

A SPECIAL WORK SESSION OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 10<sup>th</sup> DAY OF MARCH IN THE YEAR TWO THOUSAND FIVE OF OUR LORD IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING AT 6:01 P.M.

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IN RE: ROLL CALL

Mark E. Hill	Present
D. M. "Marty" Sparks	Present
James H. Burrell	Present
Stran L Trout	Present
W. R. "Ray" Davis, Jr.	Present

Chairman Davis called the meeting to order.

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IN RE: COMMUNITY DEVELOPMENT

Community Development Director George Homewood, along with department staff Permit Center Manager Darla Stanley, Planning Manager Rodney Hathaway, and Administrative Assistant Pam Crosby, reviewed the highlights of their budget requests. Mr. Homewood stated that there has been growth in all three areas of his department - planning, zoning & compliance, and building & development, and admitted that he is asking for several new positions. He reminded the Board that last year he warned the Board that these positions would be needed.

He is asking for four new field inspectors: 2 for environmental and 2 for building. He stated that all will be cross-trained to perform inspections in other areas.

He is also requesting a Plans Examiner/Chief Inspector. He explained that the permit department staff spends a lot of time examining plans and does a good job, but it is generally the last thing that they get to, which is generating complaints from the public about the slow process. This generally affects commercial and industrial structures, which tend to be individually-designed and have more potential for problems. Staff is having difficulty getting the plans examined and "out the door" quickly.

He is also asking for a field person to assist in zoning enforcement. Complaints have increased in the past year and are more than Kenny Vaughan can handle by himself. Even with a new position, it will be a "stretch" to respond to all of the complaints.

He is also asking for a planner to help Mr. Hathaway. As plans are submitted for Patriots Landing, Kentland and other developments, it will be necessary to pay more attention to those plan reviews and functions. They are now having to deal with what "comes in the door" and can't take care of their "planned" duties, and often ending up "reacting instead of planning".

He is also asking for an environmental permits technician to perform quick permit reviews that can be done at the counter while the person waits. He explained that it is hard for staff to move back and forth between the counter and something else they are working on, and both services suffer as a result.

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He explained that he is asking for upgrades for Permit Center Manager Darla Stanley and Zoning Administrator Kenny Vaughan.

He admitted that most of the increases in his budget are personnel related, and include the necessary vehicle, computer, cell phone, etc. that would be required for each new position.

Understanding that office space is limited, he is recommending that all field personnel work from "electronic offices" rather than taking up desk space in the building. He envisions that field staff could, by computer, get their assignments each morning, complete their tickets and transmit them back to the office, eliminating the need to even come to the building except maybe for once-a-week meetings. This would free up desk space for the new positions.

Mr. Burrell asked about the technology that would be used. Ms. Stanley stated that they are looking at using a cell phone based system that would produce more timely results for the customer.

Mr. Trout cautioned that for that type of system to work, there would have to be a good cell phone signal.

Mr. Davis asked how many of Mr. Homewood's current staff would be freed up from being in the office. Mr. Homewood stated that it would presently affect two staff.

Ms. Stanley explained some of the features of the system they are considering which is called Builder Radius. She indicated that it would be free to the jurisdiction, and the vendor collects subscription fees from those builders or developers who want to access the information via their cell phone. The information is updated on the system every five minutes so a builder/developer would have up-to-date information available regarding the status of their inspections. Customers would also have the option of receiving the information in the normal way, for which there would be no charge. Ms. Stanley stated that the system is currently being used in Colonial Heights, the first locality to use it in Virginia, although it is widely used in North Carolina and Texas. She has checked with Jonathan Stanger who indicated that it would work with our server. Although there would be no cost to the County, there is a charge of \$10,000 if the County wants hands-on training.

There was discussion about penalties for cancellation of the contract. Staff indicated that the County would have to give 90 days' notice that it intended to cancel, during which time the County would have sufficient time to extract the information from the system. There is also a 120 trial period, which was confusing since there is no charge.

Mr. Sparks asked if this company was familiar with the level of permits in New Kent. Ms. Stanley indicated that it was. She also indicated that the company has provided a proposed licensing agreement which she has sent to the County Attorney for review.

The Board members were skeptical that the County would be getting this service at no cost.

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Mr. Davis asked if this system could be expanded into other County offices and departments. Mr. Homewood indicated that it could not. He stated that this was an interim system for the County to use until it can bring in a new financial system that would provide networking between the offices and departments. He explained that they are looking at other remote systems as well.

Mr. Hill asked how many staff are currently in Community Development. Mr. Homewood reported that number to be 11.

Mr. Davis asked which of the new position requests are considered crucial. Mr. Homewood stated that although he feels that all of the requested positions are crucial, the most needed are the field inspectors and admitted he could "make do" with the current management and office tiers. He stated that with the number of inspections that current staff is now required to do, "some things are going to be missed" and the Board will hear about it. He stated that the inspectors could also be cross-trained to check for zoning violations as well.

Mr. Hill asked if any of these new positions are based upon anticipation of approval of the Farms of New Kent application. Mr. Homewood stated that the needs are based strictly on what developments have been approved to date, including Patriots Landing, Kentland, the development at the Courthouse, and DragonsRidge, and that Farms of New Kent was not considered at all. It was reported that Mr. McNew's application has increased its number of homes from 100 to 150.

Mr. Hill asked what has been received from Kentland. Mr. Homewood reported that they have preliminarily and informally reviewed three multi-family sections, and he believes that those applications will be filed in FY05.

There was discussion about the request for a color copier. Mr. Homewood indicated that the requested copier will be able to copy 11"x17", which they are unable to do with existing equipment.

In summary, the Community Development Department is requesting 8 new positions and 2 upgrades.

There was discussion regarding the Planning Commission budget. It was reported that the requested increases are related to advertising, increased costs for mailings and training for new Commission members.

The increases in the budget for the Board of Zoning Appeals were attributed to training costs and attorneys fees. Mr. Ellyson questioned the need to budget for legal fees inasmuch as the BZA has required legal representation only one time in the four years that he served on the Board.

It was reported that the Historical Commission has asked for \$5,000 to conduct a lecture series planned in cooperation with the school system, relating to the Jamestown 2007 celebration. The planned theme is "the Road from Jamestown", detailing the experiences of various communities in New Kent resulting from the

settlement at Jamestown. The funds requested are intended to be used to pay for speakers' fees.

Mr. Ellyson emphasized that growth in the County "begins and ends" with this department, as this group is the one that makes sure that projects comply with the law and that the citizens are protected.

Mr. Trout reported that the bill changing the AFD fee cap had passed the General Assembly. Mr. Homewood confirmed, stating that the bill had increased the AFD fee limit from \$300 to \$500, which amount still fails to cover the cost of the advertising which is currently about \$825 per application. However, the new streamlined AFD process that will be put into place will reduce the advertising requirements so that the fee will come closer to covering the costs. Mr. Davis indicated that the County had asked that the cap be removed, but Farm Bureau became involved and the cap was raised instead of being removed.

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IN RE: PUBLIC WORKS

Public Works Director Alan Harrison and his secretary Jennifer Ronk reviewed the highlights of their budgets.

Mr. Harrison indicated that he has requested an assistant for Buck Stewart. He is proposing to bring someone in to help Buck now with his heavy work load and to eventually replace him when Buck retires in a couple of years. Mr. Hill asked if this person would have any spare time that he could devote to Parks & Recreation, and Mr. Harrison said that was a possibility.

There was discussion about the budget requests for brush removal. Mr. Harrison stated that they need a loader to move brush at the Route 618 site because they are tearing up their Kubota tractor. He has put this back into the budget even though the Board removed it from the CIP a few months ago. Mr. Harrison said that if the County wants to keep accepting brush, then they need equipment that can handle it. They are now paying someone to grind the brush, but need the loader to move the brush around at the site. Mr. Harrison was asked to look into finding used equipment.

There was a discussion regarding citizen complaints regarding the shortening of hours at the refuse sites.

Mr. Harrison indicated that he had requested money in all of his budgets for vehicle maintenance; however, if the school transportation office is going to resume providing those services, then those requests can be eliminated.

It was reported that the tires on the Kubota tractor are being fixed about twice a week, and it was suggested that they look into switching to solid tires.

There was a discussion about ruts in the pad at the Route 618 transfer station. Mr. Harrison said that they are looking into installing a steel pad to protect the concrete. Mr. Burrell suggested that the County may want to design future sites differently to avoid this problem.

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Mr. Sparks asked him to inspect the pavement at the Route 612 site where there are some "loose" places.

There was some discussion about the waste disposal contract and when it will expire.

Mr. Harrison reported that he has included in the CIP, funds for another refuse site at Bottoms Bridge totaling \$190,000 over three years (FY07, 08 and 09).

Mr. Harrison stated that he has also asked for an upgrade for Jennifer Ronk's position from Secretary to Administrative Assistant. He stated that she has taken on more and more responsibility, both before and after he began as Public Works Director. Her salary is split among several budgets.

He has also asked for money for professional services in several of his budgets to cover any miscellaneous engineering work that he may need. Also included again this year is \$10,000 to cover office relocation expenses in case any of the departments are moved around or out of the building.

There was discussion about the new VDOT maintenance site. It was reported that the new site should be ready sometime in 2006. Mr. Harrison indicated that he took Randy Vaughan of Wiley Wilson with him to inspect the old site. Mr. Vaughan has suggested that the County will need a Phase I environmental assessment, a structural analysis, facility plan and needs analysis. He has budgeted for survey work, draft plans and funds for any "unforeseen conditions". If the Phase I assessment finds something that would require a Phase II assessment, the County might want to go back to VDOT for some help with the costs.

Mr. Burrell requested and received permission to leave the meeting at 7:25 p.m.

Mr. Harrison indicated that he has requested money to install insulation in the second floor of the Courthouse to help with heating and air conditioning expenses. His request for additional money for electrical service is in anticipation of the sidewalk lighting that will be installed.

The increase in the amount requested for janitorial supplies stems from price increases as well as an increase in the number of buildings that are being maintained.

He has asked for more money for grass cutting in order to hire someone to cut the grass at the water and wastewater facilities which is now being done by staff.

He reported that uniforms are worn out and need replacing, and he has also asked for money for an icemaker to be installed in the kitchen.

There was a discussion about the funds requested for a surveillance system for the building. Mr. Ellyson reported that this evolved from a request from the Treasurer. \$10,000 is in the Treasurer's budget to cover the cameras at his office, and \$13,200 is in one of Mr. Harrison's budgets to cover the other building entrances.

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Mr. Davis stated that the Board needs to consider dividing Mr. Harrison's duties in a year or so, moving Building and Grounds to its own or another department. Mr. Harrison agreed, stating that Buck Stewart handles that division by himself because Alan has little or no time to spend on that department.

Mr. Harrison stated that he is asking for \$8,000 for repairs to the roof of the Old Courthouse. He has also requested funds to repair the sidewalks around the complex and the steps at the new Courthouse.

Mr. Ellyson reported that the County received a faxed notice from Carrier that they intend to cancel the HVAC maintenance contract and will not agree to pay any damages from the recent boiler malfunction. He reported that staff is checking with the County Attorney to see if the County can contract with the second lowest bidder. Precision was the second lowest bidder, at \$6,000 higher than Carrier, which covers all of the County buildings except the schools. The contract with Carrier is only 6 months old and has three years left on it. Ms. Katz has indicated that the County's contract with Carrier does not permit them to just cancel it.

Mr. Harrison stated that he has requested funds for an engineer to start "learning the ropes" who will eventually be upgraded to Assistant Director to help with plan reviews, etc., and could in time oversee some of the smaller contracts. He has also requested a part-time file technician to work in the Public Works office.

He described the on-call policy which he is requesting wherein water and wastewater staff will rotate being on-call on weekends, for which they will receive compensation. The policy he is suggesting is similar to those in surrounding localities.

Mr. Harrison stated that he may have not been clear at a prior Board meeting when he asked for \$6,000 for Steve Jacobs to perform a fiscal impact analysis. It was not his intention to change the rates, but to make sure that the current rates can pay for the CIP requests. He is especially concerned because Mr. Jacobs has indicated that the last rate study did not include the costs for Phase II of the sewer project or Fund 98's share of the trunk line from Bottoms Bridge to the Chickahominy. His intention was that if the new study showed that current rates were not sufficient to pay for the CIP projects, then some of those projects would have to be moved further out or otherwise adjusted. Accounting & Budget Director Mary Altemus concurred in the need for another rate study, especially in light of the fact that the study was based upon using contingency funds. She stated that she would work to reduce the cost of the study by extracting the data herself. Mr. Harrison stated that he has asked for \$10,000 in FY06 to pay for this study, and he suggests that it be performed annually. He stated that he had recommended that Steve Jacobs perform this year's study because Steve is most familiar with the data and it would save time. If the Board is not satisfied with Mr. Jacobs' work, then he would look for someone else to do it in future years.

Mr. Sparks reminded that rates were just recently set and he questioned the need for another study so soon. Mr. Davis stated that he doubted that the County has any more than 25 new customers since the last study. Mr. Harrison reminded that the CIP projects had not been identified at the time of the last study. He stated that \$6,000 is a good price, and that the County would be "flying blind" without an updated

study. Mr. Sparks suggested that there may be "someone a little better" to conduct the study. Mr. Harrison indicated that he had another person in mind that worked with Dinwiddie. Ms. Altemus stated that if the Board was not willing to raise the rates, then a study is not needed, and the County will have to live with what it has.

Mr. Hill stated that the County needed a "worst case scenario" on Phase II. Mr. Sparks stated that Phase II is not going to be "done tomorrow" and suggested that Mr. Harrison be given some time to look into it.

It was the Board's consensus to shop around for someone else to do the study. Mr. Davis admitted that he was not inclined to change the rates again at this time. Mr. Harrison and Ms. Altemus will work on this and get back with the Board.

Continuing with his budget, Mr. Harrison stated that he has decreased the funding request for irrigation meters in that most contractors are installing them during construction and he does not anticipate that the County will be installing very many.

Mr. Harrison stated that DEQ is requiring aquifer tests at permit renewal time on some of the wells. Staff has already been informed that testing will be required on the well at The Colonies next year.

There was discussion regarding DEQ's requirement that pumps be "pulled" at some of the wells due to the fact that there are few records indicating where the pumps are set. Mr. Harrison is looking into contracting for well maintenance with Sydnor, who is an expert at this process.

Mr. Harrison explained that his request for an increase in his training budget is for additional operator training for his wastewater treatment plant operators.

He indicated that he has requested funding for an electronic document imaging system for permanent records retention, which would cover his department but could be expanded if others were interested. He has also asked for funding for a GPS unit and software for locating meters and manholes. Mr. Hill asked if any of these items could be rolled over into utility borrowing or a Community Development Authority (CDA). Mr. Davis stated that the CDA for Farms of New Kent is approved, then it would only cover FONK.

Mr. Harrison reviewed his request for a new operator at the Parham plant for FY06, anticipating that flows may reach 150,000, at which time a 7-day operation will be required. He stated that he could eliminate that request and come back to the Board for an appropriation once flows reached 135,000 – 140,000 on a regular basis. It was noted that flows went down from FY03 to FY04. He stated that it is hard to predict exactly when flows will reach 150,000, but he is taking into account the proposed increase in the jail population, possible reopening of the jail camp, as well as the Parham Court development. He stated that he is looking at having four two-man crews, which would allow the crews to rotate on the weekends. He stated that the Chickahominy plant does not have to be manned on the weekend, but does have to be tested. He is looking at having one chief operator, 4 Class II operators and 4 Class III operators. He is considering recruiting at the high school but needs at least one Class II Operator on each crew.

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Mr. Harrison explained about a new requirement for DEQ Reports at each plant at a cost of \$55,000 each. He stated that he had received tentative approval of a 50% grant to help cover the costs. He has also requested funds for sludge removal contract services, as well as funds for odor control chemicals which will be needed until the flows are up. The new vehicle requested will replace a truck at the plant that has over 228,000 miles on it.

Regarding the budget for the Chickahominy plant, there was discussion about the grass cutting services that Mr. Harrison has requested. He explained that this would cover both the plant and the twelve wastewater stations. He indicated that staff is currently cutting the grass, which takes time away from their other duties. The plant needs two people to run normal operations, and he explained what those duties are.

Mr. Harrison explained that the request for GIS utility mapping has been moved to GIS but the amount will be funded by the Utility Fund.

Ms. Altemus reported that Courthouse utilities are not reflected as those amounts were just entered today.

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IN RE: ACCOUNTING & BUDGET

Accounting & Budget Director Mary Altemus reviewed her department's requests. Regarding a Human Resource Manager, she stated that she has had some discussion with Laurie Dever, the HR Manager for the School Board, about the possibility of Laurie's providing some part-time HR services for the County and perhaps the County providing some payroll services for the School Board. It was agreed that the County Administrator should start some dialogue with the Superintendent about that possibility.

Ms. Altemus stated that the auditing firm has given notice that it is canceling its contract. She is working on developing an RFP to see what is available.

She reviewed her request for upgrading her Assistant Director, as well as for a full time Accountant I position. She indicated that, if necessary, she would be willing to forego her two current part-time positions in order to get one more full-time position.

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IN RE: BUDGET

Mr. Ellyson distributed current payroll information and administration recommendations regarding new position requests. The Board members agreed to review the information they have received and meet again on Thursday, March 17, 2005, at 6:00 p.m. to continue the budget process.

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IN RE: NEW COUNTY ADMINISTRATOR

Chairman Davis reported that John Budesky has asked to start work on April 1 rather than April 4. Additionally, he has been unable to close on his house in Maryland and needs lodging for a month. Staff has checked with two local bed and breakfast establishments and lodging at either would be available at \$60 per night. Following

discussion, there was consensus that the County would offer to pay for one-half of that expense. Mr. Davis will so advise Mr. Budesky.

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IN RE: ADJOURNMENT

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

The members were polled:

Mark E. Hill	Aye
D. M. "Marty" Sparks	Aye
James H. Burrell	Absent
Stran L. Trout	Aye
W. R. "Ray" Davis, Jr.	Aye

The motion carried. The meeting was adjourned at 8:55 p.m.

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