Circa 1883, and Historic Clerks Office Building – Circa 1890. Mr. Hunter asked if the price includes the damage repair from the termites. Mr. Simmons stated that he is sure it will cover the repairs. However, it will not cover the treatment. Hopefully, it is just in that area of the building. Mr. Webb asked if there is an alternate to slate roof that looks like slate. Mr. Simmons stated that there is and it has a 40 year life expectancy.

**Discussion of a New Convenience Site.** Mr. Simmons presented to the Board a proposal of the county-owned property known as the Yancey Tract as a possible convenience center site. In 2018, the Board received citizen requests for an additional garbage/recycle drop-off locations. Staff has researched several County-owned sites and have determined that the Yancey Tract (Parcel # 350(0A)00-046-0) at the corner of Prince George Drive and East Quaker Road would be the optimal site to build a New Convenience Station. The main facilities existing today in the County are Union Branch (the only manned site and handles the majority of drop-off waste and recycling), Burrowsville (a Saturday-only drop-off site), and the Government Complex (an unmanned recycle site). It is worth noting that residents must pay fees to use the facilities at Union Branch and Burrowsville, and, unfortunately, there have been reports from other Staff members, that some residents have found ways to avoid paying fees by dumping garbage in different places in the County that are not meant to receive garbage from the public. It is also important to think about the Operation of the site. As discussed previously, an unmanned site comes with some safety and health challenges such as residents dumping garbage that is not meant to be handled at that location. This is why most Counties have personnel regularly

stationed at their sites. For another example, if you have compactors, this would require personnel to operate them for safety reasons. If the County were to operate a site itself, it would need to budget for personnel. In the past this was done with full time employees, which is more costly. The normal today in other counties is to hire part time employees to share the hours for a lower cost than full-time employees. Many counties hire retirees. As far as maintenance, this option would put some additional responsibilities onto the General Services Department. If the County were to contract with CFS or some other operator, the County would need to either pay the operator, or allow for them to collect fees using a scale or by implementing some type of program (such as ticket stubs), both of which could entail additional costs. Construction of the "Base model" would cost around \$150,000. Operational costs would depend on who is operating the site. An estimate of \$56,000 for part time employees is based on a certain number of employment hours, which could vary. If the site produces income for the County from fees, like back when the County operated the Union Branch site itself, it collected about \$275,000 in revenue. The cost of material disposal at that time was around \$200,000. If there is private contractor, the annual operation cost might be \$0 but there could be some up-front costs to enable the collection of fees, such as additional equipment or implementing some type of program. Staff recommends that the single next step for the Board is to decide if a new convenience center is something it wants to continue with, or if there is still some additional information they would like Staff to collect. If the Board is ready to proceed with site selection, it will be important to make the operational decisions first because it can impact budgeting and suitability of the individual sites. Mr. Webb expressed a concern that the Yancey Tract site would still be not convenient enough for the citizens on the north side of the County. Mr. Hunter agreed. Mr. Simmons stated that the Yancey Tract is just right across the line. Mr. Webb asked about Sawmill. Mr. Ashcraft stated that it was determined that Sawmill was too small. In addition the property on Middle Road was not good because of the new school. Mr. Webb asked how many acres are needed for a convenience center. Mr. Simmons answered 1 ½ to 2 acres. Mr. Ashcraft stated that this was their best recommendation with what the County already owns. If the Board would like to explore purchasing property, Staff can definitely check into that. Mr. Webb stated that he does not believe the Yancey Tract will satisfy the citizens' request for convenience. Chairman Brown added that it also needs to be compatible to the one on Union Branch so that they will have the same dumping capabilities. Mr. Simmons added that the \$150,000 construction price is probably not accurate anymore.

**Veterans Memorial.** Mr. Ashcraft stated that this is not a memorial that will replace what is currently on the Old Courthouse lawn. It is another opportunity for the County to combine the efforts and remembrance of its veterans. Mr. Keith Rotzoll, Director of Parks and Recreation, showed the Board a picture and stated that Tourism Contingencies FY22 has approximately \$100,000 available. This would be an open area for events and celebrations. Some possible features may be a fountain, benches, a covered gathering area, walkways, center feature with a plaque, and a pathway to concession/restroom facility.

**ADJOURNMENT.** Mr. Hunter made a motion, seconded by Mrs. Waymack, to adjourn. The meeting adjourned at 6:20 pm.

On roll call the vote was:

In favor: (4) Webb, Hunter, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared October 29, 2021 for consideration on November 9, 2021; adopted by unanimous vote.]

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Floyd M. Brown, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator



**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

October 26, 2021

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, October 26, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

Floyd M. Brown, Jr., Chairman	Present
Marlene J. Waymack, Vice-Chair	Present
Alan R. Carmichael	Absent
Donald R. Hunter	Present
T. J. Webb	Present

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Julie C. Walton, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; and Dan Whitten, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Social Services Advisory Board and Youth Task Force; and (ii) Section 2.2-3711.A.8 – for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. Such discussion shall be limited to the L3 Harris contract.** Mrs. Waymack made a motion, seconded by Mr. Hunter, that the Board convene closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Social Services Advisory Board and Youth Task Force; and (ii) Section 2.2-3711.A.8 – for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. Such discussion shall be limited to the L3 Harris contract. Roll was called on the motion.

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO SOCIAL SERVICES ADVISORY BOARD AND YOUTH TASK FORCE; AND (II) SECTION 2.2-3711.A.8 – FOR CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL. SUCH DISCUSSION SHALL BE LIMITED TO THE L3 HARRIS CONTRACT.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Social Services Advisory Board and Youth Task Force; and (ii) Section 2.2-3711.A.8 – for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. Such discussion shall be limited to the L3 Harris contract.

On roll call the vote was:

In favor: (4) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 6:00 p.m., Mr. Webb made a motion, seconded by Mr. Hunter, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Brown asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-21-174A

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS AMENDED)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Absent: (1) Carmichael

### **WORK SESSION**

Mr. Allan Richeson, Registrar, stated that to date they have 24,215 registered voters. Of those, almost 15% have already voted. Last Saturday, they had 108 and in the last few days they eclipsed 200 each day. He expects that to increase through this Saturday, which will be the last day of early voting. The largest precincts continue to be Templeton and Bland with over 3600. Templeton has had 424 and Bland has had 704. They have had 2,663 to vote in house to date. By mail, they have had 887. Mr. Richeson stated that everything has run smooth thus far and he cannot say enough about the poll workers. He thanked County Administration, the County Attorney, Finance and IT for helping them run a first-class operation. Mr. Richeson clarified for Chairman Brown that Ballot Scout is not very reliable when he asked about tracking one's ballot. Mr. Percy Ashcraft, County Administrator, asked Mr. Richeson if they would still like to move the Courthouse polling place to Gregory Memorial Church. Mr. Richeson stated that the Sheriff would still like it to be moved and need to start thinking about where they will move the old Walton School polling place when it shuts down.

Ms. Lori Henley, Drug Court Coordinator, stated that Drug Court for the city of Hopewell and the Counties of Prince George and Surry has been in existence since 2004 and was originally part of Riverside Criminal Justice Agency (RCJA). In 2017, the Drug Court itself started receiving grant funding from the Va. State Supreme Court and has continued to receive this funding ever since. In late 2020, the Drug Court was separated from RCJA and on May 17, 2021, a Drug Court Coordinator was hired and the position housed in the Prince George Courthouse. This position still works closely with Denise Waff, Director of RCJA and her staff. Isaiah Lee was hired on June 16, 2021 as a Dedicated Drug Court Probation Officer. On June 24, 2021, the the Local Drug Court Advisory Committee met. The last one was in 2019. On July 1, 2021, they received \$90,000 in grant funding from Va. State Supreme Court. On August 23, 2021, they partnered with Merakey- Private Treatment Provider (IOP) through a State Opioid Response Grant. Clients were transitioned from services with District 19 CSB to Merakey. The Drug Court Contract and Phase Applications have been updated (average of 14 months for completion). On September 13, 2021 they celebrated Recovery Month / former Drug Court graduate attended. On October 14, 2021, there was a fundraiser at Luca's in Prince George. These funds are used for incentives and rewards. The Drug Court Team currently consists of The Honorable W. Edward Tomko, III, Commonwealth's Attorney Susan Fierro, Mary Kay Martin with the Defense Bar, Jessica Spears, Clinician and Audrice Johnson, Program Manager, with Merakey, Isaiah Lee, Probation Officer, Rachel Turner, Administrative Assistant, Denise Waff, Director of Community Corrections, Sheriff Bucky Allin, Sheriff's Deputies Robert Vaughan and Austin Moon, and Lori Henley, Drug Court Coordinator. There are currently 12

members of Drug Court; five from Hopewell, six from Prince George, and one from Surry. Their primary goals are to reduce drug addiction and drug dependency among participants, reduce recidivism and drug-related court workloads, increase personal, family and social accountability among participants, and promote effective planning and use of resources among the criminal justice system and community agencies. Ms. Henley went over the Drug Court process. Once a defendant goes to Court and qualified for Drug Court and agrees to participate, they are evaluated, reviewed and discussed by the team. The Defendant will accept a plea to felony and signs a Drug Court Agreement as part of the plea. The Defendant participates and is monitored throughout the process. When the Defendant returns to Court, they either successfully complete Drug Court or they violate the Agreement and their case returns to the traditional prosecution process. Drug Court is a collaborative and cooperative multi-disciplinary team. The Court is active in monitoring the defendant's progress and applies immediate awards and sanctions. The program is uniform in structure, quality and intensity while the treatment is individualized. There is frequent drug testing and probation monitoring. Relapse and non-compliance results in graduated and immediate sanctions. Ms. Henley talked about some of their project and incentives. Their current focus is on suitable housing and transportation for clients, the number of referrals, and funding. Chairman Brown asked Ms. Henley to please make sure they put their different events and graduation on the Calendar of Events. He stated that he would have liked to participate in the fundraiser.

Ms. Corrie Hurt, Human Resources Director and Farmer's Market Manager, went over the 2021 market highlights, including new bright & colorful banners, H-Frame signs were placed at the pavilion to advertise "no pets" and to advertise additional vendors in the parking lot, a strong Social Media presence, event days, discount days, free recipes for veggies and fruits, and two expanded markets were offered. On average, the following was the vendor participation by month: May - 26 vendors compared to 20 in 2020; June - 29 vendors compared to 25 in 2020; July - 28 vendors compared to 25 in 2020; August - 31 vendors compared to 25 in 2020; September - 26 vendors compared to 21 in 2020; and October - 31 vendors compared to 18 in 2020. The marketing, advertising and events have contributed to the growth. There is always someone asking how they can become a vendor. Vendors this year offered fresh produce, eggs, honey, meats, skin care and cosmetic products, plants, herbs and fresh flowers, crafts, wreaths, jewelry and purses, handmade wood creations, embroidery and crocheted items, baked goods, farm to table "The Neighborhood Harvest (delivered to the homes), pottery, candles, soaps, funnel cakes, kettle corn, fried oreos, ice cream and food trucks. Not allowing pets at the market has been very unpopular this year. The market restriction has lifted and other markets do allow pets at this time. Some recent feedback at the Colonial Heights market was that they don't come to the PG market because pets are not allowed. Customers have been extremely rude when we explained that pets were not allowed. It's a very uncomfortable position for volunteers and staff who are working. Some people walk away without shopping because they had their dog with them and they were not allowed under the pavilion. It's very hard to control a no pet policy in the parking lot where most food vendors are located. In the 2020 survey, many vendors agreed that pets should not be allowed. However the recommendation for 2021 would be that pets should be allowed at the Farmers Market since every market around us is now allowing it. They processed \$7,783.00 in credit/debit card transactions, which is an increase of \$4,353 from 2020. The County paid \$243.75 in card transaction fees, which increased by \$139.19 from 2020. They collected \$3551.00 in vendor booth fees which was an increase of \$2,521 from 2020. The

Farmers Market bank account has increased by \$2,420.75 from April 2021 through September 2021. SNAP Match incentives were offered in 2021 which resulted in \$1,243 in additional fresh fruits and vegetables that were FREE to the customers. The money was reimbursed to the market by Virginia Fresh Match Program. *(This program is very popular and customers really appreciate that it is offered).* \$1,342 in SNAP/EBT was purchased to be used on veggies, meats, eggs, honey, etc. During FY/21, the revenue collections for the market exceeded the budgeted amount. They were able to do an appropriation of \$3,906.31 to the expenditure account to help offset the costs to operate the market. July 17<sup>th</sup> was Christmas in July. Santa came and did story time with the kids and the market partnered with the Junior James River Womans Club to offer expanded vendors. The additional vendors paid the Junior Womans Club \$40 to attend. This event was well received and customers have stated they would like to see this offered again in 2022. August 14<sup>th</sup> was Children's Day at the Market. They brought in the Teeny Tiny petting Farm (9a.m.-1p.m.) and Alliance of Wild Animal Rehabilitation & Education (AWARE) from 10 a.m.-noon. They partnered with the PG Master Gardeners for the Greater Tomato Contest and they did a tomato planting activity with the kids as a part of the monthly Kids Creation that was started this year. September 11 was First Responders Day from 8a.m. - 2 p.m. Opening ceremonies were held and Mike McCann with VSP played "Amazing Grace" on the bagpipes. There were two story time opportunities; one with Chief Early and one with Chief Beamon. LifeEvac landed on the ballfield, there was a drone activity, animal adoption event, and McGruff the Crime Dog paid the kids a visit. They had police, fire and sheriff's vehicles on site for the kids to see and many First Responders were in attendance. October 23<sup>rd</sup> was a fall festival. There were miniature pumpkins hidden around Scott Park, games for the kids, a pumpkin judging contest, and a choice board shopping game for adults. Kids redeemed the tickets they earned for prizes and candy. They are so grateful for the donations of candy, prizes and pumpkins that helped offset the cost of this event. Also, thank you to those who volunteered their time to help during the day of the event! New to the Market this year was the Kids Creations activity once a month. They held the following: May – Rock Painting (sponsored by the Market Mgr.); June – Wooden Car Bank (sponsored by 2 vendors); July – Wood Sliced Ornament (sponsored by the Market Mgr.); August – Tomato Planting (sponsored by the Master Gardeners); September – Towel Stencil (sponsored by a vendor); and October – Fall Sign (sponsored by a vendor). Goals for the 2022 Market are to continue to grow social media presence, search for more dairy, baked goods and bread options, incorporate a loyalty program for a prize at the end of the market season, continue to offer events and kids creation activities throughout the season, offer a children entrepreneur day in May 2022, continue story time with a free book giveaway weekly, encourage school volunteers to participate, continue to offer vendor assistance with unloading & reloading vehicles, and keep the same vendor fee structure for 2022. Chairman Brown commended this Board and everyone from Staff involved.

Mr. Dan Whitten, County Attorney, presented a proposed reduced pricing policy for fees. He stated that the County would offer a 50% reduced fee for certain programs for County residents who are receiving financial assistance through programs managed by the Department of Social Services. Applicants must be receiving one of the following benefits: SNAP (Supplemental Nutrition Assistance Program); TANF (Temporary Assistance for Needy Families); or full Medicaid. Parks and Recreation programs eligible for the discounts would be Youth Recreational Leagues, Youth Classes, Youth Summer Sports Camps, Adult Recreational Leagues, Adult Physical Fitness, Mature Adult Classes, and Adult Activities. In addition, animal

shelter programs would be eligible for the discount; the current Dog Adoption Fee of \$100.00 and the current Cat Adoption Fee of \$75.00. Applicants shall submit the following information: a reduced pricing application, a current statement or Notice of Action of Benefits form from one of the six eligible programs listed above, and a signed Public Assistance Programs/Department of Social Services Confirmation Statement. The County Administrator or designee would be given 7-10 days to process the application and give a final decision on the application. The reduced fee eligibility would expire one year from approval date. A new application must be submitted each year that the reduced fee is requested. Chairman Brown stated that the Board should take more time to look at this before they make a decision to approve it. The rest of the Board agreed.

Chairman Brown called a recess at 6:55 p.m. The meeting reconvened at 7:01 p.m.

**Invocation.** Mr. Hunter gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Brown announced that anyone wishing to come before the Board may do so at this time. She noted that this was the time for unscheduled general public comments. Chairman Brown opened the public comments at 7:02 p.m. There was no one else to speak and the public comments period was closed.

**APPROVAL OF AGENDA.** Mr. Hunter made a motion, seconded by Mrs. Waymack, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**ORDER OF CONSENSUS.** Mr. Webb made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – October 12, 2021 Regular Meeting.

R-21-175

C-2.

RESOLUTION; AUTHORIZATION FOR COUNTY ADMINISTRATOR TO APPROVE NOTICE TO PROCEED WITH CONSTRUCTION DOCUMENT AND BIDDING PHASES OF GARAGE RENOVATION PROJECT – GUERNSEY TINGLE

WHEREAS, Prince George County approved design / architectural and engineering contract for a Garage Renovation to Guernsey Tingle on March 9, 2021; and

WHEREAS, Guernsey Tingle has completed the programmatic and schematic design phases of the Garage Renovation project, has provided updated cost estimates, and is requesting a Notice to Proceed with the Construction Document and Bidding Phases; and

WHEREAS, Staff is requesting authorization for the County Administrator to approve a Notice to Proceed with the Construction Document and Bidding Phases to move the project forward.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, hereby authorizes the County Administrator to approve a Notice to Proceed with the Construction Document and Bidding Phases to move the project forward.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

#### **SUPERVISORS' COMMENTS**

Mrs. Waymack stated that there was a lot going on in Prince George County over the weekend and they were all very successful. She stated that they are blessed as the things that go on in the County contribute to their quality of life.

Mr. Hunter encouraged everyone to get their flu and COVID vaccines.

Chairman Brown echoed Mrs. Waymack's comments. He gave a shout-out on the Farmer's Market. It was a great day. He thanked the Market Manager, the Staff and the vendors.

#### **COUNTY ADMINISTRATOR'S REPORT**

Mr. Ashcraft stated that the Planning Commission Meeting will be on October 28 at 6:30 p.m. in the Boardroom. The Prince George High School Football Game will be at Petersburg on October 28 at 7 p.m. The Employee Wellness Fair will be on October 29 from 9 a.m. to 4 p.m. at the Central Wellness Center. The last Farmers Market will be on October 30 from 8 a.m. to 12:00 Noon at Scott Park. There will be Saturday In-Person Voting on October 30 from 9 a.m. to 5 p.m. in the Voter Registrar's Office. There will be a Central Wellness Center Open House on October 30 from 11 a.m. to 2 p.m. There will be Trick or Treating throughout the County Neighborhoods on October 31 from 5:30 to 8:30 p.m. There will be a Virginia Household Water Quality Program Information Session on November 1 at 2 p.m. at the Parks & Recreation Community Center. The Prince George School Board Meeting will be on November 1 at 6:30 p.m. in the Boardroom. There will be a Community Meeting regarding drainage issues at King Drive on November 1 at 6 p.m. in the Central Wellness Center. County Government Offices will be closed on November 2, Election Day, all voting precincts will be open 6 am to 7 pm. Prince George residents seeking vaccine appointments should call (877) 829-4682 or click on <https://vaccinate.virginia.gov/>. All County employees are required to wear masks in the workplace. Land Use applications are due November 1 in the Prince George Real Estate Assessor's Office. "Best of the Best" Recognition Ceremony moved to November 18 at the



Petersburg Country Club. Prince George County Business Show & Job Fair on October 22 received 40 prospective employees. October 30 will be the last day for collections for Afghan refugees at Fort Lee from 10 a.m. to 3 p.m. at Lee Gate. Last Saturday's "Drug Take Back Day" collected 208.5 pounds of outdated medications from 57 participants.

## **REPORTS**

**Quarterly Financial Report** – Ms. Betsy Drewry, Finance Director and Deputy County Administrator, gave the first quarterly financial report for FY22. Collections for General Fund Revenue are on target at 5.81% collected. Total General Fund Expenditures are right on target at 24.68% spent. The Utility Fund is at a small loss right now but are anticipated to catch up as revenues are higher than they were last year at this time. Ms. Drewry went over several CIP Projects, including public safety radio project, Central Wellness Center Building upgrades, Jefferson Park Fire Station renovation, and Crew Building electrical upgrades. The Tourism Fund collections and expenditures are up with a small deficit. Economic Development Funds revenues are up and expenditures are down. RCJA facilitates response to crime and jail overcrowding in Prince George, Surry and Hopewell. Funded by a state DCJS grant totaling \$721,437, contributions from the served localities of \$153,624 and client-paid supervision fees of \$15,000. For FY2022, locality contributions were "shorted" and \$179,218 in fund balance was used to balance the budget. Fund balance accumulated largely from staffing vacancies in prior years [RCJA FB 6/30/2020 = \$398,661; *estimated* FB at 6/30/2021 = \$306,175]. For FY2022, RCJA is fully staffed (no vacancies) and with RCJA support of the Drug Court program, RCJA fund balance use may total about \$50,000 more than planned. Staff will monitor expenditures and report to the board next quarter and seek additional appropriation of RCJA Fund Balance if necessary. There was no activity in the Proffer fund since FY17. The Board has the option to use proffer balances for upcoming projects in lieu of issuing debt as long as the project is in accordance with the proffer agreement. RedFlex Program has collected \$0, which is a good problem to have. The Health Insurance Fund balance is \$1.85M\* at 9/30/2021; drop in Health fund Balance of \$1,062,361 since 6/30/2021 (\$2.916M to \$1.85M). This is a marked decrease from 09/30/2020 balance of \$3.08 M; 9/30/2019 balance was \$2.61M; 9/30/2018 balance was \$1.94M. FY2021 premiums collected were less than claims paid in total by \$225,474; School Deficit = \$445,456; County Excess \$229,981. FY2022 to date, in total, claims exceed premiums [County deficit (\$84,129)\*\*; School deficit (\$978,231)], which is primarily attributable to one large claimant. The final audit is scheduled for November 1 through 5. The CAFR preparation is targeted for completion by November 30, 2021.

**Redistricting** – Mr. Dan Whitten, County Attorney, stated that localities shall reapportion the representation among their districts in every year ending in one (2021) in order to give, as nearly as practicable, representation on the basis of population. VA Code 24.2-304.1(B). Redistricting must use the most recent decennial census population figures for redistricting. VA Code 24.2-304.1; 24.2-304.1(C). Localities are allowed to redistrict for the following reasons: change in boundaries of locality that results in change of population size; Court order; change of form of government; and increase or decrease in number of districts, other than at-large districts. Localities cannot create, divide, abolish or consolidate any precincts or change the boundaries of any precinct effective February 1, 2019 to May 15, 2021 except for the exceptions just listed. No change in an election district, precinct or polling place shall be enacted within 60 days preceding a general election. VA Code 24.2-306. No redistricting can be adopted until after receipt of the census data. No redistricting can be adopted between September 3 and November 2. The



redistricting must be accomplished before December 31, 2021. Accordingly, the localities must adopt redistricting between November 2 and December 31. The goal is to preserve existing districts (unless making change to single member districts), incumbency, voting behavior, communities of interest to the maximum extent possible, areas that have readily identifiable communities of interest should not be split. Residential subdivisions or small villages are examples of communities of interest that should remain intact. Localities must comply with Federal and Virginia Constitutional Requirements. Districts must be more or less equal in population based on “one person, one vote” (Federal) “as nearly as is practicable, representation in proportion to the population of the district” (VA Constitution). Districts must be contiguous and compact. The District must not be drawn to discriminate on race. They must use most recent decennial census population figures, as adjusted by Division of Legislative Services (VA Code Sec. 24.2-304.1). The Division of Legislative Services has 30 days to make the adjustments after receipt of the data. Districts must be redrawn if the existing districts do not meet the constitutional or statutory requirements due to population growth or loss or demographic shifts. Beginning with the 2021 redistricting, any person incarcerated in a federal, state or local correctional facility within Virginia will be counted as a resident of the locality when he/she resided prior to incarceration. If the person lives outside Virginia or the address cannot be determined, the person is deemed to live at the facility. In Prince George County, the total count is 42,154. District 1 is 17691 (42%) and District 2 is 24463 (58%) with a deviation of 4%. Local electoral districts must be comprised of contiguous and compact territory, give “as nearly as is practicable, representation in proportion to the population of the district...,” and have clearly defined and observable boundaries. Contiguous and Compact Territory is consistent with the constitutional standard. “Contiguous” includes territory across roads and bodies of water. “Compact” is the goal is to avoid an elongated, odd shaped districts. It is impossible to make perfectly equal districts. Deviations should be less than 5% but up to 10% is allowed. VA Code 24.2-305 states a “clearly observable boundary” is: (i) any named road or street, (ii) any road or highway which is a part of the federal, primary, or secondary state highway system, (iii) any river, stream, or drainage feature shown as a polygon boundary on the TIGER/line files of the United States Bureau of the Census; or (iv) any other natural or constructed or erected permanent physical feature which is shown on an official map issued by the Virginia Department of Transportation, on a United States Geological Survey topographical map, or as a polygon boundary on the TIGER/line files of the United States Bureau of the Census. Redistricting is not required in Prince George since there is less than a 5% deviation. Accordingly, the two current election districts meet all statutory requirements: 1) “[S]o constituted as to give, as nearly as is practicable, representation in proportion to the population of the district...” 2) “[C]omposed of contiguous and compact territory”. 3) Have clearly defined and observable boundaries. One polling place per precinct (VA Code 24.2-307). The polling place may be located within 1 mile of precinct if a suitable location cannot be found (VA Code 24.2-309). A local precinct must be wholly contained within a single Congressional district, Senate district, House of Delegates district and election district. Prince George County applied to the State Board of Elections for a temporary waiver under VA Code 24.2-309 to use the current split precinct for the upcoming election. A local electoral precinct must not be less than 100 registered voters (there is an exception if needed to avoid a split precinct). More than 5000 registered voters at time of creation. (VA Code 24.2-307). Polling places shall be located in a public building whenever practicable (VA Code 24.2-310(B)). If the same building is used, each polling place shall be in a separate room or defined space. No polling place shall be located in a

building, which serves primarily as the headquarters, office, or assembly building for any private organization, other than an organization of a civic, educational, religious, charitable, historical, patriotic, cultural, or similar nature, unless the State Board has approved it for accessibility reasons. (VA Code 24.2-310.1). Polling places must be accessible to qualified voters as required by the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act relating to public services (VA Code 24.2-310(C)). It is not necessary for Prince George County to redistrict.

### **POSTPONED ITEMS**

**T-1. Resolution; Appointments; Youth Task Force.** Mr. Hunter made a motion, seconded by Mr. Webb to postpone this item to January 11, 2022. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**T-2. Resolution; Appointments; Social Services Advisory Board.** Mr. Hunter made a motion, seconded by Mrs. Waymack, to appoint Ms. Stacey Everett. Roll was called on the motion.

R-21-176

T-2.

### **RESOLUTION; ONE APPOINTMENT; SOCIAL SERVICES ADVISORY BOARD**

WHEREAS, Ms. Helen Leonard's term expired on September 11, 2021 and Mr. James Schillinger has resigned;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021 does hereby appoint Ms. Stacey Everett to the Social Services Advisory Board for a term beginning September 12, 2021 and ending on September 11, 2025.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

### **ORDER OF BUSINESS**

**A-1. Resolution; Award of Contract (\$86,437 Strategic Plan – Managing Results, LLC).** Ms. Julie Walton, Director of Community Development and Deputy County Administrator, stated that County Administration recommends completion of a Strategic Plan during FY2022, and the cost of completion is included in the adopted FY2022 Economic Development budget. Preparation of a Strategic Plan would allow for long range in the County for setting direction (Vision and Alignment), focusing efforts (Goals, Priorities and Performance Measures),

implementation (Countywide/Department Plans), and reporting (Progress). The final product should be a plan with 1, 5, 10 and 20 year horizons to address the following: (1) Helping the County identify what makes Prince George County unique and special, and how the County can position itself to be prepared for the future while still retaining those qualities; (2) Transform the conceptual goals of the visioning process into realistic, achievable targets (performance measures); (3) Encourage engagement and spark the interest and excitement of active/passive residents, business & property owners, County officials/administration and staff, and others in the future potential of the County; (4) Provide a process that allows general alignment and focus of the Board of Supervisors, County administration, and staff in addition to citizens, business interest, community groups, etc. to foster a sense of cohesion as to the County's strategic direction; (5) Evaluate existing and future public facilities and service, priorities, phasing; help identify how County resources should be allocated and how to maintain customer service levels; (6) Generate new ideas and discussion about the built environment sustainability, sense of place, and the County's overall identity; (7) Chart an effective, considered, and innovative course of action for the County's future, setting priorities and maximizing innovative opportunities; (8) Serve as a way to organize and prioritize County initiatives and resources to achieve specific goals within a specific period of time, e.g., 1 to 5-year timeframe in the short term, and 10 to 20-year timeframe in the long term, with specific performance measures and lead entities; (8) Recognize economic development potential and ways to diversify the local economy; (9) Identify and analyze potential partnerships with other entities such as public/public, public/private; and (10) Plan for fiscal sustainability. The County currently annually applies to the Government Finance Officers Association (GFOA) for the Excellence Award in Budget Preparation. GFOA is now mandating that budget documents be tied to strategic plans and resources (budget dollars) be tied to goals and performance measures. Without strategic plan preparation, we will not be allowed to apply for the award for the FY2023 and future budgets. Staff prepared and issued RFP #21-16-0000 on June 11, 2021. The full RFP can be viewed by a link on the County's webpage at: <https://mvendor.cgieva.com/Vendor/public/AllOpportunities?agencyname=Prince%20George%20County>. The County received 12 proposals and interviewed the 3 of the top 4 firms (one firm declined an interview after submitting a proposal). The top selection was Managing Results, LLC. The staff panel included Julie Walton, Deputy County Administrator / Director of Community Development & Code Compliance (Lead); Jeff Stoke, Deputy County Administrator / Director of Economic Development; Frank Haltom, Director of Utilities and Engineering; and Betsy Drewry, Deputy County Administrator / Finance Director. Managing Results, LLC provided a pricing proposal and after negotiation, a proposal totaling \$86,437 is recommended for approval. There is no appropriation of funds required, as this was budgeted within the adopted FY2022 Economic Development budget. Staff is requesting the board to authorize the County Administrator to execute a contract with Managing Results, LLC not to exceed \$86,437. Mrs. Waymack made a motion, seconded by Mr. Webb, to award the contract as presented. Roll was called on the motion.

R-21-177

A-1.

RESOLUTION; AWARD OF CONTRACT (\$86,437 STRATEGIC PLAN – MANAGING RESULTS, LLC)

WHEREAS, the County issued RFP #21-16-0000 requesting proposals for the development of a County Strategic Plan; and

WHEREAS, Twelve (12) proposals were received and evaluated by an employee panel with the selection of Managing Results, LLC as the most qualified respondent; and

WHEREAS, Managing Results, LLC proposes and staff recommends a price not to exceed \$86,437 for plan completion and this project is currently budgeted as part of the adopted FY2022 budget.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, hereby authorizes the County Administrator to execute a contract with Managing Results, LLC not to exceed \$86,437.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**A-2. Resolution: Award of Contract for Route 156 Water Main Extension Construction Inspection Services (\$120,000).** Mr. Frank Haltom, County Engineer, stated that Prince George County requires additional construction inspection services for the Route 156 Water Main Extension project. A previous contract for inspection services was awarded to Dewberry Engineers Inc. for the initial Not-To-Exceed amount of \$150,000, which included services for the Route 460 Water Main Extension, the Route 156 Water Main Extension and the Food Lion Booster Station Upgrade projects. The Route 156 Water Main Extension was allocated \$50,000 of the previous award. These funds have been exhausted. Construction of the pipeline is scheduled to be completed in July 2022. Dewberry Engineers, Inc. has provided a proposal to cover the remaining inspection services for a Not-To-Exceed amount of \$120,000. The inspection services will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Route 156 Water Main Extensions Construction Inspection services to Dewberry Engineers, Inc. Mr. Webb made a motion, seconded by Mrs. Waymack, to award the contract as presented. Roll was called on the motion.

R-21-178

A-2.

**RESOLUTION: AWARD OF CONTRACT FOR ROUTE 156 WATER MAIN EXTENSION CONSTRUCTION INSPECTION SERVICES.**

WHEREAS, Prince George County requires additional construction inspection services for the Route 156 Water Main Extension project; and

WHEREAS, A previous contract for inspection services was awarded to Dewberry Engineers Inc. for the initial Not-To-Exceed amount of \$150,000, which included services for

the Route 460 Water Main Extension, the Route 156 Water Main Extension and the Food Lion Booster Station Upgrade projects; and

WHEREAS, The Route 156 Water Main Extension was allocated \$50,000 of the previous award and these funds have been exhausted; and

WHEREAS, Dewberry Engineers, Inc. has provided a proposal to cover the remaining inspection services for a Not-To-Exceed amount of \$120,000; and

WHEREAS, Inspection services will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Route 156 Water Main Extensions Construction Inspection services to Dewberry Engineers, Inc.; and

WHEREAS, \$2,640,000 for the Route 156 Water Line Extension was included as part of the General Obligation borrowings, Bond Series Spring 2019, with an additional appropriation of funds of \$323,576.24 from Utility Cash Reserves / Fund Balance when the project was awarded; and

WHEREAS, Award of this contract requires additional appropriation of funds totaling \$120,000, which is available in the Utility CIP Fund; and

WHEREAS, Award of this contract will provide for the inspection services for the Route 156 Water Line, and staff recommends award of the project to Dewberry Engineers, Inc. with an appropriation of \$120,000 from Utilities CIP Fund.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 26th day of October, 2021, hereby awards the contract for the 156 Water Main Extension Construction Inspection services to Dewberry Engineers, Inc. for \$120,000.

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of October, 2021, does hereby authorize and appropriate the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Utilities Fund		
Expenditures:		
0620-04-104-7003-49472	Utilities – Transfer to CIP	\$120,000
Revenues:		
0620-40-104-7016-48406	Utilities Fund, Fund Balance	\$120,000
CIP Fund		
Expenditures:		

0311-04-104-3179-48405	CIP – Route 156 Water Line Extension	\$120,000
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## Revenues:

0311-90-901-8207-399104	CIP – Transfer from Utility Fund	\$120,000
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On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**A-3. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending §6-149 to Authorize the Board of Supervisors to Approve the Schedule of Charges for Animals Confined at the Animal Shelter on an Annual Basis.** Mr. Dan Whitten, County Attorney, stated that the County Code currently refers to the animal shelter as “pound”, references an old Code of Virginia Section, and list an old schedule of charges for Animals confined at the animal shelter. The proposed Ordinance amending Section 6-149 changes the reference of “pound” to “shelter”. It will reference the current Code of Virginia relating to county or city public animal shelters. It will also authorize the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis. A motion approving authority to advertise the ordinance for a public hearing on November 23, 2021, is requested. Mr. Hunter made a motion, seconded by Mrs. Waymack, that the Board approve advertisement of a public hearing on November 23 of an Ordinance amending Section 6-149 authorizing the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis. Roll was called on the motion.

R-21-179

A-3

**RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,”  
AS AMENDED, BY AMENDING §6-149 TO AUTHORIZE THE BOARD OF  
SUPERVISORS TO APPROVE THE SCHEDULE OF CHARGES FOR ANIMALS  
CONFINED AT THE ANIMAL SHELTER ON AN ANNUAL BASIS**

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, does hereby authorize the advertisement of a public hearing on November 23, 2021, for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §6-149 to authorize the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis.

On roll call the vote was:

In favor: (4) Hunter, Webb, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**A-4. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Ordaining §30-2 to State that Officers of Election Shall be Retained by the County as Independent Contractors.** Mr. Whitten stated that the County Code currently does not specify whether Officers of Election are County employees or independent contractors. The Virginia Code gives authority to localities to classify Officers of Election as independent contractors. The proposed Ordinance (Section 30-2 of the County Code) will specify that Officers of Election shall be retained by the County as Independent Contractors pursuant to the Code of Virginia Section 24.2-122; status of members of electoral boards, registrars, and officers of election. Staff is requesting a motion approving authority to advertise the ordinance for a public hearing on November 23, 2021, is requested. Mr. Hunter made a motion seconded by Mr. Webb, to approve advertisement of an Ordinance ordaining Section 30-2 stating Officer of Election shall be retained by the County as Independent Contractors. Roll was called on the motion.

R-21-180

A-4.

**RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,”  
AS AMENDED, BY ORDAINING §30-2 TO STATE THAT  
OFFICERS OF ELECTION SHALL BE RETAINED BY THE COUNTY  
AS INDEPENDENT CONTRACTORS**

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, does hereby authorize the advertisement of a public hearing on November 23, 2021, for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by ordaining §30-2 to state that Officers of Election shall be retained by the County as Independent Contractors.

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

**A-5. Resolution: Budget Amendment and Appropriation (Department of Social Services Public Assistance and Welfare Administration Funds \$84,557 and Transfer from General Fund Contingency of \$3,410.00).** Ms. Betsy Drewry, Finance Director and Deputy County Administrator, stated that the Department of Social Services has been provided additional Public Assistance and Welfare Administration funds not included in the County's Adopted FY2022 budget. The amount of additional Public Assistance funds total \$87,037.00; and Welfare Administration funds total \$7,520.00. Because these amounts were not included in the adopted budget, a budget amendment and appropriation are needed. Staff has provided the Board with a draft budget amendment / appropriation and transfer from General Fund Contingency in the amount of \$3,410.00 for the program that requires a 15.5% local match for its consideration. Mrs. Waymack made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-21-181

A-5.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (DEPARTMENT OF SOCIAL SERVICES PUBLIC ASSISTANCE AND WELFARE ADMINISTRATION FUNDS \$94,557.00 AND TRANSFER FROM GENERAL FUND CONTINGENCY OF \$3,410.00)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, does hereby authorize the following increase of funds within the FY2021-2022 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Appropriation:</u>	
<u>Revenue</u>	
0100-20-601-8202-324602 Public Assistance Funds	\$87,037.00
0100-30-601-8302-333504 Welfare Administration Funds	\$ 7,520.00
TOTAL:	\$94,557.00
<u>Expenditure</u>	
0100-09-401-0917-49199 General Fund Contingency	(\$3,410.00)
0100-05-113-0701-46059 APS COVID Relief (Senior Programs)	\$ 7,520.00
0100-05-113-0702-45791 835 IV-E Prevention Services	\$55,537.00
0100-05-113-0702-45792 844 SNAP E&T	\$25,410.00
0100-05-113-0702-45793 884 Chafee Independent Living COVID	\$ 6,500.00
0100-05-113-0702-45794 885 Chafee EVT COVID	\$ 3,000.00
TOTAL	\$ 94,557.00

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael



**A-6. Resolution; Budget Amendment and Appropriation (Department of Social Services United Way Emergency Food and Shelter Funds \$17,147.00).** Ms. Drewry stated that the Department of Social Services has been provided one-time United Way Emergency Food and Shelter National Board Program funds not included in the County's Adopted FY2021 and FY2022 budgets. The amount of these United Way funds total \$17,147.00. The funds have been used to assist clients with food, utilities, rent and mortgage assistance and do not require a local match. The funds were deposited within the Special Revenue Fund (Fund 0960). Because this amount was not included in the FY2022 adopted budget, a budget amendment and appropriation are needed. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the amendment and appropriation as presented. Roll was called on the motion.

R-21-182

A-6.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (DEPARTMENT OF SOCIAL SERVICES UNITED WAY EMERGENCY FOOD AND SHELTER FUNDS \$17,147.00)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of October, 2021, does hereby authorize the following increase of funds within the FY2021-2022 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Appropriation:</u>	
<u>Revenue</u>	
0960-30-601-8305-333865 United Way Emergency Food & Shelter Funds	\$17,147.00
TOTAL:	\$17,147.00
<u>Expenditure</u>	
0960-05-113-9000-45795 SW United Way Emergency Food and Shelter Program	\$17,147.00
TOTAL	\$17,147.00

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

**A-7. Resolution: Authorization for One-Time Hiring Incentive for New Police Officers.** Police Chief Keith Early stated that on January 12, 2021 the County received \$36,310 in Department of Criminal Justice Services Police Recruitment and Retention funding. Those funds have been accounted for in the Police Grants department code, and a re-appropriation was requested to use those funds in FY22. Permission is requested to utilize these funds as a hiring incentive. A one-time payment of \$2,000.00, upon completion of all training, would be paid to new non-certified police officer hires. A one-time payment of \$4,000.00, upon completion of all

training, would be paid to new pre-certified police officer hires. The incentive payment would be payable to the new hire within one month of the Police Department submitting paperwork to Human Resources and Finance. We will work with the County Attorney to create any necessary agreement or forms. This hiring incentive initiative would continue until the funding source has been depleted. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-183

A-7.

**RESOLUTION: AUTHORIZATION FOR ONE-TIME HIRING INCENTIVE FOR NEW POLICE OFFICERS.**

WHEREAS, On January 12, 2021 Prince George County received \$36,310 in Department of Criminal Justice Services Police Recruitment and Retention funding; and

WHEREAS, On January 26, 2021, the Board of Supervisors of Prince George County authorized the appropriation of \$36,310 Department of Criminal Justice Police Recruitment and Retention Funds.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 26th day of October, 2021, hereby authorizes a one-time payment of \$2,000, upon completion of all training, to new, non-certified police officer hires and a \$4,000 payment, upon completion of all training, to new, pre-certified police officer hires. Payment of these hiring incentives will continue until the Recruitment and Retention funding source is depleted.

FUND/ORGANIZATION

AMOUNT

General Fund

Expenditures:

Police Grants – DCJS Police Recruitment & Retention

0100-03-100-0602-46095

\$36,310

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

**A-8. Discussion of November 17 Worksession.** Mrs. Waymack made a motion, seconded by Mr. Webb, to schedule a work session for November 17 at 4:00 p.m. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

**A-9. Resolution: Authority to Advertise Public Hearing to Sell County Owned Property Located in River's Edge Subdivision on Buxton Street, Tax Map#: 15b-02-01-011-A.** Mr. Whitten stated that Prince George County owns 1.6 acres parcel in River's Edge Subdivision on Buxton Street known as Tax Parcel #: 15B-02-01-011-A. This parcel is no longer needed by the Utilities Department and has been placed on the market for sale. Ingram & Associates listed the property for sale. An offer to purchase the property has been received and attached for your review. In order to sell this property, a public hearing must be held. A motion approving authority to advertise for a public hearing on November 9, 2021 is requested. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize a public hearing on November 9. Roll was called on the motion.

R-21-184

A-9.

**RESOLUTION: AUTHORITY TO ADVERTISE PUBLIC HEARING  
TO SELL COUNTY OWNED PROPERTY LOCATED IN  
RIVER'S EDGE SUBDIVISION ON BUXTON STREET,  
TAX MAP#: 15B-02-01-011-A**

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 26<sup>th</sup> day of October, 2021, does hereby authorize the advertisement of a public hearing on November 9, 2021, regarding the sale of property located in River's Edge Subdivision on Buxton Street, Tax Map#: 15B-02-01-011-A.

On roll call the vote was:

In favor: (4) Hunter, Waymack, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

**ADJOURNMENT.** Mr. Hunter moved, seconded by Mrs. Waymack to adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Brown, Webb, Waymack, Carmichael

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 8:10 p.m.

[Draft Minutes prepared November 1, 2021 for consideration on November 9, 2021; adopted by unanimous vote.]

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Floyd M. Brown, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator

DRAFT