

THE REGULAR MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 12th DAY OF JANUARY IN THE YEAR TWO THOUSAND FOUR OF OUR LORD IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING AT 6:00 P.M.

IN RE: INVOCATION AND PLEDGE OF ALLEGIANCE

County Administrator, Gary Christie, gave the invocation and led the Pledge of Allegiance.

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

Mr. Christie called the meeting to order.

IN RE: REORGANIZATION

Mr. Christie opened the floor for nominations for Chairman of the Board. Mr. Trout nominated James H. Burrell as Chairman of the Board of Supervisors for the term of one year. There were no other nominations and by consensus the nominations were closed. The members were polled on the election of James H. Burrell as Chairman:

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

The motion carried. The meeting was turned over to Mr. Burrell who opened nominations for Vice Chair. Mr. Sparks nominated W. R. Davis, Jr. as Vice-Chairman of the Board of Supervisors for the term of one year. There were no other nominations and by consensus the nominations were closed. Mr. Trout moved to elect W. R. Davis, Jr. as Vice Chairman of the Board of Supervisors for a term of one year. The members were polled:

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

The motion carried.

Chairman Burrell conveyed the Board's condolences to the Boykin and Luck families for the recent deaths of their sons.

Mr. Christie presented proposed Resolution R-01-04 which set forth the 2004 meeting schedule for the Board of Supervisors. It is proposed that work sessions begin at 6:00 p.m. on the 4th Monday of each month and be held in the Board Room of the County Administration Building. Mr. Trout suggested moving the regular meetings in August and November to the first Wednesday of the month so as not to

conflict with School Board meetings. Following discussion, Mr. Trout moved to adopt Resolution R-01-04 amending it to hold the August meeting on August 4 and the November meeting on November 3. The members were polled:

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

The motion carried.

Mr. Christie reviewed the items in the bylaws that he has suggested be changed, which include changing the order of business to put old and new business before elected official and staff reports, and reducing the time for comment during public hearings from five minutes to three. Mr. Trout noted that the bylaws do not address where in the agenda the Resident Engineer's report is to be and he felt that it should remain early in the agenda. Mr. Davis stated that some of the issues raised during Elected Officials Report may be able to be addressed by the Resident Engineer and he felt it should come after. Mr. Trout suggested that since it is not specifically addressed in the bylaws, the Chairman can use his discretion at each meeting. Mr. Christie reported that the Board would be able to vote on the bylaws with the proposed changes at its February 9 meeting.

Mr. Christie stated that he had two items to add to the agenda: an airport issue and selecting a date for a retreat.

IN RE: CONSENT AGENDA

County Administrator Gary Christie presented the Consent Agenda, which consisted of approval of the minutes for the meetings on November 24 and December 8, 2003; approval of the proposed First Amendment to the New Kent-Newport News Water Agreement; approval of contract with Bruce Howard Contracting for erosion control measures prompted by construction of the fire station, in an amount not to exceed \$2,875 to be paid from the fire station capital account; extension of the Memo of Understanding with the Circuit Court Clerk through June 30, 2004, to allow a new agreement to be negotiated; authorization to execute a letter of intent to participate in the preparation of a Regional All-Hazards Mitigation Plan with the Richmond Regional Planning District Commission; refund of \$6,712.95 to Citicapital Comm. Leasing Corp. for erroneous assessment due to asset being reported to wrong jurisdiction; refunds of \$10 each to 23 volunteer members of Company 2 for county decal purchases; appropriation of additional State Funds for Child Daycare Fee at Risk due to increased demand for services, \$17,046.00; appropriation of funds received from the insurance company due to loss of a sheriff's vehicle during Hurricane Isabel to purchase 3 radars and complete uniform for new deputy, \$7,375.00; appropriation of FEMA reimbursement funds for costs incurred for debris removal at The Colonies' well house and for pick up of the containers rented at the refuse sites due to power outages, \$2,331.43; appropriation of FEMA reimbursement funds for costs incurred for debris removal and removal at Rt. 618 by Environmental Waste Reduction, hauling and spreading of gravel for the roads to the residential debris disposal area at Rt. 618 and drop off containers by Browning Ferris at refuse sites due to power outages, \$37,205.88; appropriation of FEMA reimbursement funds for Category B – Emergency Services provided by the Sheriff's Office, Fire & Emergency Management Dept., Public Works, Social Services and various volunteer fire/rescue organizations within New Kent, a portion of which will be distributed to the various volunteer fire/rescue organizations, \$78,813.77; appropriation of additional State Funds for View AFDC Working Day Care – Mandated due to increased demand for services, \$4,000.00; appropriation of additional State Funds for View Transitional Day Care – Mandated due to increase demand for services, \$6,000.00; appropriation of payments received from East West Partners of VA, Inc. for reimbursement of professional services for Patriots Landing, \$6,816.65; appropriation of final carryover to School Capital Projects for unspent FY02-03 funds, \$148,930.00; appropriation of additional State and Other Local Funds to be received by the Schools for FY03-04, \$46,222.00; appropriation of funds per MOA dated October 9, 2002 between Herb C. Jones, Jr., Treasurer and the

Board of Supervisors that were collected in FY03, \$3,500.00; Inter-department transfers of \$35,000 from Reserved for Contingency (4-98-91060-5890) to Repairs & Maintenance (4-98-91060-3310) and General Maintenance (4-98-91060-8002) for unexpected generator maintenance and repairs and transfer of \$552.50 from Travel – Subsistence & Lodging (4-1-11010-5530) to Fire Station #1 (4-7-91000-9935).

Mr. Christie reported that the list of Co. 2 volunteers eligible to receive decal refunds had been reduced from 30 to 23 and suggested that the Board may want to pull that from the Consent Agenda for a separate vote. There was consensus to leave the refund to Co. 2 volunteers in the Consent Agenda. Chairman Burrell made a correction to page 7, sixth paragraph, of the minutes from December 8, changing 24000 square feet to 2400.

Mr. Hill moved to approve the Consent Agenda, with the change to the minutes and the amount of refunds to Co. 2 volunteers. The members were polled:

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

The motion carried.

IN RE: CITIZENS COMMENT PERIOD

Chairman Burrell opened the Citizens Comment Period. There being no one signed up to speak, the Chairman closed the Citizen Comment period.

IN RE: ELECTED OFFICIALS REPORT

Commissioner of the Revenue, John Crump, welcomed the returning members as well as the newly elected members to the Board. He reported that the re-assessment by Tri-County Appraisals is nearly complete and he is in the process of obtaining the preliminary numbers for use in the upcoming budget process. He explained that the notices of reassessment will be mailed out this month and that if Tri-County is not able to resolve disputes, then property owners can appeal their reassessments to the Board of Equalization. He reported that there is still some reassessment work being done on commercial properties.

Mr. Crump indicated that in 2003 there were over 1,000 land transfers and over 100 new lots created. He reported that personal property tax information shows 14,500 vehicles in the County. His office has received over 1,000 applications for business licenses resulting in projected revenue of 527,000. Renewals are due by March 1. His office stands ready to provide assistance to the Board in any manner.

Mr. Davis asked if Mr. Crump's office could provide information about businesses in a certain area. Mr. Crump indicated that he can provide information by district or by area.

Mr. Davis suggested that language be added to the reassessment notices advising that the tax rates will be equalized after the new assessments take effect. Mr. Crump agreed that such wording would be appropriate and also suggested that an article be placed in the local papers explaining the process. Mr. Crump and Mr. Christie will work together on this.

Mr. Sparks asked how the number of business licenses in 2003 compared with previous years, to which Mr. Crump responded that it is about the same. Mr. Crump stated that if the building contractors were separated from the others, it would give a clearer picture of the number of businesses in New Kent.

Chairman Burrell asked about the need for a full time assessor. Mr. Crump reported that the County has been considering that for years and that there were advantages and disadvantages. One of the advantages to having a full time assessor is that re-assessments can be done periodically rather than every four years, resulting in a less dramatic change in value.

Mr. Davis reported that he had attended several meetings with Quin Rivers Action Agency, working on trying to obtain grant money to provide public water and sewer to Plum Point. There will be a public meeting at St. Luke's Church in Plum Point at 7 p.m. on January 13 to discuss this option and to receive comments and determine community interest.

Chairman Burrell reported that, as a member of the board of the Richmond Convention and Visitors Bureau, he believes that the work being done downtown will be of benefit to New Kent in the future. He suggested that perhaps Mr. Crump could work with the Historic Commission to identify the tourism sites in New Kent. He also stated that it is his hope that with the increased traffic expected on I-64 for Jamestown 2007, vehicles will leave the interstate and patronize businesses along Route 60.

IN RE: STAFF REPORTS

County Administrator Gary Christie reported that the Sheriff's Department had received renewal of the V-stop grant in the sum of \$14,900.

Mr. Christie reported that at the January 20 meeting of the Planning Commission, there will be a training session/presentation by the Virginia Citizens Planners Association on planning and planning commissions.

IN RE: RESIDENT ENGINEERS REPORT

Gary Jennings, VDOT Assistant Resident Engineer, distributed reference material for the new board members. He reported that cleanup from the hurricane is 90% complete and they hope to be finished by the first of February. There is still work to be done on Route 60 and Route 33, and there are approximately 450 stumps to be picked up. He stated that work performed by headquarter crews in the last month includes installation of entrance pipes, distributing stone on dirt roads, fixing potholes and removing trees.

In response to an inquiry from Mr. Hill regarding the speed limit on Route 612, Mr. Jennings described the process, mandated by the federal government, involved in performing a speed study, and he will start the process for Rt. 612.

Mr. Sparks described a portion of pavement on Walnut Circle (Route 1224) that needs attention.

Mr. Davis inquired about the timetable for working on the dirt roads. Mr. Jennings reported that there are two motor graders working now.

There was discussion about storm debris conditions on Route 60 near Evelyn Piling. Mr. Jennings reported that the contractor will not get paid until the debris is picked up.

Chairman Burrell commented on conditions on Route 618, Olivet Church Road.

There was discussion about culvert pipes. Mr. Jennings indicated that property owners purchase the pipe (their choice of concrete or corrugated metal) and VDOT installs them. VDOT prefers concrete.

In response to the recent fatality at the intersection of Route 33, 249 and 30, Mr. Jennings reported that their traffic engineering department is reviewing the intersection and the possibility of adding some yellow caution time to the signal. He stated that last year more green time was added for traffic coming out of Eltham in the morning. He stated that he has given the Sheriff's Department ten years' worth of accident history information at that intersection.

Chairman Burrell suggested that VDOT consider a longer delay between the yellow and green signals.

Mr. Davis stated that currently there is only 1.5 seconds between the time when the light for traffic on 33 turns red and the light for traffic on 249 turns green, and that delay time needs to be lengthened.

Chairman Burrell suggested that perhaps slowing the speed limit to 45 mph on Route 33 in the area near the light might be an option, and would give trucks a longer time to stop. He also suggested the installation of rumble stops as some drivers are oblivious to the fact that there is a light there.

There was some discussion about the use of pavement sensors, Opticon (used by emergency vehicles to change lights) and cameras.

Mr. Jennings agreed to take all of these suggestions back to the traffic engineering department for consideration.

Sheriff Howard reported that during the last 10 years, there have been 16 accidents at that intersection and two fatalities in the 1980s. He concurred that something needs to be done to regulate traffic there. He reported that Route 33 is one of the most heavily patrolled highways in the County, and he has increased patrols at that intersection. He indicated that most tickets issued on Route 33 are to non-County residents.

Chairman Burrell indicated that he believes that the first speed limit sign for traffic exiting I-64 is often obscured by vehicles parked near the gas station, and suggested that perhaps the sign be moved to a more visible location.

Mr. Christie reviewed proposed Resolution R-03-04 to amend the designation of funds for the FY03 VDOT Revenue Sharing Program. Previously St. Peters Lane had been removed from the Rural Rustic Roads program and replaced with Higgins Road. At the last meeting, St. Peters was added back to the plan and Resolution R-03-04 will reinstate St. Peters to Rural Rustic Roads. This action will cost the County an additional \$37,000 as its share.

Mr. Hill reported that he had received a half a dozen calls and had personal conversations with residents of St. Peters Lane and it is his understanding that the majority do not want the road to be paved.

Mr. Davis indicated that was why it was removed in the first place and then other residents had asked that it be added back to the plan and paved. He suggested that no further change should be made at the present time.

Mr. Trout stated that in light of the differences of opinion, it would not be appropriate to make a decision at this time.

Mr. Sparks agreed and suggested that the Board look at St. Peters Lane next year, after it has had a chance to determine what the residents want.

No action was taken.

IN RE: APPOINTMENTS

The Board will continue to make appointments to various committees.

Mr. Hill moved to appoint G. Edward Gregory, Jr. as District One's representative to the Agricultural & Forestal Advisory to complete a four year term ending December 31, 2006.

Mr. Hill moved to appoint James Watts as District One's representative to the Agricultural & Forestal Advisory to complete a four-year term ending December 31, 2006.

Mr. Hill moved to appoint Peg Noctor as District One's representative to the New Kent Clean County Committee to complete a four-year term ending December 31, 2006.

Mr. Hill moved to appoint Carrie Evelyn as District One's representative to the New Kent Clean County Committee to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Hill move to appoint Jack Tate as District One's representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Hill moved to recommend Patty Townsend for Circuit Court appointment as District One's representative to the Board of Equalization.

Mr. Sparks moved to appoint Wayne Marks as District Two's representative to the Agricultural & Forestal advisory to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint Robert A. Bivans as District Two's representative to the Agricultural & Forestal Advisory to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint Charles W. Martin as District Two's representative to the Airport Advisory Commission to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Sparks moved to appoint Evelyn R. Waring as District Two's representative to the New Kent Clean County Committee to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint Clarence Tiller as District Two's representative to the Planning Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint Sylvia Godsey as District Two's representative to the Planning Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint A. Harold Garland as District Two's representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Sparks moved to appoint Steve Rocha as District Two's representative to the Transportation Safety Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Eugene R. Williams as District Three's representative to the Airport Advisory Commission to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Burrell moved to appoint Velma Crump as District Three's representative to the New Kent Clean County Committee to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Robert Randall as District Three's representative to the New Kent Clean County Committee to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Jean Street as District Three's representative to the Historic Commission to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Milton Brown as District Three's representative to the Economic Development Authority to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Herman Burrell, Jr. as District Three's representative to the Transportation Safety Commission to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to appoint Lorraine Dismond District Three's representative to the Transportation Safety Commission to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Burrell moved to recommend Brenda Snyder for Circuit Court appointment as District Three's representative to the Board of Equalization.

Mr. Trout moved to appoint Paul Gilley as District Four's representative to the Agricultural & Forestal Advisory to complete a four-year term ending December, 2006.

Mr. Trout moved to appoint Jacquelin Pomeroy as District Four's representative to the Historic Commission to complete a four-year term ending December 31, 2006.

Mr. Trout moved to appoint Floyd Jefferson as District Four's representative to the Transportation Safety Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint Douglas Dill as District Four's representative to the Wetlands Board to serve a five-year term beginning January 1, 2004 and ending December 31, 2008.

Mr. Trout moved to recommend William Chandler for Circuit Court appointment as District Four's representative to the Board of Equalization.

Mr. Davis moved to appoint Eckart Schutz as District Five's representative to the Airport Advisory Commission to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Davis moved to appoint Diann Walls as District Five's representative to the New Kent Clean County Committee to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Davis moved to appoint Bruce Howard as District Five's representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Davis moved to appoint Jack King for Circuit Court appointment as District Five's representative to the Board of Equalization.

The members were polled:

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

The motion carried.

The Board tabled the remainder of the appointments until the end of the meeting.

IN RE: HUBBARD REZONING

George Homewood, Director of Community Development, reviewed Mr. and Mrs. Hubbard's application to reclassify 1.063 acres in Lanexa from A-1 to B-2 in order to develop a real estate office on the road frontage in front of his private residence. The applicant has proffered that will be the only use of the property to be permitted. The Planning Commission has unanimously recommended approval.

Mr. Hubbard addressed the Board, explaining that this is a small piece of property in front of his home upon which he would like to build a real estate office. There has been no opposition from neighbors and this rezoning will have a positive fiscal impact on the County.

Chairman Burrell opened the Public Hearing. There being no one signed up to speak, the Public Hearing was closed.

Mr. Davis moved to adopt Ordinance O-01-04 as presented. The members were polled.

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

The motion carried.

IN RE: WOOD REZONING

George Homewood, Director of Community Development, reviewed Mr. Wood's applicant to rezone a 7.11 acre parcel of land from A-1 to M-2, and an application for a conditional use permit to authorize storage of inoperable vehicles and used auto sales and service on a parcel of land adjacent to his current operations. The applicant has proffered that the only allowable uses on the property to be rezoned would be auto body repair, auto body painting, auto rebuilding, car sales and storage of inoperable vehicles for the body shop. The Planning Commission, by a vote of 9/1, has recommended to approve the re-zoning and by a vote of 7/3, to approve the conditional use permit.

Mr. Wood stated that he would only be storing inoperable vehicles and is willing to work within whatever limits the Board would require. He does not intend to cut any trees and will not be selling used parts. He will be moving the cars so that they cannot be seen from the street. He has operated his body shop at this location for 30 years and there will be no change except that it will look better.

Mr. Davis asked if screening will be required. Mr. Homewood stated that the CUP requires screening of the site with staggered rows of trees along Route 60 and South Garden Drive. There is a 200 foot set back along Route 60 and 100 foot setback along South Garden. There is no proposal to change any signs.

Mr. Hill asked if the CUP would become null if Mr. Wood were to sell the property. Mr. Homewood stated that it would not. Zoning and use permits run with the land, not with the landowner. He urged the Board to make a decision based upon what is being asked rather than who is asking. He stated that the conditions are crafted as to make it impossible for any subsequent owner to operate any differently. There is a requirement that the only use is for storage of inoperable vehicles for the body shop, and it cannot grow into a junkyard.

Chairman Burrell opened the Public Hearing.

Phillip Felts stated that he supported businesses in New Kent and Mr. Wood's opportunity to increase his business, but would like to see the County restrict to 30 the number of vehicles that can be restored on the property at one time, and that the CUP run with the owner and not with the property.

Julian Lipscomb suggested that only the land that is being used for car storage be rezoned, and not the buffers, and that the CUP run with the owner and not the land, or else put a time limit for renewal of the CUP. He also suggested that the Board require a surveyor's plat, with wetlands delineation.

Ray Traylor, who lives directly across the street from Wood's Body Shop, feels that if the property is rezoned, Mr. Wood will be able to do whatever he wants with this property. He stated that there is a lot of money in scrap iron and steel and fears that this will turn into another junkyard in New Kent. He described the dangers to the environment from leaking chemicals, battery acid and antifreeze. He stated that he did not feel that Mr. Wood's business is large enough to warrant this action. He distributed information to the Board and asked that the action be delayed.

There being no one else signed up to speak, the Public Hearing was closed.

George Philbates, who has been in the salvage yard business for 49 years, was asked to comment on the scrap iron concerns. Mr. Philbates stated that with the price of scrap iron, it is not worth hauling. He described the DEQ requirements of draining all liquids into approved containers. He also stated that there was no money in junk tires. Scrap iron is just a by-product of his used car parts business.

Mr. Davis asked Mr. Homewood about delineation of the wetlands. Mr. Homewood stated that the CUP requires that RPAs be delineated on the site and that there be signage on the buffers. Taking into account the buffers and RPAs, he feels there are about 2 usable acres on this site for vehicle storage.

Mr. Sparks asked Mr. Homewood's opinion regarding limiting the number of vehicles. Mr. Homewood stated that in light of his limited staff, he would prefer a provision that if a vehicle is visible, it must be removed, rather than require his staff to have to go and count the vehicles.

Mr. Trout inquired about uses. Mr. Homewood stated that only the five stated M-2 uses would be permitted, no matter who owns the property. Any other uses would have to be applied for. Any new owner would have to abide by the same conditions.

County Attorney Phyllis Katz informed the Board that Conditional Use Permits run with the land.

Mr. Wood was asked what vehicle limit would work for him, to which he responded 100 or less. In response to an inquiry, Mr. Wood stated that he does not work on school buses and does not intend to store any there. He will use this land to store damaged cars which he uses for parts to fix vehicles. He does not intend to sell parts. He does not intend to stack the stored vehicles.

There was general discussion about a limit on the number of vehicles and prohibiting the storage of school buses.

Mr. Sparks moved to adopt Ordinance O-02-04 as presented. The members were polled:

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

The motion passed.

Mr. Davis moved to adopt Resolution R-02-04 with the following changes: #9 no inoperable school buses or any similarly large vehicle will be stored and #10 no more than 50 inoperable vehicles will be stored at any one time. The members were polled:

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

The motion carried.

IN RE: UTILITIES AT BOTTOMS BRIDGE

Mr. Christie stated that there are several time-sensitive issues regarding utilities, in particular the Bottoms Bridge service district. He reminded that in Spring/Summer of 2003 staff, assisted by R. Stuart Royer,

met with property owners in Bottoms Bridge to assess their willingness to make a financial commitment for water and sewer. Royer has performed a preliminary engineering analysis and developed a scenario to provide infrastructure for the south side of I-64 at \$3.7 million construction costs, and total price estimated at \$4.6 million. At its December 2003 meeting, the Board of Supervisors had approved an application for a Planned Unit Development in Bottoms Bridge and had targeted February 2004 to hold a public hearing on the concept of a service district as an alternative to a CDA. He provided handouts of draft general principals of a service district and a proposed ordinance, providing that the County will commit to install a public water and sewer system, with the cost of the infrastructure being paid by the owners of the property receiving the benefits of the services; that the County will decide which property to include in the district, starting first with the south side of I-64, and finance the cost through bonds based on recommendations from the County's financial advisor. It also provides that the County will use Robinson Farmer Cox to develop a number of alternative rate structures/scenarios, including an add-on tax on the property within the district. At the February meeting, there will be public comment period but will not be officially designated as a Public Hearing for a service district, based on advice from counsel. The County Attorney has suggested that the County have a clear scope of what it wants the project to look like before the Board holds a formal Public Hearing.

Some of the parameters that will be necessary to identify prior to a Public Hearing are things such as: should the project incorporate only the south side of I-64 or the entire village; what specific properties are in and out -how about the Star Motel or businesses on the west of the park and ride lot; will connections be mandatory, or only for properties within a certain district, or will they be voluntary; are there special terms/conditions for adding new lots; does the County have the ability to add fiber optic cable as part of the utility improvements.

Actions recommended tonight are authorization to move forward to start design and bid specifications for the infrastructure. R. Stuart Royer has given a proposal for \$363,320, or 7% of the construction costs, with an 18 month turn around. Mr. Christie also recommended moving forward to contract with Robinson Farmer Cox for \$15,000 to develop scenarios for the tax rates, connection fees, and other costs, so that owners will have an idea of what it will cost them and what it will cost the County to pay for the system. Both firms will assist staff as it works with Henrico County to work out any additional agreements necessary to make that contract go forward.

Roger Hart from R. Stuart Royer, and Bill Leary (who is helping the County during its search for a new Public Works Director) were present to answer any questions.

Mr. Trout suggested that some of the questions that were posed by Mr. Christie be decided before moving forward with studies, especially whether to include properties on the north side of I-64.

Mr. Christie reported that if the entire Bottoms Bridge area is included in the service district, then that would change the engineering work, and that now is the time to make that decision.

Mr. Hart stated that including the north side would change the size of the stations and lines, depending on how much property is included in the service district. He demonstrated what he was considering as Phase I and Phase II south of I-64, and Phase III and Phase IV on the north side. If there is no information as how the Williams tract is going to be developed and what their demand will be, then that would impact the project on the south side. Provisions can be made in the design process for extra capacity, if the County knows it wants to include the north side.

Mr. Trout stated that the south side needs to move ahead, but also needs to allow for expansion for the north side.

Chairman Burrell asked Chester Alvis about plans for the Williams property. Mr. Alvis indicated that he is speaking with a developer, trying to promote an Innsbrook East style development there. He feels that this tract is a "jewel in the crown" which the County cannot afford to ignore. The Bank's trust department feels that the time has come to market this property, and he'd like to see an interaction between the Bank, the County and a quality developer to establish a project that would bring increased tax revenue, but it will

not develop without infrastructure being brought at least to the border of the tract. There are approximately 250 usable acres there with the rest being wetlands that could be used for a park site.

Mr. Hart stated that 8,000 gallons is estimated to be needed for Phase III and IV, based on survey of those who responded from the north side of I-64. The Williams tract was not included. Mr. Alvis stated that the reason that there was no response from the Williams tract is because it is in a trust fund with the Bank.

Mr. Davis suggested that the County determine what it will cost for capacity over the 500,000 gallons already contracted for with Henrico County. Mr. Christie reported that Henrico County staff has indicated that the rates that will be charged are the standard rates that they charge to any other locality using their services. Henrico is currently working with Goochland and Hanover.

Mr. Hart stated that he is working with Goochland County in negotiating with Henrico and has found them to be fair and equitable.

Mr. Hart stated that where the north side would impact the project is on line size coming underneath the interstate. The flow from a large part of that property will have to be pumped, and for him to try to size a line now for all the future development, will slow down the project and will not be economical. That will not preclude the development. What will have to be done in the future is bring another line under interstate and down into the pump station. The flexibility he needs to design for is in the main pump station. That can be designed for future wet well capacity to take in future development on the north side. For the directional drill and force main going to Henrico County, he has currently proposed a 12" line. He cannot drop below 2 feet per second and cannot exceed 8 feet per second in that line. That will limit the amount of flow in that particular line, but it doesn't mean another directional drill can't be put across there in the future. The County can wait until it has all the numbers from everybody. The impact on anything from the north side would be sizing of the line and probably in the sizing of the water tank, but that can be adjusted down through the design process on the water tank and on the future capacity of that pump station.

Mr. Trout suggested that the County proceed with planning for the south side and include the capacity that it knows of from the north side. If the Williams tract is developed in the manner anticipated, it would overshadow the others and would justify another line.

Mr. Hart stated that he has tried to design the project looking down the road as best he can, and still be economically feasible for the area the County wants to serve. To put in a large pump station now that will cost millions of dollars is not in the best interest of the area to be served. The best thing to do is to design in flexibility. For a smaller flow, he suggests looking a fiberglass enclosed pump station with the idea of leaving a wet well dry cap or stub out lines that would go to a future larger pump station when the County has the funds that a huge development would bring in to expand that facility.

Ms. Katz reported that there can be separate service districts and the proposed ordinance calls this the Bottoms Bridge South Service District. Another service district could be set up for the north. Pricing will be different because of distances, etc., but there is no reason why there can't be more than one service district. Costs for users will be different for the users in the different districts.

Mr. Hill asked if Service District Two was established for the north side, could Mr. Hart cost out a trunk line to the Williams tract. Mr. Hart said he could if he had some idea as to how that property will develop.

Mr. Sparks indicated that the Board should focus on the south side now. He asked Ms. Katz about the advantages of having multiple districts.

Ms. Katz stated that the advantage is when it comes to mandatory connections. The properties on the south side are ready to connect. To incorporate an area where development has not taken place or owners are not ready to connect, would create problems.

Mr. Christie stated that different districts permits different rate structures, although it is more difficult for billing purposes.

Mr. Hill disagreed with Mr. Sparks, and stated that that the County needs to move forward now with the south side of I-64, and begin looking at the north side and determining what it's going to cost to extend it to the Fas Mart, the doctors' office, and the Food Lion, and cost out the trunk line to the Williams tract.

Chairman Burrell asked Mr. Alvis if he could provide preliminary figures. Mr. Alvis stated that the road frontage could be developed immediately for business, and the rest was 2-3 years down the road and it is too early for speculation. He stated that there was an existing driveway that goes under I-64 which could be used for a line. He thinks the areas that need to be considered now is around the Fas Mart and the Food Lion. He stated that there was an out parcel for sale in front of the Food Lion and they can't sell it because there is no water/sewer. He agreed to work with Mr. Hart.

Mr. Hill addressed some of his concerns with the time line in the book, and asked if Mr. Hart could be ready with the construction phase, if the Board was able to speed this up. Mr. Hart stated that he could be ready. Ms. Katz reported that the Public Hearing needed to be advertised three times. Mr. Hart stated that he would like to give bidders three weeks but they would do everything they could to shorten the time table. The critical items are the elevated water tank and the pump station. Construction of the elevated water tank is sensitive to construction and painting and they have scheduled to build the tank in the fall or first part of the winter.

Ms. Katz stated that something that may delay things is acquisition of the land where the water tank is situated. The parcel has multiple owners and the County may have to go to Court to locate the owners and acquire the land. Once the County has decided where the tank will be located, legal staff can begin proceedings to acquire the land.

Mr. Hill asked if anything that has been done in the past, including work done by Resource International or H. H. Hunt, could be used to shorten the time period. Mr. Hart stated that he could not utilize any of that work because his liability carrier would not allow it. Also it may not be the same layout. The information he has seen had a gravity sewer going east and west on Route 60, which would be economically unfeasible. They have planned to use smaller grinder stations to prevent driving the initial cost up so high so that no one could afford it.

Mr. Davis expressed his concern that the scope will take the project out too far in the future. He suggested proceeding with the proposed service district now. A public hearing might change his mind but this will show businesses that the County is serious. If the service district is extended north, it will cost more to service those properties, and since you cannot have different fees in the same service district, those on the south will have to pay more than their fair share. He suggests keeping the first service district south of I-64. It will be paid for by the people who use it, which is what public utilities should do. If there is interest in a service district on the north side, then the Board can look at that.

Mr. Hart wanted to clarify that the total project cost for Phase I is \$3.7 million. It would cost \$6 million for Phase III and IV. He does not know what it would cost for only Phase III, but estimated probably around \$1 million.

Mr. Davis reiterated that there is nothing to preclude the County from upsizing the line. If the Board changes the district now, it will delay the project. If the County moves forward, it shows prospective developers that the County is serious about bringing in utilities.

Mr. Hart stated that his company is due to complete its design by the middle of June, and will be moving forward for review by regulatory agencies and advertisement. The window of opportunity for change is during the first couple of months of the design process. Changes will require a renegotiation of design contracts.

Mr. Christie stated that the two action items that the Board needs to act on tonight are the contracts with R. Stuart Royer and Robinson Farmer Cox. Those monies would come from the utility fund contingency account and are refundable from the user and connection fees.

Mr. Hill moved that the Board approve expenditure of the hiring of R. Stuart Royer for engineering design bid and contract maintenance services at a cost not to exceed \$363, 320 from the utility contingency fund and reimbursable from bonds and chargeable to the project. The members were polled:

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

The motion carried.

Mr. Hill moved that the Board retain Robinson Farmer Cox at a contract cost not to exceed \$15,000 from the utility contingency fund reimbursable from bonds and chargeable to this project. The members were polled:

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

The motion carried.

IN RE: UTILITIES IN OTHER AREAS

Mr. Sparks suggested that the Board leave the remainder of the utility items for the work session. Mr. Christie reported that there were some people in the audience regarding the other utility items, but they could be postponed until the work session except for the last one which requires some action. Chairman Burrell asked that a brief overview be given for the benefit of the citizens.

Mr. Christie reported that a new subdivision of about 90 homes on Egypt Road past the high school is under design. Connecting those homes to county water and sewer would generate 360,000 in connection fees. The project will go forward, whether on septic/wells or on public utilities. Connecting the 60+ homes in John Crump's project would bring another \$240,000. The Courthouse complex and schools would be the primary customers of that area's water/sewer systems, and this area does not have the businesses to help support construction of the infrastructure. If the County could take advantage of connecting the homes in these two projects, then now might be the time to consider utilities for the Courthouse area. The Government buildings and schools would account for 15% of the use of the utility system, and could save about \$50,000 in drain field changes at the primary school, and probably another \$50,000 in architect's fees to design the physical connections while that construction is underway. Resource International, in their August 2003 study, estimated that construction of water and sewer systems would be about \$2.5 million, with a total cost of \$3.4 million. The County would need to bring in Robinson Farmer Cox to start looking at some rate scenarios and the fair share of the County, the developers and the property owners. The County would also need to have Davenport perform an impact analysis to see if the County could afford its share and the monthly fees, and encourage the Board to have a public meeting to receive citizens' comments about utilities in the Courthouse area.

Regarding Kentland, it is clear that there is not enough capacity at the Chickahominy Wastewater Treatment Plant to serve the PUD lots that were approved in the early 90s, the I-64 interchange and Providence Forge. The plant was built at 405,000 gpd, expandable to 1 million gpd. What the County

has now would provide for about 1350 homes. If expanded, it would serve 3,300 homes, but still not large enough to accommodate Providence Forge. The discharge regulations into the Chickahominy River are much more stringent than into the Pamunkey River and as a result, the treatment costs are higher, and the County may want to reconsider whether expanding the Chickahominy plant is its best option. Best Industries is now the owner of the 2,194 lots in the Kentland PUD and is engineering the development of its utilities. If designed well, some of that infrastructure may serve portions of the Providence Forge area, and provide cost savings. He encouraged he Board to seek engineering services to work with Best Industries' engineers to review the expansion options at the Chickahominy Plant and look at the preliminary design for the Kentland PUD utilities to plan for the entire area.

The developer of Deerlake subdivision has approached the County regarding the possibility of serving that area with public utilities. They have an increased use of alternate drain fields in that subdivision. If the Board is interested, then the County needs to determine what area of the County it would pass through – from Bottoms Bridge and serve the north side of I-64 or down towards Watkins Elementary and pick up the Talleyville exit of I-64 as it goes to the Chickahominy Plant. There too the County would need some engineering help and work with Robinson Farmer Cox to work with the developer. There may be some incentives the developer is willing to put up and their share may pay a good part of the cost of the project.

In the Plum Point/Eltham area, there is the opportunity for a CDBG grant application to offset the cost of utilities that might serve that portion of the County, and may pay as much as \$1.2 - \$1.4 million of the project if shown to serve low to moderate income families. There is a public meeting tomorrow night, the latest in a series. The County will need \$2,500 for engineering support services, \$100 - \$1,000 to assist in grant development, in order to put the grant together for an April application deadline. Resource International would be the best to select for this engineering work because it has done some work as part of the County-wide study and it has a good track record with CDBG applications. He asked for action to approve \$2500 for Resource International and \$500 for Quin Rivers Agency.

Mr. Sparks asked if this was a competitive grant. Mr. Davis stated that it was, but he thought New Kent's chances were good because of the income level in Plum Point and the damage from Hurricane Isabel. Quin Rivers thinks there is a good chance as well.

Mr. Christie reported that New Kent would be competing with other communities with population under 50,000 and he would expect 35 applications for 11-12 grants. New Kent has not applied for a grant since 1995 or 1996, which is in New Kent's favor. Quin Rivers is not charging for their services.

Mr. Trout agreed that area needs some help.

Mr. Sparks moved to authorize Resource International to provide preliminary engineering work for the Block Grant and the County Administrator to work with Quin Rivers, at a cost not to exceed \$3, 500 to be paid from the Utilities Contingency Account. The members were polled:

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

The motion carried.

The remainder of the utility items was continued until the next work session.

IN RE: PURCHASE OF ACD VECTORING SOFTWARE FOR PHONE USE AT THE
EMERGENCY OPERATIONS CENTER

Mr. Christie reported that last year the EOC had been moved from the Administration Building to the new fire Station. The county finds that it needs a piece of telephone related equipment which will cost a little less than \$5,000, to be able to capture the telephone switchboard so that calls coming to the main number can be answered at the EOC. The funds would be paid from the contingency fund.

Mr. Davis moved to authorize the County Administrator to transfer no more than \$5,000 for the procurement of appropriate software for the telephone system to allow switching of telephone services between the administration building and fire station number 1 which is the EOC site. The members were polled:

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

The motion carried.

IN RE: STAFFING

Mr. Christie reported that the Community Development Department was proposing new classifications and positions and job descriptions were provided, and is asking for approval by the Board of Supervisors. These include a Permit Center Manager and Permit Technician which improve service in the one-stop building permit area. There is also a proposal to convert the position that Lamont Myers had as an Economic Analyst to a Planning Division Manager, which would be a full time position with an additional cost to the County of \$10,754 annually, if approved.

Mr. Christie requested the creation of a Parks & Recreation Department Director (changed from "coordinator") which would provide advantages in the recruitment process for Marcy's position.

He also requested that the temporary administrative assistant be increased from three to five days per week through June 30, at an additional cost of \$6,000 to help in the Administration Office. This would be paid from the General Fund. This position will be addressed in the regular budget process for the next fiscal year.

Mr. Davis asked if Mr. Christie had planned to use the part time administrative assistant to help the Equalization Board, to which Mr. Christie responded affirmatively. Mr. Davis stated that the County normally has to hire a secretary and probably spent that much in the past. Mr. Davis inquired about office space for the Equalization Board and the location for the hearings. Mr. Christie reported that he planned that the meetings be held in this building. The office space currently being used by the reassessment team will soon be empty.

Mr. Davis recommended that the Planning Division manager position be delayed and included in the budget process.

Following discussion, Mr. Trout moved that the following personnel classifications be changed:

1. Creation of a permits center manager, grade 20
2. Creation of a permits center technician position, grade 17
3. Creation of Parks & Recreation department director, grade 27

The members were polled

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

The motion passed.

Mr. Davis moved to increase the working hours of the part time administrative assistant and have her working an additional two days per week through June 30, 2004. She will remain a temporary employee and not entitled to benefits, and will be working with the Board of Equalization. The members were polled:

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

The motion passed.

IN RE: VIRGINIA BIO-DIESEL

Mr. Christie reported on a request from Virginia Bio-Diesel for help in paying their connection fee. They are in the process of opening a business on Route 33 that will convert soybean oil into diesel fuel. They are asking the County for permission to pay their connection fee of \$14,000 through a payment plan over a 12 month period.

Mr. Davis reported that a similar situation had existed with Superior Disposal. In that instance, it was determined that the one-inch hookup was not needed, and a 3/4" hookup was more affordable. He does not want to set a precedent by agreeing to a payment plan, and suggested that the staff investigate whether a smaller hookup will suffice.

No action was taken.

IN RE: OTHER BUSINESS

Mr. Christie reported on the fence project currently underway at the Airport. Jim Worley has asked the County to install a black plastic coated chain fence around his property rather than a galvanized fence, and has offered to pay half of the cost.

Mr. Trout stated that the same fence is going behind other houses along Ashland Farm Road and if the County honors one request, it would have to consider others as well.

There was discussion regarding having Mr. Worley pay the entire difference in price for the fence and that there should be no cost to the County. Ms. Katz reported that Mr. Worley has sent a number of letters regarding the fence height, location, color, no fence, access, easement and a gate. She stated that she has researched the easement issue as well as the road issue (there was a question where the fence should be on Route 612). Regarding the road issue, the County agreed to move the fence to the middle of the road, without admitting that Mr. Worley owned the property. Her opinion is that Mr. Worley has no deeded easement; if he had any prescriptive easement at any time, it would not run against the County. Mr. Worley will not be happy, and seems not to be able to articulate a consistent point of discord.

Chairman Burrell called upon one of the airport commissioners, Phillips Felts. Mr. Felts stated that for airport grants, the County has to sign documents stating there is no public access or egress to or across

the airport property. This fence is important for security at the airport. If Mr. Worley is given the prescriptive right-of-way that he claims he has, the County will have to return the \$4.5 grant. Mr. Worley's issue with the fence changes every day. The only way anyone should be able to come onto the property is through the Industrial Park, which is from the property of Willie Glass and Dr. Bennett through controlled and locked gates. The fence was bid using a galvanized eight-foot fence, and that is what should be installed everywhere.

Mr. Hill stated that he thinks Mr. Worley is going to continue to make this an issue. He feels that fence should be eight foot, galvanized and be up tomorrow. If Mr. Worley wants to litigate, then the County will have to deal with it. There is no record of any easement. He does not want to "open up Pandora's box" by granting his request.

Mr. Hill moved that the County continue construction of the fence, as originally contracted, at its eight foot height as a galvanized fence with no changes. The members were polled:

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

The motion carried.

Chairman Burrell reported that Charles Moss of the Electoral Board has advised him of a request which will be coming from the Electoral Board concerning an additional precinct. Mr. Moss reported that the County's population is growing and the Electoral Board has been challenged over the last few years in trying to provide voting services, especially in District 2. In that district, there are over 1600 registered voters with one precinct at St. Elizabeth Ann Seton Catholic Church. Parking there is limited. With 8 election workers and candidate workers, there is little parking left over for voters. It also presents a hazard, during busy times, for traffic to leave and enter Route 60. There are more than one precinct in other districts and he would like for the Board to consider dividing District 2 (with the dividing line being I-64) perhaps using Kentwood Heights Church as the location of the second precinct. He estimates the cost to be \$3,000 - \$4,000. The Electoral Board is already committed to purchasing more voting equipment which will be sufficient to equipment another precinct. Additionally, it appears that with the growth there, Brickshire will soon have enough voters to have its own precinct, and the Board of Elections may recommend that this precinct be created at the same time. He asked the Board if it would be feasible for the Electoral Board to come back with this request. This process requires notice and a public hearing, as well as approval by the Justice Department. They do expect a large voter turnout in November for the federal election.

Mr. Davis asked if the Board started the process now to establish a second precinct in District 2, would it be ready for the November election. Mr. Moss stated that it could, depending on the Justice Department. Mr. Davis thought it was premature to establish a separate precinct at Brickshire now, with just 80 homes there.

Mr. Sparks asked if there was any other place in the district that would allow for better parking. Mr. Moss knew of no other place other than Kentwood Heights, which was the prior location of the precinct.

In other business, the Board members confirmed that Saturday, January 31 was an available date for everyone for the Retreat.

IN RE: APPOINTMENTS (CONTINUED)

The Board will continue to make appointments to various committees.

Mr. Hill moved to appoint James Burrell as Director of Emergency Management.

Mr. Hill moved to appoint W. R. Davis, Jr. as the Board's representative to the Agricultural & Forestal Advisory to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Davis stated that perhaps some of these board appointments should rotate. Chairman Burrell stated that the bylaws of some of the committees called for four year terms, but he thought rotation was a good idea. Mr. Trout suggested one-year terms on the eight internal county boards. Mr. Sparks agreed that rotation on some of the boards would be best and offer flexibility and experience to all the board members, but in certain instances where a particular board member has certain skill sets, it might not be beneficial. It was the consensus to keep the terms as they are and consider switching some of the appointments on the internal boards next January, or perhaps tying a particular board appointment to the office of chair or vice chair.

Mr. Hill moved to appoint Stran L. Trout as the Board's representative to the Airport Advisory Commission to serve a one-year term beginning January 1, 2004 and ending December 31, 2004.

Mr. Trout moved to appoint Mark Hill as the Board's representative to the Parks and Recreation Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Hill moved to appoint W. R. Davis, Jr. as the Board's representative to the Planning Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Hill moved to appoint D. M. Sparks as the Board's representative to the Board of Social Services to complete a four-year term ending June 30, 2007.

Mr. Hill moved to appoint James H. Burrell as the Board's representative to the Capital Area Training Consortium to serve a four year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Hill move to appoint James H. Burrell as the Board's representative to the Colonial Community Criminal Justice Board to serve a two year term beginning January 1, 2004 and ending December 31, 2005.

Mr. Trout moved to appoint Mark Hill as the Board's representative to the Hanover Health Advisory Board to complete a two-year term ending December 31, 2004.

Mr. Sparks moved to appoint Stran L. Trout as the Board's representative to the Metropolitan Planning Organization to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint D. M. Sparks as the Board's representative to the Metropolitan Planning Organization to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint Gary F. Christie as New Kent's alternative representative to the Metropolitan Planning Organization to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint George Homewood as New Kent's alternative representative to the Metropolitan Planning Organization to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Sparks moved to appoint Stran L. Trout as the Board's representative to the Richmond Regional District Planning Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint Gary F. Christie as New Kent's alternative representative to the Richmond Regional Planning District Commission to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

Mr. Trout moved to appoint George Homewood as New Kent's alternative representative to the Richmond Regional Planning District to serve a four-year term beginning January 1, 2004 and ending December 31, 2007.

The members were polled:

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

The motions carried.

Mr. Burrell nominated Mark Daniel as New Kent's Planning Commission representative to the Richmond Regional Planning District Commission to serve a one-year term beginning January 1, 2004 and ending December 31, 2004. After discussion about receiving a recommendation from the Planning Commission before making this nomination, Mr. Burrell withdrew his motion.

Following discussion, Chairman Burrell asked Mr. Christie to get estimates to reconfigure the dais so that it is curved, suggesting that he check the previous renovation proposals to determine if that information is available.

IN RE: MEETING SCHEDULE

The next regular meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, February 9, 2004, in the Boardroom of the County Administration Building. A work session will be held at 6:00 p.m. on January 26, 2004 in the Board Room of the County Administration Building.

IN RE: ADJOURNMENT

There being no further business, the meeting was adjourned.
