

VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AND REMOTELY BY ELECTRONIC MEANS ON APRIL 16, 2020, AT 6:30 P.M.

Board of Supervisors Present: David T. Williams, District 1, Chairman, in the auditorium
Larry J. Nordvig, District 2, remotely from his home
Michael W. Byerly, District 3, in the auditorium
Bill L. Cox, District 4, remotely from the conference room
Karin M. Carmack, District 5, Vice Chairman, in the auditorium

Board of Supervisors Absent: None

County Staff Present: Bret Schardein, Interim County Administrator, remotely from his home
Charla Schubert, Director of Finance, remotely from her home
Curt Nellis, Emergency Management Coordinator, remotely from the Emergency Operations Center
Tom Lacheney, County Attorney, remotely from his home

Constitutional Officers Present: Brad Nunnally, Sheriff

Guests Present: Dr. Eric Jones, Superintendent Powhatan County Public Schools

1. Call to Order

Chairman Williams called the Regular Meeting of the Powhatan County Board of Supervisors to order at 6:30 p.m.

- a. Identify Public Entity members physically and/or electronically present

Mr. Williams identified the Board members, Mr. Schardein, and Mrs. Schubert and their locations as listed above.

- b. Identify the persons responsible for receiving public comment

County Administration staff accepted emailed comments at administration@powhatanva.gov. Any comments received until 6:30 pm, April 16th, were entered into the meeting minutes.

- c. Identify opportunities for the public to access the electronic meeting

The public was able to participate in the meeting by using: <https://zoom.us/j/99454071029> by computer. Phone access was possible by dialing: US: 1-929-205-6099 or 1-312-626-6799. As always, the public could view the live feed from the County website.

- d. Identify opportunities for the public to participate in the electronic meeting

The public was able to view and participate in the meeting live with the Zoom meeting link. During the public comment period, members of the public could raise their hands using the zoom controls on their screens, or press *9 on their phone.

2. Pledge of Allegiance

Mrs. Carmack led the Pledge of Allegiance

3. Invocation

Mr. Nordvig led the Invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation

There were no requests to amend the Agenda.

5. Formal Approval of Agenda

Mrs. Carmack made a motion to approve the agenda as presented. Mr. Byerly seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

6. Presentations

- a. Update on County's COVID Response

Mr. Nellis presented a slideshow update on the County's COVID response.

He listed the increases in COVID-19 cases across the United States, Virginia, and Powhatan County. Powhatan currently has 5 cases with no deaths reported.

Review of the Seven Critical Lifelines:

Food and Water now listed in yellow instead of red because distribution has improved. It is still impacted, but a plan by the private sector is in place.

Health and Medical is still listed in red.

Leaders Intent:

Mr. Nellis has added “Facilitate the recovery process utilizing “a whole community” approach.” He asked if the Board would give consensus to add this to the Leaders Intent.

Mr. Nordvig asked for further elaboration.

Mr. Nellis replied that it is bringing the entire community together for a strategy for recovery.

Mr. Nordvig further asked what would this look like to citizens who want to get involved?

Mr. Nellis replied that will create a system once the Board approves this addition to his goals.

For right now, citizens should wait for instructions.

The Board gave its approval for this addition.

Activities of the EOC:

- Virtual EOC remains active with a planning cell.

- Weekly conference call with departments

- County offices closed or on modified schedule

- Deep cleaning in areas used by employees

- Schools continue food distribution and support county operations

- Public Safety call volumes are normal

Outstanding Issues

- PPE is a challenge to obtain. They have stayed ahead by the proper management of resources.

- Access to antibody and exposure testing

- Not giving in to public pressure to resume government operations until we get appropriate guidance from the Virginia Department of Health

Priorities

- Consistent, high-quality public safety services

- Conduct advanced recovery planning

- Capturing costs for FEMA public assistance program

- Provide support to departments and agencies who assist seniors and others who need help

- Provide support to businesses

- Continue to manage the “message”

Mr. Schardein presented a slideshow update to the County Administration’s response to the COVID-19 pandemic.

Mr. Schardein told the Board with five confirmed cases, Powhatan presently has a low per-capita rate of infection. He cautioned vigilance, noting that the infection rate per-capita in a similarly sized rural Iowa county had risen to a level similar to that of New York City.

He reiterated that Powhatan should follow proper hygiene recommendations.

Mr. Schardein reviewed models showing the effects of continued mitigation on the infection curve.

He encouraged citizens not to call 911 but rather to use the VDH hotline 804-318-8207 for questions on coronavirus.

Next, he discussed the refresh of the County website, noting that it has a new look and better functionality. Staff added a COVID-19 FAQ document with answers to frequently asked questions and departmental status listings. The Library created a COVID-19 resource page and pamphlet for seniors.

He reviewed some employment status metrics noting that 35percent of staff is working remotely. 89% of part-time staff is working, and 11% of part-time positions are not working or vacant.

Next, Mr. Schardein reviewed Economic Development.

He has studied the potential for harm level to the Powhatan economy as a result of the COVID-19 pandemic economic downturn. We are rated slightly lower harm level as we do not receive the bulk of our revenue from sales tax collections.

He reviewed the latest unemployment data for the county.

The Economic Development department has been working to assist the business community. They developed COVID-19 resources for businesses, prepared a restaurant status map, created signage directing citizens to business assistance, and conducted a survey of hundreds of businesses with the assistance of EDA members to learn what assistance Powhatan businesses require. The Economic Development website, www.yespowhatan.com has information for businesses.

Other updates:

SMART Scale application was submitted on April 16.

New Development:

Classic Granite and marble broke ground, Artistry multi-family apartments broke ground

A carwash broke ground in Flat Rock

Crazy Rooster Brewery announcing their April 18th opening with curbside service.

VOF Grants:

Appomattox River trail and kayak launch will be the first such access in Powhatan.

New signage will be installed in Fighting Creek Park.

Mr. Williams congratulated Mr. Schardein on his handling of emergency management and regular administrative duties. He went on to further praise Mr. Schardein, staff and the Board for their efforts during the pandemic.

7. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the first public comment period. Mr. Schardein reviewed the procedures for the public to address the Board.

Mike Asip, 3673 Old Buckingham Road Powhatan, Virginia spoke via Zoom. He stated from a citizen's perspective, he wanted thanked the Board and staff for their efforts. He went on to encourage everyone to order takeout and support our local restaurants.

Seeing no further speakers, Mr. Williams closed the first public comment period.

8. Old Business

a. Update on Schools FY20 & FY21 budgets

Dr. Jones presented an update on the School's budgets. PCPS is monitoring the FY20 budget, reducing spending. School purchases are normally made in the spring. PCPS has restricted purchases except items related to distance learning. They are monitoring payroll.

Dr. Jones went on to review information related to the FY21 budget. He stated that the CARES act will provide up to \$200,000 for reimbursement of COVID-19 related expenses. He predicts that PCPS will receive \$450,000-\$500,000 less from the state than the General Assembly's approved budget of late spring. PCPS was slated to receive a one-million-dollar increase, so this will be only half of the requested increase amount. PCPS will present its budget at the April 27th Board of Supervisors meeting.

Mr. Williams invited the Board to ask questions of Dr. Jones.

Mr. Cox stated that this year's change is about revenues. Localities are going to "take a huge hit." He recommends that as little as possible is spent, that a contingency fund is built up, and that the budget is looked at quarterly or monthly. He went on to say that in his opinion, the \$904,000 transfer will not happen. Look for ways to reduce the FY21 transfer from the FY20 transfer from the County.

Mr. Williams stated that other localities are looking at keeping residential real estate rates at current levels and cutting the budget by 5%. He is concerned that tax collections will be lower. He said that states must help localities. He congratulated Dr. Jones for adapting to the new circumstances.

Dr. Jones replied that PCPS is ready to do its part and look for reductions.

Mr. Nordvig commented that he encourages the school board to look at reductions of positions, line items, benefits, and salary increases.

Mr. Schardein reviewed the budget.

He said that the Board will adopt the School Budget but will still have time to evaluate the situation on the county side. He said that we are in good shape for FY20 and have cut discretionary spending and looked at all necessary spending.

The Board further discussed the potential reductions in the PCPS proposed FY21 budget.

b. Update on County's FY20 & FY21 budgets

Mr. Williams directed Mr. Schardein to speak to Dr. Jones and officials from other localities to see how a budget reduction of five percent could be shared or not shared with the school system.

Mr. Schardein shared a chart and presented the impact of 94% vs. 100% tax receipts and the impact on the budget.

Mr. Schardein reviewed possible cuts to the budget, including eliminating new positions and cutting operating expenses.

He reviewed Capital Projects in the planning stage.

ERP

Administration and Village Building public bathroom renovations

Eastern Convenience Center

Courthouse Parking Expansion

Mrs. Carmack, noting that the County has already borrowed the money for some of these projects and is paying interest on that money, asked why the County should not complete projects that do not require ongoing operating expenses.

Mr. Williams said that the County should study why or why not to proceed with each of these projects under the current circumstances.

Mr. Cox questioned whether the Courthouse Parking Expansion project makes sense at all.

Mr. Williams asked Mr. Schardein to come back to the Board with more information on the Courthouse parking project.

Mr. Byerly asked if it would be possible to renegotiate these projects in order to realize a savings.

Mr. Schardein said he would investigate renegotiations.

Mr. Schardein listed projects that would be pushed into future years.

Mr. Cox stated that the County should consider moving money from other projects into projects that will save money in the future, like the Flat Rock Chloramine Booster Station evaluation.

Mr. Schardein reviewed projects continuing to move forward.

Mr. Schardein reviewed the budget calendar.

10. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the second public comment period.

Curtis Newton 2000 Judes Ferry Road, stated that he would submit his questions on the budget to the Board.

Seeing no further speakers, Mr. Williams closed the second public comment period.

11. County Attorney Comments

Mr. Lacheney advised the Board that they may adopt the budget but not appropriate funds and amend the budget later.

POWHATAN COUNTY BOARD OF SUPERVISORS

SPECIAL MEETING

APRIL 16, 2020

12. County Administrator Comments

Mr. Schardein thanked staff for their hard work, the public for their understanding, and the Board for their engagement and patience.

13. Board Comments

Mr. Byerly said that the Board should prepare for the worst and hope for the best with regards to finances. He supports quarterly appropriation and monthly analysis.

Mr. Cox remarked that with 22 million United States citizens out of work, the Board should be concerned with the FY21 collections and with a reduction in revenue in late 2020. He advised reducing spending and increasing cash reserves.

Mr. Nordvig asked the public to wear masks when out.

Mrs. Carmack praised the Library for the excellent job they did preparing information for senior citizens.

Mr. Williams recommended that the County create a revenue stabilization fund like Goochland and the State have. He asked Mr. Schardein to hold monthly meetings with Mrs. Schubert and Constitutional Officers to monitor revenue and expenses and inform the Board of Supervisors, so they have the information and flexibility to adjust as they move throughout the year.

14. Adjournment

Chairman Williams adjourned the meeting at 8:10 p.m.

These minutes were approved on June 22, 2020, with a motion, second, and 5/0 vote.



6/26/20

Bret Schardein, Interim Clerk **Date**
Powhatan County Board of Supervisors



6/27/20

David T. Williams, Chairman **Date**
Powhatan County Board of Supervisors