

A RETREAT MEETING WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS AT 9:00 A.M. ON THE 29TH DAY OF OCTOBER IN THE YEAR TWO THOUSAND TWENTY-ONE, AT THE NEW KENT FORESTRY CENTER, 11301 POCAHONTAS TRAIL, PROVIDENCE FORGE, VIRGINIA.

IN RE: CALL TO ORDER

Vice Chairman C. Thomas Tiller, Jr. called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Absent
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Absent
Ron Stiers	Present
John N. Lockwood	Present

All members with the exception of Mr. Evelyn and Ms. Paige were present at roll call. Mr. Tiller welcomed everyone and reported Mr. Evelyn and Ms. Paige were involved in earlier scheduled meetings and would be joining this meeting later. (Ms. Paige joined the meeting at 9:31 a.m. and Mr. Evelyn joined at 9:45 a.m.) Mr. Tiller noted this was a full agenda and turned the floor over to New Kent School Superintendent Dr. Brian Nichols.

IN RE: NEW KENT SCHOOL SUPERINTENDENT – YEAR END AND CAPITAL IMPROVEMENTS UPDATE

New Kent Superintendent Dr. Brian Nichols as well as Executive Director of Finance/Budget Haynie Morgheim and School Board Vice Chair Kristin D. Swynford were present. A handout was distributed at the start of the presentation.

Quinton Elementary School - Dr. Nichols announced the Quinton Elementary School project was on budget but was behind schedule due to a steel delivery delay. He believed this time would be made up by the end of December and the project would still be completed on time and under budget. There would be a community effort for the selection of a mascot and school colors starting the first week of November and everyone was encouraged to submit ideas. They were heavily involved in planning for instruction, learning opportunities, partnerships and staffing for the next school year. Redistricting for the third elementary school had gone incredibly smooth and they were keeping families informed of changes to be expected in the 2022-2023 school year. Based on current enrollment, New Kent Elementary was expected to have just under 600 students and the other two schools just under 500 students leaving room for growth at all three schools. Mr. Tiller asked if New Kent Elementary would be near capacity. Dr. Nichols reported there would still be room for 125 to 150 more students. He drew attention to snapshots in the handout depicting progress on the new school and noted plans were to be under roof by December.

Year End and Capital Improvement Planning – Dr. Nichols reported the last school year had been one of the most unpredictable years in history. Student population had decreased by approximately 300 which equated to a potential revenue shortfall of \$1.5 million and they had begun planning early for how to address this possible shortage. Hiring freezes were put in place, vacancies were held, the annual textbook transfer was deferred and there was some savings in the areas of substitutes, limited travel, fuel and utilities. They had focused on trying to be sure they could balance the \$1.5 million shortfall through most of the year. The General Assembly had come through in March 2021 with a decision to not fund schools

based on current enrollment. This decision gave New Kent Schools an additional \$1,639,090 in funding and they had finished the fiscal year with a carryover amount of \$1,672,647. He noted this was 4.6% compared to the usual 2 to 2.5% carryover. School scheduling, COVID trends, shipping delays and grant funding had also impacted the carryover balance. He reported enrollment had bounced back and then some this year. He reviewed a list of potential uses for the carryover funding including:

- Paying for items ordered in FY21 but due to delayed shipping would be paid in FY22.
- Contracted grounds maintenance services.
- School branding including flags on light poles.
- Custodial modifications as a result of COVID.
- Purchasing additional school buses.
- Grant matching funds for several grants that had been awarded.
- Additional Capital Improvement Projects including NKHS HVAC rooftop replacements, the NKMS mechanical room and non-school bus vehicles.
- School construction set-aside for athletic facilities (locker rooms, concession stand, etc.), NKMS renovations (vestibule and additional classroom space) and NKES renovation.

Capital Improvement Planning FY23 – Dr. Nichols reported staff had met with the School Board earlier in the week to discuss future capital needs. Projects mentioned included:

- One-to-one digital conversion providing computers for all students.
- Five school buses.
- Districtwide paving.
- Middle School Mechanical Room planning.
- High School roof replacement (covering to provide an additional 15 years of warranty).
- George Watkins HVAC replacement in the Annex.
- General roof maintenance and painting of facilities.
- New Kent Middle School HVAC replacement project. If the HVAC project continued at its current pace of three to five units per year, it would take 15 years to complete. A Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) HVAC improvement and replacement grant in the amount of \$617,797 had been awarded and would require a 100% local match which could be spread out over three years.
- Additional HVAC projects such as the controls and install at GWES and NKHS and the NKHS rooftop air unit could also be funded through CSLFRF.

New Kent Elementary Renovation – Dr. Nichols reported that anyone traveling Route 249 at 8:30 a.m. or 3:00 p.m. would find traffic backing up at the school and parking lots overflowing with parents and buses. The general area was in need of improvement as were the tennis courts which were no longer functional and the bus loop was undersized. He suggested some safety and operational issues with parent drop off and pick up as well as traffic control and parking could be resolved by renovating the grounds. He drew attention to several drawings of the property which had been prepared by Moseley Architects. The first drawing was the current configuration with underutilized areas noted. The second and third drawings included a reconfiguration of the main entry (no longer facing Route 249) and the tennis court area used to expand parking for school and community events. This reconfiguration would provide additional space for stacking and to get vehicles off Route 249. He also noted trailers would be removed and the existing maintenance building could be removed to provide for additional parking. He suggested this could be a potential opportunity to move the maintenance space near the Vehicle Maintenance Facility. He pointed out the drawing depicted an entry similar to that at Quinton Elementary School being placed on the east side of the building. He acknowledged there would need to be more conversations on this potential renovation but noted it was an issue the School Board would like to begin working to solve. Next steps would include updating estimates based on the current market and the scope of the work. He reported they were working with

Heartland Construction (contractor for Quinton Elementary School) as well as the Virginia Department of Education and others for price estimates. They would also begin committee work to envision potential concepts for consideration and would continue conversations regarding funding and timing in partnership with the County. He stated the partnership on Quinton Elementary had been incredible and he wanted to keep that momentum moving.

Welcome Back – Dr. Nichols drew attention to a picture of students wearing masks. He reported that although the start of the school year had not been the smoothest, it was wonderful to have the students back in school five days a week. He noted that while some school divisions had found it necessary to close due to staffing issues, New Kent had remained open. Transportation had been an issue and was an “all hands on deck” situation with even the Transportation Director driving many days. Other points of interest included:

- Masks and Vaccination Mandates – The School Board had been working through mask/ vaccination mandates and was anticipating a vaccination mandate for staff.
- School Based Substitutes – Each school had a designated individual reporting each day who would be given a work assignment wherever they were most needed.
- Career Switcher/Old Dominion University (ODU) Program – Universities were not producing enough teachers to fill vacancies and New Kent County Public Schools (NKCPS) was partnering with ODU in a Career Switcher program. Individuals with a bachelor’s degree could earn a master’s degree in two semesters and become teachers. Costs were covered with grant funding (\$5,000 for each student) and those completing the program would be expected to provide three to five years of service to NKCPS. This program was also open to County residents and six had applied. There were 16 to 20 individuals who had applied and could be teachers by the time schools opened in the fall.
- School Nutrition – Feeding programs continued.
- Transportation/Communication – A GPS App allowing parents to know where their student’s bus was at any given time had been launched. The feedback had been positive and this was another way NKCPS was communicating with families.
- County Partnerships – He expressed appreciation for the partnerships in the County. He had spoken with superintendents in other localities and stated “what we have here is incredibly unique.” He specifically noted the Board of Supervisors, Emergency Management and their assistance with COVID vaccination clinics and the Sheriff’s Office partnership with SROs (School Resource Officers) mentoring students and providing safety and the regular conversations about the hopes and dreams for the County.

Dr. Nichols closed by stating his presentation had been to update the Board on the progress made on Quinton Elementary School, information on how the FY21 year end budget had worked out, possible uses for those year end funds, information on future capital projects and the reimagining of Route 249 at New Kent Elementary. He entertained questions.

Ms. Paige apologized for not being present for the full NKCPS presentation and noted she and Dr. Nichols could get together to discuss the presentation. Mr. Stiers asked if all students were continuing to receive free lunch. Dr. Nichols reported all students were receiving free breakfast and lunch. Mr. Stiers asked if he saw this program continuing. Dr. Nichols reported the program was to continue through the end of the school year but he did not know if it would be extended. He reported the number of students eating school meals had doubled and they were sometimes challenged by supply chain issues. Meal deliveries were still being arranged for students receiving virtual instruction due to medical or other conditions. Referencing the HVAC grant, Mr. Lockwood asked if this would be paid out over three years or would the work take three years. Dr. Nichols reported the life of the grant was three years. The project could be completed sooner but funding had to be expended in three years. The project would require three summers because some work could not be done with school in session. Mr. Tiller thanked Dr. Nichols for the presentation.

IN RE: FY23 BUDGET DISCUSSION WITH DEPARTMENTS

Mr. Evelyn noted it had been a while since the Board had met with Department Heads to discuss their budget needs and he expressed appreciation to them for taking the time to provide updates on their individual departments.

Administration - Capital Budget - County Administrator Rodney Hathaway distributed a handout on the Historic School West Wing Renovation Project. This was a project that had been discussed for some time and the handout provided included information from a 2016 presentation by Hopke and Associates. Hopke had been asked to do preliminary design and architectural work for the facility. The front of the building was not changed much because it was a historic structure but the eastern side of the facility would include a patio area which would not only aid in utilizing the outside of the building but also provide handicap access. This secondary access would address issues with the steps at the front entrance into the atrium. The outside layout for the property included an amphitheater which could be utilized by the community. A floor plan indicated some of the space could be used by Park and Recreation and The Virginia Cooperative Extension Services for office space. The center of the building could be utilized as a reception hall and the original stage would be left in place. This portion of the facility could be used for plays, receptions and various community events. Dedicated space for a Sr. Café could be located near the back of the building as well as kitchen space for use by seniors and as a staff break room. The former library could be utilized for meeting space and space for Parks & Recreation programs could also be available. He drew attention to the last page providing cost estimates. He noted the Board had just heard from the School Superintendent on the possibility of relocating the School Maintenance Shop. The relocation of this shop had also been included in the Hopke plan and would be crucial for the Historic School to be utilized as a community facility. He reviewed the list of cost estimates including:

- \$3,200,000 Renovation of Historic School West Wing
 - \$ 265,000 Amphitheater
 - \$1,500,000 Demo & Construction of School Maintenance Building
 - \$ 300,000 Landscaping & Parking Improvements
 - \$ 950,000 Architectural & Engineering (18%)
 - \$ 621,500 Contingency (10%)
 - \$ 100,000 Construction Management
- \$6,936,500 Total Project

He reminded the Board that an additional 2% meals tax which would become effective January 1, 2022 had been implemented during the last budget adoption process. The expected revenue from this additional tax should be sufficient to fund the financing for this project. This could be discussed more during the next budget process. Mr. Stiers noted the Hopke presentation was from 2016 and asked if the costs were current or from 2016. Mr. Hathaway reported the figures were from 2016 and that was why the contingency had been included and almost \$400,000 spent on the roof had not been removed. This was a project that had the ability to touch just about every resident in the County.

Several other capital items had been discussed with the Board and he would not go over those again. Broadband was the number one capital project the County was working toward and the majority of the work/expenditures would take place in the next fiscal year. This project would not impact the capital budget or the tax rate. There was currently \$12 million in Colonial Downs revenue funding and the Board would be asked to appropriate \$4.2 million in ARPA (American Rescue Plan Act) funding at their November meeting. This

would result in \$16 million being dedicated to broadband. Although this was a lot of money, it was still short of the County's commitment of just under \$25 million. He reminded the Board that they had also been working on an economic development project with some incentive commitments coming due in 2024. Consideration would be given to setting aside some revenue in 2023 so that when the majority of those commitments came due, the County would not be hit with the total amount at one time. He could not provide details but noted the total would involve millions of dollars. He reported a great commitment had been made but this project would result in great benefits to the County.

Operating Budget - The salary study was underway and he believed the findings would require significant funding to bring County salaries in line with the market. This would probably be the biggest operational issue to address during the next budget. He had some ideas which he would share during the budgeting process. He entertained questions.

Mr. Lockwood noted when the Board had discussed implementing the additional meals tax it had been said the revenue would be used as a set aside for future major projects. He was surprised Mr. Hathaway would think of using that revenue for the Historic School renovation as opposed to the set aside discussed for all other major projects. Mr. Hathaway reported when the additional two percent had been approved it had been stated it would be used for future capital projects and the Historic School renovation would be a capital project. He noted there were other options that could be considered during the budgeting process. The Board had provided direction for the use of Colonial Downs revenue with the understanding it would also be set aside for capital projects. He noted the \$4.2 million in ARPA funding could potentially free up some Colonial Downs revenue for other projects if the Board wished. He also noted the County did not currently have all of the ARPA funding. The first half had been received but the second half was not expected until 2022.

Airport - Capital Budget - Airport Manager Duane Goss reported an environmental assessment involving 35 parcels adjacent to the airport had been in the works for the past two years. The primary focus had been on mitigating obstructions (trees) surrounding the airport. Land services and easement acquisition would be the next steps for the project. Delta Airport Consultants had orchestrated task orders associated with the land services and easement acquisition and he expected those two items would be completed within the next 12 months. The design phase for the mitigation and removal of trees would be conducted in FY23 and the proposed price would be \$600,000 with 90% being reimbursed with federal funding and 8% with state funding. The remaining 2% would be the County's portion and he noted this was a good example of leveraging County dollars to federal and state resources. This price had taken into consideration the most extreme case the airport could be facing as well as all contingencies but the final cost was anticipated to be less. A second project included the design phase for the construction of new hangars to satisfy the demand in the eastern part of the state. This was estimated to cost \$400,000 with 80% reimbursed with state funding and the remaining 20% being the County's portion. These were the primary capital projects for which the Airport would seek funding.

Operating Budget - The Airport's FY23 operating budget would be flat at \$220,000 with no significant changes or additions. He entertained questions. Mr. Evelyn asked if Delta had done the consulting on the last Airport project. Mr. Goss indicated they had and noted the County had a year to year agreement with Delta.

Building Development - Capital Budget - Building Official Brian Mikelaite reported his department's capital requests included vehicles and computers. Vehicles included one to be received in April which would be a replacement and another vehicle for the new inspector who had recently been hired. He thanked the Board for approving this position and getting

his department the much needed help. Mr. Hathaway asked if the order for the new vehicle had been placed and if April was the lead time. Mr. Mikelaite confirmed that was the case. The Environmental Department was allowing the new inspector to utilize one of their vehicles in the interim and the vehicle to be replaced had over 120,000 miles. No vehicles were up for replacement in the coming year but he noted several vehicles would soon have over 120,000 miles and be up for replacement beginning in FY24. In addition to office computer replacements, iPads and mobile printers in vehicles would also be replaced. A sliding file cabinet would also be requested at a cost of approximately \$8,900 to help alleviate file space issues. The department was required to maintain all commercial files for the life of the building. In an effort to make room for new files, some had been moved to an unconditioned storage space which was cause for concern for the longevity of the records. Although a scanner was available, staffing and time limitations had been an issue. Residential housing files were to be maintained for three years after which they could be purged but with the increased number of residential projects, they were just out of space.

Office Space – He reported the department was bursting at the seams. Three inspectors were sharing one 11' x 13' office and two inspectors were sharing another office. He was using the largest office in the suite due to the fact the furniture would not fit in any of the other offices. He had not requested another employee in FY23 because there was no room. He noted employees hired this year needed to be trained and if there was another large project, it may be necessary to request another inspector.

Operating Budget – The department had one seat for Bluebeam software which would aid with digital permitting. He would be requesting two more seats so that more individuals could be trained on electronic permitting and be able to utilize this software. The department also had one seat for premium code access and he would be requesting two additional seats which could be shared by the seven inspectors. He entertained questions.

Mr. Stiers noted Mr. Mikelaite had referenced replacing a vehicle at 120,000 miles and asked why not 200,000. Mr. Mikelaite noted the 120,000 miles was the threshold staff had been given as an indicator it was time for a new vehicle. Mr. Hathaway noted vehicle mileage could be discussed and the 120,000 was what was in current finance policy. The threshold had been 100,000 and had been increased to 120,000 a few years ago and many vehicles retired by County departments remained in use by New Kent County Schools.

Circuit Court Clerk - Circuit Court Clerk Amy Crump expected her operating budget would be flat and her only concern was the need for a new courthouse. They were out of technology space and could not do some of the things they would like to because of space limitations. Security for the office was also a concern but the biggest concern was staffing and salaries which she believed would be addressed in the salary study. The Compensation Board suggested the office should be staffed with a Clerk and four full time staff members. Current staffing was a Clerk and three full time staff members and a part time staff member. She would continue to lobby for the part time position to become full time. The County was growing and her office was on track to top over 6,500 recordings this year. She stated her staff was overworked and needed help. She entertained questions.

Mr. Tiller noted Ms. Crump had stated she wanted to convert the part time position to full time. He stated this change would not result in any space needs for additional employees. Ms. Crump confirmed and noted the part time position was currently working 29 hours a week. This individual was responsible for concealed weapons permits and marriage licenses and upon becoming full time, would assist with recordings. Mr. Hathaway asked if there was a need for an additional courtroom and noted he received monthly reports indicating courts were in session almost every day. Ms. Crump reported that at least one and

sometimes two courtrooms were in session every day. Jury trials were also an issue and with COVID protocols, the jury room was not large enough for social distancing. This was resulting in the need for several courtrooms to be in use when a jury trial was in session. One of the reasons she had said a new courthouse was needed was that she wanted to be able to provide a more secure area for her staff and a larger area for the jury. Sheriff Joe McLaughlin suggested she should include a new HVAC system for the courthouse. Ms. Crump agreed. Mr. Hathaway reported it would not be necessary to wait until next year for the HVAC because funding was available now and staff was working on a design that would suit everyone. Ms. Crump reported that once a new courthouse was built, she and Sheriff McLaughlin thought the existing courthouse could become County Administration offices.

Commissioner of Revenue - Mr. Evelyn noted Commissioner of Revenue Laura Ecimovic had reported she would not be able to attend due to a death in the family.

Commonwealth's Attorney - Commonwealth's Attorney T. Scott Renick reported his concerns were similar to Circuit Court Clerk Amy Crump's. His operating budget would remain flat but he did have two part time positions he would like to make full time. An Assistant Commonwealth's Attorney was currently working 28 hours a week which he would like to increase to 40 hours a week. This individual was extremely busy trying to do 40 hours-worth of work in 28 hours. The Victim Witness assistant was working 24 hours a week and they would also like to make this 40 hours a week. He believed these concerns would be addressed in the salary study. He backed up Ms. Crump's comments regarding tight quarters in the Courthouse. He noted the law had changed and people were being encouraged to take jury trials. If a jury trial was scheduled on Tuesday and there were also 500 General District cases scheduled, this could be a potential problem for the Sheriff's Office and security. Given the way the Commonwealth's Attorney's Office was setup, there was no space between staff and the general public and it was impossible to social distance. People were walking in and out of the offices and he felt it would be to everyone's advantage to have a new courthouse. He closed by again stating his biggest concern was converting the two part time positions to full time. He entertained questions.

Ms. Paige asked if he had a cost associated with the ask for a new courthouse. Mr. Renick indicated he did not and added he was just backing up Ms. Crump's statement. He knew it would be a tremendous cost and he didn't know where another courthouse could be built. Mr. Hathaway reported one of the reasons he had asked the question was to better understand the space needs and to see if there was possibly a way to expand existing facilities to meet those needs. Mr. Renick suggested some of the hallway space could possibly be converted to offices. Mr. Hathaway also noted land to the west of the courthouse which the County did not own could possibly be an option. Ms. Crump suggested a consultant should be hired to determine what was needed. Ms. Paige noted they all worked in the courthouse and asked didn't they know what they needed. Ms. Crump noted they could tell the Board what they needed but could not tell the cost.

Economic Development - Economic Development Director Matthew Smolnik reported it had been a great year for the department. Tourism had rebounded, new businesses were opening and they continued to work on industrial projects. Some businesses had been bought out by regional or national tenants while others were home-grown and had started from the ground up. The Visitors and Commerce Center had become an official Destination Marketing Organization in 2020 and was now a Certified Tourist and Information Center. Both designations were through the Virginia Tourism Corporation and opened the door for New Kent to be eligible for the state-wide distribution of materials free of charge. New Kent would also receive ARPA (American Rescue Plan Act) tourism funds in the next year to help offset any negative tourism impacts resulting from COVID. All of these certifications had

been achieved at no cost to the County other than time. These designations also supported marketing our community beyond the Richmond market. Other items reported included:

- The Economic Development Authority was continuing their marketing campaign with a new emphasis on digital marketing and business outreach efforts. They were also continuing to make use of the Business Incentive Grant and Loan Program.
- Travel had resumed and Mr. Smolnik had recently made two out-of-state trips and had several others planned for over the winter.
- The department had lost a great employee this past year with the passing of Marilyn Mills. They were adjusting and the Visitors and Commerce Center was now fully staffed.
- Several large tracts of commercial/industrial land were under option or had a first right of refusal by players in the global market. The department had received more inquiries for large-scale development by reputable firms than ever before which was a good sign outreach efforts were working. He reminded everyone that economic development was not an overnight process and projects could take years to come to fruition.

Operating Budget - He reported he did not foresee any capital projects and the department's top three operating requests would be:

- Data Analytics Consultant – This request would depend on the will of the Board to better understand and reach out to the proper commercial (non-industrial) tenants. Estimated cost - \$20,000 to \$35,000 per year.
- Target market analysis to revisit and ensure that the County was targeting the proper industrial clusters. Virginia Tech had recently conducted a similar study for Goochland County. Estimated cost - \$15,000 to \$25,000.
- Workforce study to provide consultants with an in-depth understanding of the potential workforce in the area and specific training programs available, plus those programs that we need to add through Rappahannock Community College and the Bridging Communities Regional Career and Technical Center. National brokerage firms had requested this study and the cost remained to be determined.

He believed the return on investment for these requests would be seen with just one new retail/commercial establishment deciding to locate in New Kent County.

Environmental - Capital Budget - Environmental Director Josh Airaghi reported he would not have much in the FY23 capital budget other than vehicle and computer replacements.

Future Needs – He reported additional space was a huge need for the future. The main office area in his department was approximately 250 square feet and there were currently four desks, three bookcases, a drafting table and a printer in this space. There was no room for future growth as demands for services increased. Historic files were spread between an unconditioned storage space in the basement and a shared file room that was also out of space. The Clean County Committee was storing supplies in a closet totally separate from the department. He urged the Board to look for additional spaces or office relocations that could accommodate future departmental growth as the County continued to grow and the volume of services continued to expand.

Operating Budget - Plans were to submit a flat operating budget for FY23 with the exception of the following two items:

- New office furniture at a cost of approximately \$8,000. This furniture would serve three purposes including:
 - Modernizing the office by replacing existing furniture handed down for more than a decade.
 - Provide a safer work environment by replacing furniture that is no longer sturdy.
 - Make more efficient use of the limited office space.

- A new entry level Environmental Planner position. The department had been staffed with a director, administrative assistant and three environmental planners when he had come to New Kent County. This staffing level had allowed for ample time for regular inspections, certifications and career development. Although workload had continued to increase, an environmental planner position had been lost at the start of FY20. The FY21 workload had been the largest since he had been with New Kent and the department had taken on additional duties including Floodplain Administration. This additional position would enable staff to better perform duties such as stormwater inspections and to pursue certifications. This would also open the door for career development which he felt played an important role in retention. He noted inspection statistics were available if the Board was interested and he entertained questions.

Mr. Evelyn asked if there would be room in the office for an additional planner if the position was approved. Mr. Airaghi reported there was one open desk but noted once that position was filled, there would be no room for any additional growth.

Financial Services - Capital Budget – Financial Services Director Rebecca Guthrie distributed a handout on the department. Staff consisted of five full time employees and one part time. This department was responsible for a wide variety of duties including:

- Budget
- Audit – Annual Report
- General Ledger
- Grants Management
- Accounts Payable
- Surplus Property
- Purchasing Card Management
- Debt Management
- Payroll
- Risk Management
- Fixed Assets
- Purchase Orders
- Cell Phones
- Cost Allocations

The department had also won a number of awards including:

- GFOA (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Report (Annual Report) 17 consecutive years.
- GFOA Distinguished Budget Award 9 consecutive years.
- GFOA Popular Annual Financial Report (PAFR) 7 consecutive years.
- Received an unmodified opinion for all audits.

It was well known that New Kent County was one of the fastest growing localities in the Commonwealth of Virginia. In addition to this population growth, Financial Services performance trends showed steady increases in the numbers of accounts payable and payroll checks processed, active vendors, purchase orders issued and debt issuances. Ms. Guthrie noted much of this was directly related to the growth in population. Significant increases had been noted in some of these areas for FY21.

FY23 Budget Needs – She requested an additional full time Human Resources Employee. The Human Resources Department had historically utilized a Financial Services employee to fill gaps while the Generalist was out and they were filling that vacancy. Human Resources was a two-person department and when one staff member was out, the workload doubled for the other and every minute one of her staff members was assisting was hurting her department. She also requested an additional part time staff member. The existing part time employee was focused on accounts payable which was steadily increasing. Some administrative work such as filing and records retention was falling behind and an additional part time position would fill that void and improve morale. Some employees in the department were consistently working beyond 4:30 p.m. She noted there were many laws and regulations in regard to finance and Financial Services was requesting research software to provide a centralized resource where compliance questions could be researched.

Fire-Rescue - Capital Budget – Fire Chief Rick Opett distributed several handouts and introduced the new Fire-Rescue Department Administrative Assistant, Ellen Browne. He reported there were three major capital project priorities in the department including:

- Lanexa Fire Station (Station 4) Replacement – The overall condition of the building was a concern and any upgrades would be investing in a building the County did not own. Numerous concerns were noted including foundation issues, cabinets falling from walls, separating walls, well issues, water intrusion and rodents and reptiles. He drew attention to an email resulting from a site visit as a part of the Strategic Plan process in which the building had been recommended for replacement. The building had just one bedroom which could sleep only two firefighters and there was not ample space for social distancing. There were long turn-out times because staff were located in one building and equipment in another. (Turn-out times were the longest at Stations 2 and 4.) From a community and economic development perception, this facility did not make a good impression. Potential locations for a new Station 4 were County-owned property at 15650 Pocahontas Trail or the site of a former motel near Route 60 and Waterside Drive. The estimated cost of purchasing additional property was \$350,000. The design/build cost of the facility would be \$3,224,000 and the cost of fixtures, furniture and equipment was estimated at \$250,000. Total estimated cost was \$3,824,000.
- Quinton Fire Station (Station 2) Replacement – The overall condition of the building was again a concern and again any upgrades would be investing in a building the County did not own. Numerous concerns were noted including a sinking concrete floor, the need of a new roof and issues regarding the electrical system. The living space was very limited with open bunk rooms which again were not large enough to provide space for social distancing. Turn-out times were long at this facility due to the living area being located on an upper level and the equipment on the lower level. The community and economic development perceptions were also noted as a concern. Potential locations for a new Station 2 were property located at 2207 Pocahontas Trail (behind Walgreens), property in the 3800 block of New Kent Highway and County-owned property at Quinton Park. Chief Opett reviewed several maps noting locations for calls received and reported this was what was driving the decision to consider moving the station further west. He shared a rendering of a farmhouse style station which was being recommended. He also reported he had been in communication with the volunteers who had indicated they would need a separate volunteer hall approximately 5,000 square feet in size for fundraising. Estimated costs for this station was slightly higher than Station 4 due to the cost of the additional volunteer hall. Total estimated cost was \$4,424,000.

Noting the Board was probably wondering why two stations were being presented at once, he reminded everyone that Station 4 had been on the list for the last three years and had been pushed down the line numerous times. Station 2 and Station 4 projects were now falling in the same year. Economies of scale were also a factor as well as rate of inflation and low interest rates. If these needs were not addressed soon, they would soon fall into the same year as the proposed Courthouse station.

- Self-Contained Breathing Apparatus (SCBA) Replacement – Existing equipment was fifteen years old and out of NFPA (National Fire Protection Association) compliance. The equipment was obsolete, parts were hard to find and there were constant maintenance issues. They had submitted grant applications and had been turned down for the past two years. They would be submitting for another grant and he felt there was a better chance to receive an award because the equipment was now out of warranty. This would be a matching grant with the County's portion being \$61,000. Approximately \$24,000 had been spent on maintenance during the previous fiscal year. If the grant was not successful, the County may have to pay the full \$612,334 for replacements.

Referencing the volunteer hall mentioned in the presentation, Mr. Hathaway reported the County was covering the majority of costs for volunteers and asked how fundraising money was being used. Chief Opett reported he did not know how those funds were used but he confirmed the County was covering all costs for the volunteers. He reported they were currently in discussions with the Auxiliary on developing a new mission.

Operating Budget – He reviewed information on operational priorities. Items noted included promotions, three new personnel (focused on end goal of staffing personnel at each station), fuel maintenance service contracts and overall line item increases. The budget had remained flat for the past six years. The handout also included information on current staffing at all stations as well as end goal and future staffing at all stations.

Mr. Evelyn asked if the additional positions that were partially grant funded had reduced the occurrences of NUA (No Units Available). Chief Opett reported the numbers had initially gone down but due to the increased number of calls, they were slowly going back up. This was most frequently seen in summer months.

General Services - Capital Budget – General Services Director Rick Stewart reviewed a list of proposed capital requests including:

- Replacing the loader/backhoe at the main refuse site at an estimated cost of \$145,000. The current model was 18 years old and maintenance costs were increasing. Approximately \$20,000 had been spent on repairs in FY20 as well as \$9,000 for rental equipment while this unit had been down.
- Replace Visitor Center HVAC at an estimated additional cost of \$55,000. He reported there was already \$35,000 budgeted for this project from a previous year. The current units were not able to meet cooling demands.
- Replace three of four rooftop HVAC units at the Extension Office Building at an estimated cost of \$38,000. The current units were not meeting demand.
- Replace attendant sheds at two refuse sites (Polish Town Road and Telegraph Road) for an estimated cost of \$13,000.
- Buildout of County storage area at the Historic School cafeteria at an estimated cost of \$32,000. Mr. Stewart noted the top item identified in a recent facility study had been the lack of storage space.

Operating Budget – The department was requesting the following:

- One additional buildings and grounds staff member at an estimated cost of \$47,800 - 79% of all work orders submitted were for corrective maintenance items and by adding one full time employee whose main focus was planned maintenance, he believed the current 21% planned maintenance could be increased to 50%. The department had a comprehensive planned maintenance program but unfortunately a good portion of the work was deferred or abandoned due to staffing limitations or competing interests.
- Implement an Energy Management Program - General Services was responsible for energy costs at fifteen facilities. Mr. Stewart reported the County could realize some impressive costs savings by improving space conditioning. Each individual office with the exception of the Administration Building was currently able to set temperatures within their space. Administration Building cooling and heating setpoints were now at levels that would differ no more than three degrees from surrounding spaces. Setpoints as well as occupied and unoccupied schedules were programmed and monitored remotely. An average of 6% consumption savings had been noted monthly since the installation of this control system. The department was asking for \$4,600 to purchase controls for the remaining facilities with equipment that would communicate with this technology. He estimated a return on investment after just one cooling season.

Refuse & Recycling – Condition, Wayfinding and Safety Concerns – Requests to address these issues included:

- \$4,380 for the purchase of a portable hot water pressure washer that could be used to routinely clean dumpster pads at all refuse sites.
- \$1,250 for the replacement of signage. The majority of signage at the Route 618 main refuse site was either faded, in disrepair or missing.
- \$4,700 for asphalt and road repairs.
- \$1,820 for replacement of broken bollards and safety cables.

Mr. Evelyn thanked Mr. Stewart for his work on organizing the HVAC project in the Administration Building. He noted this had been a huge project and it had been completed on budget and on time. He also expressed appreciation for everyone working with General Services and stated he knew there were a lot of moving parts.

Human Resources – Human Resources Director Karen Wiscott reported their capital budget included standard computer replacements. She had been with the County four years and during that time a priority had been to increase services and programs such as a safety program and voluntary benefits as well as clean up inefficiencies and ensure the County was in compliance with laws and regulations. The County's population was growing as was the number of County employees. Along with this also came the need for additional staff. The department was currently operating with two full time staff members and was utilizing a Financial Services staff member to assist with payroll. She stated they could not continue to operate at this level much longer. She further suggested that with so many responsibilities being handled by only two individuals, errors were made, items were missed and employees were not receiving the services they needed. Big projects such as employee evaluations and implementing a goal setting program and continued efforts in safety trainings had been put on hold because they did not have the necessary manpower. An additional staff member who was familiar with safety programs could help with onsite safety inspections, the safety committee, the new Learning Management System and safety manual updates as well as other duties. This individual could also be cross trained on duties of the Human Resources Generalist to help with workload issues such as onboarding, timesheets, data entry, open enrollment and benefit administration. She stated if they did not get the help they needed soon, it would be necessary to pick and choose projects or scale back benefits because they would not have time to administer them. The County had been able to achieve the VRSA (Virginia Risk Sharing Association) safety incentive for the programs, procedures and committees that had been put in place since she had been here. She stated the County may lose this safety incentive which was currently over \$25,000 annually if they could not continue to have certain safety programs in place. The department had been asking for another staff member for several budget cycles. A part time position had been approved but due to COVID, had been rescinded. Workload had only increased since then and some of the increase was specifically related to COVID.

Goals for FY23

- Completion of salary study/cleanup job grades, job descriptions and pay rates.
- Roll out a Performance Evaluation program.
- Provide monthly manager lunch and learn sessions on various topics such as performance evaluations, performance improvement plans, goal writing, etc.
- Increase in person employee training opportunities.
- Create career ladders for County positions.

Noting the mention of performance evaluations, Ms. Paige asked if this would include guidelines to be used by directors. Ms. Wiscott reported they had been discussing implementing employee evaluations for some time and noted staff was currently not doing this. They had been working on some forms that could be used in Tyler Munis (County's current enterprise software) electronically and then roll out training for managers.

Information Technology – Chief Technology Director Jonathan Stanger distributed a handout providing a quick overview of the breadth of service provided. The list included:

- Providing support for over 300 users.
- A phone system with over 950 users or devices.
- Eleven remote sites connecting back to the Administration Building.
- Campus network connected via fiber ring.
- Two virtual environments, five physical servers and over 80 terabytes of storage capacity running 25 virtual machines.

Capital Budget – Requests would include:

- Data Network Infrastructure including replacing switches purchased in 2015. They tried to maintain a five-year replacement cycle but because they had been able to maintain coverage, had pushed that out multiple years. Licensing changes had drastically increased the cost and maintenance coverage was no longer available on some equipment. Critical units needed to be replaced while coverage was still maintained.
- Microsoft 365 Office Software – This request had previously been removed because once implemented, there would be an increase of \$100,000 in the annual operating budget. This would lower the cost of replacement computers and everyone would be working on the same version of software. Microsoft would eventually force users to upgrade.

Operating Budget – Department operating budget changes for FY23 included:

- The department began switching to a next generation anti-malware package in FY22 and the costs would be higher than the previous software.
- In FY20 the department had replaced its backup solution with a solution that included three years of maintenance and storage. Replacement would be due in FY23.
- Most budget requests would be to maintain current services and the department tried to keep those costs as low as possible.
- The most significant jump in FY22 had been for the new Technology Support Specialist.

Mr. Stanger expressed appreciation for the position approved the previous year and noted the department was trying to be as responsible as they could with the budget provided.

Parks and Recreation – Parks and Recreation Director Kim Turner distributed a handout and noted it contained much more information than she would be able to cover in five minutes. She encouraged the Board to review the information when they had a chance. The handout indicated the department supported its mission by identifying six core values including community focus, safety and security, customer service, collaborations, health and wellness and environmental stewardship. The challenges faced were not unique to the department and they tried to look at them as opportunities. The following were noted:

- Addressing the needs of a growing community.
- Facility and park needs.
- Guidance, blueprint for immediate future, strategic planning, Comprehensive Plan.
- Shared use of schools/public space.
- Shift in traditional programming.
- Participants with increasing physical, emotional, behavioral and family support needs.
- Paradigm shift in participant/societal expectations.
- Recruiting and maintaining staff.

- Time to address challenges and be proactive.

She stated time to address challenges and be proactive was a big concern and added that neither a time management seminar nor delegating would help. She had been with New Kent almost 16 years and this was the first time she had felt the department was just holding on. It was getting tougher and they were looking at being better stewards of their time. Resources and needs were being reevaluated. COVID had turned the world upside down and had significantly impacted Parks and Recreation. Park usage was heavier than it had ever been because it was outdoors. They would continue looking at efficiencies and resources.

Capital Projects – She expressed appreciation for the Board’s support at Pine Fork Park. It had been difficult to narrow the list of capital projects down to the most important three because she felt they were all important. Most of the items listed in the handout were requests coming from the community. The following top three items were noted:

- The Parks and Recreation Department Office. The department was looking forward to relocating offices to the Historic School in the future. The current location was supposed to be temporary but they were still there after eight years. Other arrangements would be necessary if the Historic School was not ready in the next few years.
- Fields 4 – 6 athletic field lighting and parking lot lighting at Pine Fork Park. Athletic field lighting had originally been estimated to cost \$400,000 in the first phase. The cost was now estimated to be \$750,000.
- Trail paving at Pine Fork Park. Ms. Turner reported paving the trail had been cut from the first phase. They were now seeing areas that were washing out, in need of gravel and in need of weed spraying. Paving the trail would make it more efficient.

Other capital items listed included:

- Update department strategic plan for 2022-2025 (or in coordination with the County’s Strategic Plan).
- Quinton Community Center electronic message board.
- Wahrani Nature Trail and Park – additions/improvements.
- Explore public kayak/canoe launch.
- Technology updates and accessibility.
- Quinton Park – paving parking lot and timed-lock entry gate.
- Pickleball/tennis court at Pine Fork Park.
- Basketball courts at Pine Fork Park.
- Field 3 bleachers at Pine Fork Park.
- Small restroom near multiuse fields 1 – 3 and courts.
- Additional shade and picnic shelters.
- Splash pad.

Operating Budget – She felt the salary study would show where her department stood but noted she felt the salaries for all but one position in her department were not too far off. The number of employees was more of an issue than the salaries and they would be asking for two additional full time positions to include a Programmer and a Parks and Recreation Custodian. Other operating budget items included:

- Technology upgrades for customers and staff (CivicRec).
- Special events (collaborations, tourism) and wellness program initiatives.
- Continued support for but not limited to staff education, uniforms, advertising and outreach, promotional materials, programs, contracted instructors, lawn and park maintenance and office supplies.

She closed by reviewing a snapshot of National Recreation and Park Association statistics compared to New Kent Parks and Recreation. Among the items listed were:

- 16.4 full time equivalent employees (FTE) per 20,000 residents compared to New Kent's 5.0 FTE.
- 9.9 acres of parkland per 1,000 residents compared to New Kent's 10.6 acres.
- 22.9% revenue to operating compared to New Kent's 68%.

She again encouraged Board members to review the information provided and entertained questions.

Mr. Stiers stated he would like to add a concession stand at the Historic School. Ms. Turner indicated she had included that in the list of capital projects submitted to Financial Services. She noted this was a request from the community for the Falcons football program. Parks and Recreation had thought they would be moving to Pine Fork Park but that was no longer the case. There were a number of safety concerns regarding the current concession stand and a request to address this had been included in her submission. Mr. Hathaway noted he believed there had been some improvements made to this concession stand. Ms. Turner agreed that some work had been done but the Falcons wanted to be able to cook under cover rather than on an outside concrete pad. Ms. Paige questioned why the County would pay \$25,000 or more for them to cook inside and noted cooking was done outside at the High School concession stand. She also reported she was looking into a grant to cover the cost of paving the walking trails. Ms. Turner noted she had recently been notified that they had not been awarded a grant for which they had applied. Mr. Evelyn asked why the Falcons would not use the \$4 million Pine Fork Park. Mr. Stiers reported there was a regulation requiring that they have a lighted scoreboard and that was not available at Pine Fork. Mr. Hathaway also noted the lack of lighting would be an issue for the Falcons. Ms. Turner noted she had not considered this a priority because she didn't feel it really represented the community as the facilities were only used three months of the year.

Planning – Capital Budget - Planning Director Kelli Le Duc reported they would have no new capital items. There were still questions about what would be done with funding being held for the Purchase of Development Rights program as well as the affordable housing program. The usual computer and vehicle replacements would remain.

Operating Budget - There were currently two open positions in the department including a Transportation Planner and a Planner/Senior Planner. Until these positions were filled and the office was back on track in regard to workload, it would be hard to say if additional positions were needed. She suggested an additional entry level planner may be needed. The advertising and street sign replacement line items frequently were overspent by the end of the fiscal year but not to a level that could not be covered by the overall department budget. The number of public hearings to be held and the number of signs to be replaced varied from year to year. Ms. Paige asked if the applicants for public hearings were paying for the advertising. Ms. Le Duc noted most of the application fees, with the exception of the AFD program, covered the advertising expenses. There were three separate meetings to be advertised for AFDs and because the fees had not been raised for some time, the costs were more than what was collected. Mr. Hathaway also noted application fees were deposited in the general fund and not back to the department line items.

Space Issues - She reported space was also an issue for the department. Information Technology had recently moved a staff member into an office in the Planning Department suite and once the two open positions were filled, the suite would be full. There were major issues with storage and moisture in the basement was a major concern.

She was excited about future projects including the Comprehensive Plan update and the County Code update to follow. She expressed appreciation for the Board seeing the need for these updates and for appropriating funding for consultants.

Public Utilities – Assistant Public Utilities Director Mike Lang reported the department had seen a great deal of growth especially with residential properties. He named several communities including Brickshire, The Farms of New Kent, The Oaks and Dispatch Station and noted with the additional growth also came challenges and expenses for Public Utilities. The growth was resulting in an increased number of utility markings, meter installations, leaks, checks, repairs and sewer backups. Future challenges included:

- Sludge treatment project at the wastewater plant.
- Pamunkey River water supply project.
- Aging infrastructure – wastewater plant.
- Several water systems approaching fifty years of age.
- Additional regulations – water and sewer regulations were expected to become stricter.
- Supply chain issues and inflation – Several projects were on hold as a result of higher costs and fewer resources.
- Recruiting employees.

He also reported that for the first time in eighteen months Public Utilities would be initiating service cutoffs for lack of payment.

Capital Projects – Top capital projects included:

- Grinder pump for the Talleyville sewer pump station – This station handled approximately half of the sewage flow and trash from the truck stops was a huge problem. They had to find a way to remove the trash before it went to the pump station. Given the current status, there was high probability of failure and the consequences would be severe.
- Update to SCADA (Supervisory Control and Data Acquisition) System – The SCADA system was the brain of the wastewater treatment plant and if it were not functioning, it would be necessary to staff the plant 24 hours a day, 7 days a week. This would be tripling the current staffing. Again, there was a high risk that the system would fail because Microsoft was no longer providing support for Windows 7.
- Route 249 Interconnection – from Airport Road to Quinton Elementary School.

Operating Budget –The following operational concerns were noted:

- It was a challenge to recruit and retain qualified staff. The department had lost two tenured employees in the past twelve months due to retirement.
- The need for two additional Utility Specialists positions.
- New safety and personnel policies/training were requiring a significant amount of time.
- Small water system renovations – Everything that could be painted had been and they were moving on to tank replacements where refurbishment was not an option. This would include a major renovation at The Colonies.
- Operation and maintenance efficiency – increased technology in the field to move away from paper work orders.
- Asset management with an emphasis on maintenance over repair and preventing problems before they occur.
- It may be necessary to consider subcontracting some work such as easement clearing, irrigation meters and service installation to meet customers needs and expectations.

He entertained questions. Mr. Hathaway stated the next water project would be Food Lion to Bottoms Bridge. He knew this would be a longer route but asked if Public Utilities had looked at Bottoms Bridge to Brickshire which would provide water for Providence Forge. Mr.

Lang reported they had looked at Bottoms Bridge to Route 106 but not continuing down Route 60 to Providence Forge. He suggested Brickshire to Providence Forge would probably be more feasible and noted that either way, there would be a number of environmental considerations. Mr. Stiers reported the price from Brickshire to Providence Forge had been \$14.7 million four years ago. Mr. Lang suggested that price should be increased by 20% for today's market. Mr. Evelyn asked for the timing of the interconnection projects mentioned. Mr. Lang reported the Food Lion to Bottoms Bridge project would be 2025 and the Bottoms Bridge to Route 106 project would be 2045. He also noted Public Utilities had a permit for surface water withdrawal (Pamunkey River) which would expire in 2027.

Sheriff's Office – Sheriff Joe McLaughlin wished Mr. Evelyn a Happy Birthday. He noted he did not have a handout but did have some information to share on the number of calls for service as well as the department's budget needs. There had been 47,152 calls for service in FY21 and there had been 18,843 calls since July 1, 2021. Incident reports in FY21 had been 2093 and there had been 882 so far this year.

Capital Budget – He reported on the following capital needs:

- Vehicle replacements – Seven vehicles would be requested in the upcoming year and detailed information on costs had been provided to Financial Services.
- Computer replacements for the office as per Information Technology.
- Animal Shelter – The department had been asking to replace the existing shelter for eleven years. He expressed concerns over the ramifications of a possible negative visit from the state veterinarian and reported Henrico had been forced to shut down for a period of time because of a state inspection. No conceptual plans had been prepared but the facility would be included in the capital request for \$5 million. \$4.5 million had been the estimate four years ago and the standards for animal handling were increasing.
- Special Operations Vehicle – Replacement of cameras.
- Tactical Vehicle – The Virginia State Police were moving to put all of their tactical teams under one division which would increase response times.
- Communications and Public Safety – Upgrades to the dispatch center. There were major concerns regarding the electrical service and an upgrade would increase the use and life of the facility.
- Mobile Data Terminals – Upgrades for existing vehicles.

He expressed appreciation for the time and noted he had more information on operations which he would share at a later time.

Social Services - Capital Budget – Social Services Director Suzanne Grable reported the department would have no capital budget requests. Vehicle replacement had been deferred and there were seven vehicles in the department none of which had near 120,000 miles. They were working with Hopke and Associates on a lobby renovation which had been included in the previous year's capital request and she did not have any foreseeable requests. They would be gaining some space with the acquisition of the current CSA space. They were fully staffed and did not have any current space issues.

Operating Budget – She reported the department's operating budget would be flat and no new positions would be requested. A part time position had been converted to full time and there were now two dedicated staff for Adult Services programming.

Projects in the Works – Projects included:

- Lobby renovation.

- Holiday Assistance Program for both Thanksgiving and Christmas – Residents could apply for assistance on the DSS page of the County website. Residents who would like to provide assistance or donations were encouraged to call the office.
- Warm Referrals – Providing direct connection to service providers rather than directing clients to cold call agencies or providers. This involved calls with the client and guiding/walking them to the appropriate office or agency.

Treasurer – **Capital Budget** – Treasurer Charles Evelyn reported the department would have no capital requests. He thanked the Board for the recent upgrade of computers in the department and noted they would be good for five years.

Operating Budget – He reported the operating budget was looking good. Investments had been made in payment processing which had reduced the number of transactions in the office. Lifetime dog tags had also been implemented and had reduced transactions by almost 2,000. He did not feel he would need any additional staff in the near future but if he did, the department was out of space.

Mr. Evelyn thanked all who had presented and asked if Board members had any additional comments or questions.

Ms. Paige noted she understood department heads had to sit before the budget review committee and expressed appreciation to them for attending this additional meeting. She noted some departments had similar requests. She was proud of this Board for moving forward with a salary study and encouraged everyone to be patient as they worked through this. The findings could be a significant cost to taxpayers but it would be worth it if it helped the County to retain valuable staff. In regard to space concerns, she stated these needs were not lost on this Board and reported Assistant County Administrator Justin Stauder was working on space planning. She reminded everyone that anything they could do would be determined by how much funding was available. She thanked everyone for traveling to this meeting location and for all they were doing.

Mr. Evelyn reported one of the biggest issues had been EMS when he had first been elected fourteen years ago. In the early days of campaigning and serving as a supervisor he had frequently been told stories about individuals having a heart attack and there being no EMS. One of the most frequent comments now was why there were so many fire trucks on the road. He was proud that the Board had been able to address this issue and improve not only EMS but also Sheriff's Office services. He also reported that in the early days he frequently received calls from residents and developers asking why a certain individual was in a particular position. He stated he was no longer receiving this type of call and had not gotten them for many years. He was proud of the staff and noted everyone was working for the betterment of the residents of New Kent County and he appreciated that. He encouraged staff to feel free to contact him anytime if there were any issues.

Mr. Evelyn called for a brief recess for lunch at 11:43 a.m. The meeting reconvened at 12:13 p.m.

IN RE: BOARD OF ROAD VIEWERS APPOINTMENTS

Mr. Evelyn moved to appoint Jack Tate as District One representative to the Board of Road Viewers to serve a four-year term beginning January 1, 2021 and ending December 31, 2024.

Mr. Tiller moved to appoint Charlie Edwards as District Two representative to the Board of Road Viewers to serve a three-year term beginning January 1, 2021 and ending December 31, 2023.

The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
Thomas W. Evelyn	Aye

The motions carried.

IN RE: COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE AND SOCIAL SERVICES ADVISORY BOARD APPOINTMENTS

Mr. Tiller moved to appoint John Moyer as a member of the Comprehensive Plan Update Steering Committee.

Mr. Tiller moved to appoint Jackie Smith as a member of the Comprehensive Plan Update Steering Committee.

Mr. Lockwood moved to appoint Isabel Jarvis as a member of the Comprehensive Plan Update Steering Committee. After some discussion, Mr. Lockwood withdrew this motion.

Mr. Lockwood moved to appoint Beth Trivett as District Five representative to the Social Services Advisory Board to serve a four-year term beginning July 1, 2021 and ending June 30, 2025.

The members were polled:

John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
Thomas W. Evelyn	Aye

The motions carried.

IN RE: CLOSED SESSION

Ms. Paige moved to go into closed session pursuant to section 2.2-3711A.5 of the Code of Virginia for discussion concerning a prospective business where no previous announcement had been made of the business' interest in locating facilities in the County. The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
Thomas W. Evelyn	Aye

The motion carried.

Mr. Evelyn called for a brief recess for other staff to leave the room. The meeting was promptly reconvened upon their departure.

Mr. Tiller moved to come out of closed session. The members were polled:

Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Thomas W. Evelyn	Aye

The motion carried.

Mr. Tiller moved to certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session. The members were polled:

Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Thomas W. Evelyn	Aye

The motion carried.

IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS/ADJOURNMENT

Mr. Evelyn thanked Ms. Paige for the swag bags she had prepared. Ms. Paige also expressed appreciation to Deputy Board Clerk Wanda Watkins, Public Relations Specialist Krista Eutsey, Executive Assistant Amanda Stanger, County Administrator Rodney Hathaway and Assistant County Administrator Justin Stauder for their involvement and noted letters of thanks would be sent to those who had contributed to the bags.

Mr. Evelyn announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, November 8, 2021, and the next work session at 9:00 a.m. on Wednesday, November 24, 2021, both in the County Administration Building.

Ms. Paige moved to adjourn the meeting. The members were polled:

John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
Thomas W. Evelyn	Aye

The motion carried.

The meeting was adjourned at 12:39 p.m.