

A REGULAR WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 25TH DAY OF JANUARY IN THE YEAR TWO THOUSAND SEVENTEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING, NEW KENT, VIRGINIA, AT 9:00 A.M.

IN RE: CALL TO ORDER

Chairman W.R. Davis, Jr. called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
W. R. Davis, Jr.	Present

All members were present.

IN RE: SOCIAL SERVICES OVERVIEW

Department of Social Services Supervisor Jon Martz was present to provide the Board with an overview of the current state of the New Kent Department of Social Services (NKDSS), programs offered and clients served. Mr. Martz noted NKDSS was dedicated to providing advocacy and quality services to individuals and families to help them achieve self-sufficiency, to preserve and restore families and to protect the well-being of children and aged adults with disabilities.

A review of 2016 statistics regarding the number of households receiving services through a variety of programs revealed that Medicaid ranked the highest with 1,226 households served, followed by SNAP (Supplemental Nutrition Assistance Program) with 747 households served. Total spending for FY16 had been \$15,730,213 with \$1,141,355 of this being administrative costs. New Kent's portion of the budget had been \$511,614 with the remainder funded by Federal (\$8,808,830) and State (\$6,409,769) sources.

NKDSS was staffed with eighteen positions in four categories. The Leadership Team was comprised of four positions filled with individuals with a cumulative 37 years of experience. The Administrative Staff was comprised of three positions staffed by individuals with a cumulative 33 years of experience. Seven positions comprised the Benefits Staff with the individuals in those positions possessing 110 years of experience. Mr. Martz noted one of the seven had 40 years of experience and another had 35 years. The Services Staff was comprised of four positions, one of which was currently vacant. The three filled positions were staffed with individuals with 41 cumulative years of experience.

NKDSS accomplishments included:

- Being nominated for the "13 Recognition Award" which recognizes local social services departments for internal operations. Areas considered focused on innovation, implementation and impact.
- Implementation of a Re-Entry Council in conjunction with Charles City.
- All members of the Leadership Team completed Virginia Department of Social Services (VDSS) Leadership Training.
- Sponsorship of a mobile food pantry scheduled to begin in April 2017.

- Dispersed over 450 Christmas gifts to citizens. The collection and distribution of these gifts had developed as a result of a suggestion made by Mr. Martz's seven-year son who had wished to give some of his things to others. This was a cooperative effort between NKDSS and New Kent County. Clients were encouraged to take what they needed.
- Benefit Supervisor Tiffany Elam was chosen as Employee of the Quarter.
- NKDSS was rated in the top three among 23 agencies in the Central Region in every statistical category.
- Creation of a budget class for clients/citizens in cooperation with Quin Rivers.
- Successful adoption of a family of three siblings after four years in Foster Care.
- Establishing the Chickahominy TRIAD in association with the New Kent Sheriff's Office.
- Served as a Pilot agency for several new VDSS initiatives. Mr. Martz indicated NKDSS strived to stay on the cutting edge and was eager to assist with the implementation of new initiatives.

NKDSS goals included:

- Completion of a communication skills/styles assessment with staff and hosting State training staff in order to provide local staff with communication tools to better communicate with each other and serve our community.
- Utilize the Family Partnership Meetings concept with eligibility program clientele. This concept would bring family members, family support and community support systems together to enhance the chances for a successful transition to self-sufficiency.
- Complete new Standards of Performance (SOP) measures and implement them in the evaluation of staff performance.
- Complete revision of the agency SOP manual and present to County Administrator, Advisory Board and staff.
- Establish outreach offices in conjunction with other County organizations to have a more visible footprint in the community.
- Bring community resources together to ensure citizens are informed of all available assistance programs.

Mr. Stiers indicated he had directed several citizens to NKDSS for assistance and noted he could not praise the department enough. He suggested it was evident that staff truly cared about the citizens and their hearts were in the right place. Mr. Davis agreed and indicated he had served on the NKDSS Advisory Board for eighteen years and the office was running smoother now than it had ever been. He attributed this to having a good team and a good leader. He suggested the office was working to get people back to where they could fend for themselves, many were being served and services were being provided in a fiscally responsible way. He noted the Board appreciated this.

Mr. Martz indicated he did not have final 2016 figures but reported that 2015 numbers had suggested one out of every five County residents had received services. Mr. Martz stated, "We have good people – it's them, not me." Mr. Martz also noted that County Administrator Rodney Hathaway had also been very supportive. He reported he was currently serving as staff representative on the budget review team and it had been an honor to serve. He entertained any questions and encouraged Board members to make his office aware of any citizens who may be in need. He noted staff were always responsive and ready to help.

IN RE: NEW KENT MIDDLE SCHOOL EXPANSION

School Superintendent Dr. David Myers reported the middle school population was projected to increase by more than 150 students over the next six years and it was not likely the enrollment would ever go back down. An additional six to seven classrooms would be

needed to accommodate this increase. As a result of the digital conversion, there were two computer labs which could be converted to general classrooms. Dr. Myers and Director of Maintenance Tim Pollock shared information on a proposed 4,750 square foot addition to the middle school. The addition would be built on top of an existing classroom pod and would contain five classrooms and a student resource room. Dr. Myers indicated the proposed timeline was aggressive but suggested if an appropriation could be made in January 2017, the project could be completed in time for the start of the 2018-19 school year. Estimated cost of the project was \$1,454,163 including architecture/engineering, furnishings and technology. Dr. Myers pointed out the actual price would be an unknown until the project went to bid. Funding for architecture/engineering estimated to cost \$97,163 would be needed in order to move forward with putting the project out to bid in February.

Mr. Evelyn asked if they expected a good number of contractors to be interested in the project. Mr. Pollock indicated they were expecting a good amount of interest. He noted most of the work would be done outside of school operation hours in an effort to reduce any disruption and contact with students. Mr. Stiers asked if the project would have any impact on summer school. Dr. Myers indicated secondary summer school was no longer offered so there would be no impact. He reported the four by four schedule had significantly reduced the need to the point where offering summer school was no longer economically feasible. The school division had found other means to assist students in need of additional instruction. Mr. Evelyn asked if this was the only pod where building up was an option. Mr. Pollock confirmed this was the only pod where a second story could be added. Mr. Tiller asked if the addition would tie into the existing loft area. Mr. Pollock indicated that it would and students would have easy access to existing facilities. Mr. Davis asked what the Board needed to do at this point. County Administrator Rodney Hathaway indicated the Board would need to authorize the School Board to move forward with the project. He pointed out a budget amendment greater than one percent would be needed and a public hearing would be required to make this amendment. Mr. Hathaway indicated the County had the cash on hand and suggested the Board consider appropriating \$100,000 to cover the architecture/engineering and bid process.

Mr. Evelyn moved to appropriate \$100,000.00 from the School Construction Set Aside Fund for Architectural and Engineering Services in support of the New Kent Middle School expansion project. The members were polled:

Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye

The motion carried.

IN RE: 2017 LEGISLATIVE UPDATE

County Attorney William Hefty reported the 2017 General Assembly would be a short session ending on February 25th; 2,500 to 3,000 bills had been introduced and February 7th would be crossover day. He noted this was an election year and there was not much being considered that would impact local government. Highlights of Mr. Hefty's update included:

- Anything regarding local/BPOL (Business, Professional, Occupational License) taxes had been put off this session. He suggested local taxes would be back at the next session.

- He suggested broadband was probably dead for this year. Proposed legislation would allow outside companies to provide broadband services which would interfere with localities who were already offering broadband. Mr. Hefty reported Governor McAuliffe had indicated he would veto the bill and suggested there was little chance of it passing in its current form.
- A 5G technology wireless bill was also a hot topic. Mr. Hefty indicated current legislation would not give localities the authority to deal with right-of ways through zoning. He expected there would be some compromise and something would be passed.
- Airbnb was another hot topic. Mr. Hefty reported there were two bills in the Senate and none in the House. Proposed legislation would give localities the authority to enact Airbnb ordinances. Mr. Hefty indicated this legislation may pass but localities would not be required to enact any ordinance. Mr. Davis asked if occupancy taxes would apply to Airbnb. Mr. Hefty indicated occupancy taxes would not apply.
- Raises for Constitutional Officers were also being proposed this year. The two percent expected last year had not happened. The Governor was proposing a 1.5% bonus in December while the Senate was recommending a 3% raise. It was doubtful there would be any raises for teachers.
- Mr. Hefty noted proffer bills had been a big topic last year but there was nothing new in this regard for 2017.
- Storm water issues continued to be a hot topic. Delegate Keith Hodges had introduced a bill that would be less restrictive but the status was not known at the time of this report.
- Mr. Hathaway asked if Mr. Hefty had any information on a bill introduced by Senator Tommy Normant to have a bridge named for retired New Kent Sheriff Wakie Howard. Mr. Hefty indicated he expected this would be passed.

Mr. Hefty again noted this was a relatively quiet session for local government. He suggested anyone interested in finding out what was going on in local government and Virginia politics should consider subscribing to an electronic newsletter available from VPAP (Virginia Public Access Project – VPAP.org). He noted this was a free subscription which he used frequently to stay informed.

Mr. Hathaway asked if there was any news on a bill introduced by Senator Louise Lucas from Portsmouth. Mr. Hefty reported that Senator Lucas' bill in support of riverboat gambling had not made it out of the Senate. Mr. Hathaway also announced that VACo Day at the Capitol would be at 9:00 a.m. on February 2nd. He noted it was not too late to register and the Governor would be speaking.

IN RE: ERP (ENTERPRISE RESOURCE PLANNING) SOFTWARE REPLACEMENT

Chief Technology Director Jonathan Stanger noted a proposed contract with Tyler Technologies for the replacement of ERP software had been included in meeting packages. The contract had gone through several reviews by the County Attorney and staff was ready to ask the Board for authorization to move forward. He reported there had been some changes to the implementation timeline contained in Section A.1 and A.2 and provided handouts detailing those changes. Mr. Stanger noted he was also recommending funding for an assistant to either help with general IT duties so that he could focus on the ERP conversion or vice versa. He indicated his recommendation was to hire an individual through Networking Technologies for \$7,000 per month and have that individual focus on the ERP conversion which was expected to be a two-year process. This individual had worked through the ERP conversion process with several other localities. County Administrator Rodney Hathaway reported he had reviewed references for this individual and

liked that he had experience specifically with conversions from Bright (the County's current system) to Tyler Technologies.

Mr. Davis asked if the County would no longer be using Bright when the conversion was complete. Mr. Hathaway noted the Commissioner of Revenue had some concerns with Tyler and would continue to use Bright and the Treasurer's Office would have to use both Bright and Tyler. Mr. Stanger indicated he was hopeful Tyler would be able to address the Commissioner's concerns. Ms. Paige asked if the concerns were addressed and the Commissioner of Revenue did convert to Tyler, would the contract figures change. Mr. Stanger indicated the annual cost would increase approximately \$45,000 to cover the use of additional software not included in the proposed contract. Mr. Evelyn asked how much the County would continue to pay Bright once the conversion was complete. Director of Financial Services Mary Altemus indicated she was not sure. Mr. Stanger noted some departments, such as schools and utilities, would be completely off of the Bright system. He expected the finance piece would still be required if the Commissioner of Revenue and the Treasurer were still using Bright. He suggested that as more and more localities began using Tyler, Tyler would work out some of the Commissioner's concerns. He was hopeful we could get to using just one system which would make things much easier. New Kent County Treasurer Norma C. Holmes was present and asked to speak. She noted that she didn't have a choice of whether she continued to use Bright or not. She pointed out that if the Commissioner of Revenue continued to use Bright, Bright would be what they would use for assessments and Bright would be what they would use to send the information to her office. Mr. Evelyn asked Mr. Stanger if he was confident Tyler was the way to go. Mr. Stanger indicated he believed Tyler was the best fit for New Kent County, the costs were reasonable, it was a hosted solution and many Virginia localities were choosing Tyler as their ERP solution. He indicated he was confident that the areas of concern where Tyler was not currently doing well in Virginia would be addressed.

Mr. Tiller moved to authorize the County Administrator to enter into a contract with Tyler Technologies, Inc. for an ERP solution. The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
Thomas W. Evelyn	Aye
W. R. Davis, Jr.	Aye

The motion carried.

IN RE: PARKS AND RECREATION ADVISORY COMMISSION CHARTER UPDATE

Before the Board for consideration was Resolution R-07-17 to amend the New Kent County Parks and Recreation Advisory Commission Charter. Parks and Recreation Director Kim Turner was not able to attend and had asked Supervisor Evelyn, who served on the Parks and Recreation Commission, to present the requested amendment.

Mr. Evelyn reported that Ms. Paige and he had met with the Parks and Recreation Commission the previous month and the Commission had voted to amend its Charter to expand the Commission to include two at-large members. The Commission was hopeful this expansion would result in a membership with more diverse backgrounds, more input and fresh ideas.

County Administrator Rodney Hathaway noted recommended revisions to the Charter also included the addition of a representative from the school system. A school system representative had been attending meetings but had not formally been included in the Charter.

Ms. Paige moved to adopt Resolution R-07-17 to amend the New Kent County Parks and Recreation Advisory Commission Charter to include the addition of two at-large members appointed by any Board of Supervisors member for a term of three years. The members were polled:

Patricia A. Paige	Aye
Ron Stiers	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
W. R. Davis, Jr.	Aye

The motion carried.

IN RE: FY 2018 CAPITAL IMPROVEMENT PLAN (CIP) PRESENTATION

County Administrator Rodney Hathaway presented the proposed Capital Improvement Plan (CIP) for FY18 to FY22. He reported the Planning Commission had reviewed the CIP and no changes had been recommended. The total recommended CIP budget was \$4,403,526 which included \$1,540,276 in tax funding, \$206,229 from proffers and the balance from federal and state grants.

- Among proposed CIP projects were \$2,034,112 in Airport projects for runway rehabilitation, lighting and a security fence. Mr. Hathaway noted 90% of this funding would be from Federal grants, 8% would come from the Virginia Department of Aviation and 2% or \$44,682 would be the County's responsibility.
- Fire Department requests totaled \$1,000,382 and included four projects. Those projects included the purchase of Self Contained Breathing Apparatus (SCBA) units at a cost of \$470,311 with all but \$42,756 being grant funded, Cardiac Heart Monitors at a cost of \$320,071 with all but \$160,035 being grant funded, Ambulance Stretcher Retention System upgrades at a cost of \$160,000 with all but \$80,000 being grant funded and \$50,000 to replace a brush truck.
- General Services' requests included \$50,000 for Administration Building lighting. Mr. Hathaway reported lighting upgrades would result in significant savings in operational costs. Plans were to consider future lighting upgrades in other County buildings.
- IT projects included Office 365[®] migration and Virtual Desktop infrastructure at \$70,000 each.
- Parks and Recreation projects included a \$26,000 renovation of the former Band Room in the Historic School and a \$39,500 fencing and trail pavement repair project at Quinton Park.
- School projects totaled \$757,824 with the lion's share of this being \$377,824 for bus replacements. Mr. Hathaway noted buses were replaced on a fifteen-year schedule and the School Board was looking into other options. The School Board was now in its third year of the digital conversion process and the County's financial commitment to this had been \$300,000 the first year, \$200,000 the second year and \$100,000 the third year. Mr. Hathaway noted that \$100,000 was included in the proposed CIP for this project but consideration was being given to increasing this to \$200,000. \$100,000 was being proposed for the replacement of subflooring in six classroom trailers, \$70,000 for middle

school lighting upgrades, \$50,000 for roof maintenance on several structures, \$35,000 to replace a middle school HVAC unit and \$25,000 for paint and stain.

- Sheriff's Office requests included \$25,000 for a mobile electronic message board and \$36,508 for mobile data terminals (Tuff Books) for use by Sheriff and Fire personnel.
- Vehicle replacements included \$45,000 to replace a truck with over 170,000 miles currently used by General Services. Mr. Hathaway also reported the Sheriff's Office had requested eight replacement vehicles of which only six were being recommended at a total cost of \$216,000.
- Computer replacements for various offices totaling \$33,200 were also being recommended. Mr. Hathaway noted computers were replaced on a five-year schedule.

Mr. Hathaway entertained questions from the Board. Mr. Tiller asked for the individual cost of the Chromebooks (digital conversion). School Superintendent Dr. David Myers indicated the cost was approximately \$470 each with \$225 of the cost being the actual Chromebook and the balance for software and maintenance. Mr. Tiller also asked for the average mileage on vehicles scheduled for replacement in the Sheriff's Office. Chief Deputy Lee Bailey reported average mileage was 100,000.

Mr. Hathaway noted the Public Utilities Department was a self-funded enterprise and as such, CIP projects were funded through the department. A total of \$649,800 in proposed projects were being recommended. Projects included:

- A \$175,000 SPS Spiral Lift Grinder at Talleysville. Mr. Hathaway indicated large items deposited into the waste water treatment system were causing problems and this grinder would solve some of the issues.
- \$105,000 for the replacement of well pumps and motors at Parham Landing.
- Mr. Hathaway reported Brickshire residents had expressed concerns regarding odor at the Chickahominy Sewer Pump Station. An odor control unit at a cost of \$77,000 was being proposed to address this concern.
- Funding in the amount of \$75,000 for a preliminary engineering report on water treatability in connection with proposed future surface water withdrawal.
- A Parham Landing diffuser maintenance project was also budgeted at \$69,600.
- Additional water system interconnections and well and pump preventive maintenance at \$50,000 each had also been included. Mr. Hathaway noted a number of communities had already been connected and this funding was to move forward with connections at Kentland and the Farms of New Kent. The interconnection of these systems would result in significant reductions in maintenance costs.
- The replacement of a truck with over 200,000 miles at a cost of \$44,000.
- In accordance with the five-year computer replacement schedule, replacements totaling \$4,200 were also being recommended.

Mr. Davis asked when the CIP would go to public hearing. Mr. Hathaway indicated he would be presenting his budget recommendations at the February meeting and the public hearing would be scheduled for March. Mr. Hathaway reported staff were watching costs and looking for ways to cut the budget.

IN RE: OTHER BUSINESS – SAFER GRANT

Fire Chief Rick Opett reported that SAFER Grant proposals were due by February 10th. He noted there had been significant changes in the SAFER Grant Program (funding for fire-rescue positions) from previous years and he was seeking guidance regarding submitting a proposal. In previous years the grant had funded 100% of the cost for the first two years and had included salary increases when other locality personnel received increases. This

year's grant required a locality match of 25% for the first two years, 65% in the third year and no salary increases. Funding priorities would be based on NFPA (National Fire Protection Association) 1710 standards with grants being rated on percentage of compliance with these standards. If a grant was received and one station could be staffed to meet the NFPA 1710 standards 100% of the time, the third year match would be \$468,000. Chief Opett indicated his confidence in receiving a SAFER Grant was low and he recommended the time not be invested in applying unless the Board wished to pursue this avenue. He indicated Fire-Rescue needed the positions but he was not sure this was the way to get them. The general consensus was to not pursue a SAFER Grant.

IN RE: OTHER BUSINESS – ADVISORY COMMISSION TO THE FIRE CHIEF

Fire Chief Rick Opett reported he would like to get an advisory commission to the Fire Chief up and running. Bylaws had been drafted and were ready for County Attorney review. A focus of the commission would be to increase volunteer recruits, to encourage volunteer participation and to establish standards for volunteer service. Chief Opett indicated if the Board was in agreement with the plan to form this commission, he would like to bring bylaws to the next work session.

Mr. Davis asked how many commission members were being proposed. Chief Opett indicated there would be ten members, eight voting and two nonvoting. Voting members would be comprised of volunteer members and career staff. Nonvoting members would be a Board of Supervisor representative and the OMD (Operational Medical Director). Chief Opett indicated that with new Station #5 included, New Kent was seventy-two staff short of meeting NFPA standards. There were currently seventy-five volunteers with only about twelve of those being active. Chief Opett noted he hoped to get volunteers to commit to twelve hours per week and the current requirement was twenty-four hours per month. The general consensus was to move forward with plans to establish this commission.

IN RE: ADJOURNMENT

Mr. Davis announced that the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, February 13, 2017 and the next work session would be held at 9:00 a.m. on Wednesday, February 22, 2017. Both meetings would be held in the Boardroom of the County Administration Building. The Board was also planning to continue its February 13th meeting until 9:00 a.m., February 16, 2017 for a budget retreat, location TBA. After some discussion, it was decided that Mr. Stiers would check with the Providence Forge Recreation Center to see if the facility would be available on this date.

Mr. Tiller moved to adjourn the meeting. The members were polled:

Ron Stiers	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye

The motion carried.

The meeting was adjourned at 11:10 a.m.