

**VIRGINIA: AT A SPECIAL JOINT MEETING OF THE BOARD OF SUPERVISORS AND THE POWHATAN COUNTY SCHOOL BOARD HELD IN THE POWHATAN VILLAGE BUILDING CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON JANUARY 15, 2019, AT 6:00 P.M.**

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<b>Board of Supervisors Present:</b>	<b>Larry J. Nordvig, District 2 Angela Y. Cabell, District 3, Vice Chairman Carson L. Tucker, District 5, Chairman</b>
<b>Board of Supervisors Absent:</b>	<b>David T. Williams, District 1 William E. Melton, District 4</b>
<b>County Staff Present:</b>	<b>Theodore L. Voorhees, County Administrator Tom Nolan, Director of Public Safety Communications Ramona Carter, Director of Public Works John Wood, Director of Information Technology</b>
<b>School Board Members Present:</b>	<b>Rick Cole, District 1 James Kunka, District 2 Valarie Ayers, District 3, Vice Chairman Joe Walters, District 4, Chairman Kim Hymel, District 5</b>
<b>School Board Members Absent:</b>	<b>None</b>
<b>School Staff Present:</b>	<b>Dr. Eric Jones, Superintendent Dr. Jason Tibbs, Director of Facilities Larry Johns, Director of Finance</b>
<b>Guests Present:</b>	<b>Representatives of the Powhatan High School Robotics Team</b>

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**1. Call to Order**

Chairman Tucker and Chairman Walters called the Joint Board of Supervisors and Powhatan County School Board to order at 6:00 p.m.

Chairman Tucker stated to let the record show all Board of Supervisors members with the exception of Mr. Williams and Mr. Melton are present at the meeting and all School Board members are present at the meeting.

**2. Pledge of Allegiance**

Board of Supervisors Chairman Tucker led the Pledge of Allegiance.

**3. Invocation**

School Board Chairman Walters provided 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**

Mr. Nordvig motioned to approve the Agenda as presented.

Board of Supervisors Vote: Larry J. Nordvig, Angela Y. Cabell, Carson L. Tucker voted AYE  
David T. Williams, William E. Melton are ABSENT

**VOTE 3-0**  
**MOTION Passed**

Mr. Kunka motioned to approve the Agenda as presented. Mrs. Ayers seconded the motion.

School Board Vote: Richard R. Cole, James L. Kunka, Valarie C. Ayers, Joseph W. Walters,  
Kim D. Hymel voted AYE

**VOTE 5-0**  
**MOTION Passed**

**6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

Chairman Tucker opened the Public Comment Period.

Seeing there were no speakers, Chairman Tucker closed the Public Comment period.

**Board Recognition of Powhatan High School Robotics Team**

The Powhatan County School Board, Powhatan County Board of Supervisors, Dr. Eric Jones and Mr. Ted Voorhees recognized the Powhatan High School Robotics Team for winning 1<sup>st</sup> Place in the FIRST Tech Challenge Regional Qualifier and for receiving the Inspire Award at the Competition with a Certificate of Recognition and a gift card. The Powhatan High School Robotic Team Members are:

Graham Bateson  
Freddie Douglas  
Landon Hooks  
Joel Messer

Paige Condra  
Lindsay Freeman  
Luke Jordan  
Jaylyne Nixon

William Cosby  
Anthony Gentry  
Leanne Lightsey  
Jeremy Paden

Alexander Sarver  
Makaiya Turner

Mira Strong

Colleen Trott

Also recognized were coaches Mr. Robert Benway, Mr. Marcellus Beasley, and Mrs. Libby Kitten; and parent volunteers Mr. Tom Douglas and Mr. Jeff Paden.

**7. Old Business**

**a. Pocahontas Middle School Repurpose (Schools)**

Dr. Tibbs and Ms. Carter presented information regarding the repurposing of Pocahontas Middle School and the Skaggs Road School Administration Offices.

Dr. Tibbs presented his presentation, Pocahontas Middle School Repurpose Update as of January 2019. Mr. Tibbs thanked the Board Members for their support in this project. He stated that roof consultants and architects have been contracted for the repurposing of the school and the anticipated project start date is March 1<sup>st</sup>. He stated that the athletic fields will be transferred to the County's Parks and Recreation Department on March 1<sup>st</sup> and the Gymnasium Building will transfer to County's Parks and Recreation Department around May 1<sup>st</sup>. Dr. Tibbs anticipates the School Division Staff to move to Pocahontas Middle School in the late summer or early fall and the transfer of the School Board Administration Building to the County soon after.

Mr. Nordvig questioned the asbestos testing listed in the roof process. Dr. Tibbs stated that this is required testing, but he does not expect asbestos to be found in the roof materials since the roof was replaced in 1993. Mr. Nordvig questioned if any asbestos was used in the duct work. Dr. Tibbs stated that this renovation will not disturb any duct work/mechanical work.

Mr. Nordvig asked if there were any legal requirements for the exchange of properties between the County and School Division. Dr. Tibbs stated that several options have been discussed regarding these issues; and at this time, no final decisions have been made.

Mrs. Hymel questioned if the mold/mildew issue in the Pocahontas Middle School art room has been addressed. Dr. Tibbs stated that in the past high humidity has been the issue in this room and this will be addressed in the mechanical assessment.

Ms. Carter presented her information regarding the repurposing of the Skaggs Road offices.

Ms. Carter stated that the County has had an assessment of the School Board Administration Building and has completed a space needs study for various County Departments. The County has determined from the space needs study that the Public Works Department, IT Department, and the Free Clinic will be the best fit for the School Board Administration Office. She stated the first renovation estimates were higher than the building value; and the County is now looking at minimum renovation, mostly plumbing for the Free Clinic. She reviewed Next Steps in the presentation.

Mr. Tucker questioned if the project was doable and affordable. Ms. Carter stated that was doable and affordable.

Ms. Carter stated that there is asbestos in the School Board Administration Building and the architect has been asked for a cost estimate for an asbestos abatement.

Mrs. Hymel asked if County staff were aware of the recent flooding and heating issues in the School Board Administration Office. Dr. Jones stated that these items have been discussed with County staff.

Mr. Walters asked if there is a possibility that the County will not use the School Board Administration Office. Ms. Carter stated this was discussed when the County was reviewing the first renovation cost estimates; but with minimal renovations, the County can use the building.

Mr. Cole asked that the County Attorney be involved in the property transfers and stated that he would like to see the document used for the transfer. He questioned the high cost of the first renovation estimates (\$1.8 million) and asked what the cost of a new building would be.

Mr. Tucker asked Ms. Carter to have the County Attorney involved in the transfer of properties.

b. Emergency Radio Use Decision for Schools

Mr. Nolan presented and the Board of Supervisors and School Board discussed the Radio use Decision for Schools.

Mr. Nolan stated that the VHF System that the County currently uses will be available to the School Division, if they wish to have it. He stated that the support/maintenance costs on the old system will gradually increase. He reviewed a worksheet on the costs if the School Division was to use the new 700/800 MHz System that the County is moving towards and reviewed the unit costs and maintenance costs of 120 mobile radio units through the year 2026.

Mr. Voorhees stated that the County is offering their old VHF system, which is better than the USF system that the School Division is currently using, to the Schools; but this system is expensive to maintain and is at the end of its useful life. He stated that the County might be able to contribute to the School Division costs if the School Division was interested in being added on to the new system. He stated that the system is still a couple of years out and grants/funds can be researched to offset the costs of this upgrade.

Dr. Jones stated that he and his staff have had a few meetings with County Staff regarding this issue; and at this time, the School Division would need to analyze the needs of the School Division.

Mr. Tucker asked Dr. Jones who is handling the radio communication needs for the School Division. Dr. Jones responded that Dr. Tibbs and Mr. Jeff Durrett, Director of Technology, are

getting up to speed on the different types of equipment and that Mr. Nolan has been very helpful.

Dr. Jones stated that he felt that the School Division would not use the County's old VHF system and will keep the current system at this time.

Mr. Kunka stated that the most important issue for the School Division is good radio coverage in the county and recommended that the School Division not take the obsolete system that the County is offering.

Mrs. Hymel agreed with Mr. Kunka and Dr. Jones in not taking the obsolete County system. She supported using the same system as the County in case of a disaster and recommended exploring grant funding for this equipment.

Mr. Nordvig questioned if the new system could communicate with surrounding counties. Mr. Nolan stated that there are different frequencies and bands that will allow the County to communicate with surrounding counties.

Mr. Nordvig asked how the County's current radio system versus the proposed new system would communicate with our surrounding counties if a disaster occurred in one of the schools. Mr. Nolan stated that the VHF system will need to be patched through to a surrounding county and the new proposed system would communicate immediately.

Mr. Voorhees stated that training, drills, and procedures are essential with any communication system.

Mr. Walters questioned whether the School Division and County will own separate radios on the same system. Mr. Nolan stated that they would.

Mr. Walters asked that both the County and School Division Staff work together and that this project could be shared like the Joint Transportation Maintenance Facility. He recommended that the County own the proposed radio equipment and the School Division can rent/use the equipment.

Mr. Tucker agreed and thanked Mr. Nolan for his expertise and zeal in this issue.

c. Enterprise Resource Planning

Mr. Voorhees asked Mr. Wood to review his presentation on Enterprise Resource Planning (ERP), also known as core financial systems. He stated that the County currently uses the Brite Financial System. He stated that it is an older system and many counties are transferring to a newer system.

Mr. Wood reviewed his presentation, focusing on the ERP Summary and reporting on the Virginia localities, Counties, and/or School Divisions that have recently changed or are in the process of changing their core financial systems.

Mr. Voorhees stated that he would like the County and School Division to explore the possibility of using the same ERP platform.

Dr. Jones stated that there are benefits to this proposal and School Staff will need to explore the possibilities of using the same ERP platform.

Mr. Cole stated that he felt that this was a good idea and looks forward to receiving more information as this project proceeds.

d. Budget - Early Revenue Forecast

Dr. Jones asked Mr. Johns to present the information that he has gathered on the School Board side regarding the Early Revenue Budget Forecast.

Mr. Johns asked Mr. Voorhees if he wished to review the County's worksheets.

Mr. Voorhees stated that State Budget will be affected by the Federal tax law changes this year. He stated that the General Assembly will need to resolve this issue in a short session this year. He stated that the Governor has proposed some changes to deal with these tax changes and some of his priorities are to increased teacher salaries; increase funding for the SOQ Standards; broadband and transportation initiatives; and Medicaid Expansion. He stated that it does not look like funding to localities will be cut this year; however, local growth has not been as strong as last year.

Mr. Johns reviewed his revenue projection presentation. He reviewed Governor Northam's proposed budget for FY2020 which included an increase in State Funds of \$1,018,305. His proposed budget includes a 5% pay increase for staff and an additional guidance counselor position. He stated that the County proposed budget increase this year is \$301,674.

Mr. Nordvig asked if the School Division has contingency plans for changes in the budgets being proposed by the House, Senate, and the Governor and the actual budget that is finally passed. Mr. Johns stated that each budget is reviewed and plans are established on the worst and best proposed budgets.

e. Capital Improvement Projects Closeout

Dr. Jones asked Mr. Johns to review his presentation on the Capital Improvements Projects Closeout of Powhatan Middle School and the Joint Transportation Maintenance Facility.

Mr. Johns reviewed the projected balance and stated that he anticipates a remaining balance of \$226,212 at the end of the Powhatan Middle School project. He stated that the project will close in May 2019 with signing of the final punch list with the Contractor.

Mr. Tucker questioned the remaining balance and how accurate was the total.

Mr. Voorhees stated that any remaining balance will be used to make the first debt payment on the new financing.

Dr. Jones stated that he did not feel the remaining balance will be lower than the anticipated ending balance of \$226,212.

Mr. Walters and Mr. Tucker thanked the staff for their work on these two projects and finishing these projects on time and under budget.

Mr. Johns stated that he anticipates a remaining balance of \$41,110 for the Joint Transportation Maintenance Facility.

Mr. Kunka questioned how long contingency funds are held on a project. Mr. Johns stated that after a final punch list is completed then the contingency funds are released.

Mr. Kunka questioned how much money is held in retainage on a project. Mr. Johns stated that the funds owed to the contractor include the retainage funds.

Mr. Cole stated that the Water Tower was not completed on time and asked whether there were any penalty charges against the contractor. Mr. Johns stated that the School Division was not responsible for the funds of the Water Tower.

f. Transportation - Bus Rides Over One Hour

Mr. Johns presented his report on bus rides that are over one hour in length. Mr. Johns stated that the School Board received a report on this topic in September and the report was also shared with the Board of Supervisors.

Mr. Johns stated that the School Division's goal is to have student bus rides less than one hour. He reviewed the adjustments that have been made since September: reassigned stops; adjusted afternoon bus lineups for dismissal; hiring an additional driver; and the splitting of one route. He stated that after these adjustments, the School Division has five routes (all high school) that, on average, exceed one hour; and he anticipates that these routes will remain over an hour due to the miles and high school location.

Dr. Jones stated that the School Division will continue to look at this issue to see if any further adjustments can be made.

Mr. Tucker asked if the School Division's goal of bus rides under an hour is a State/Transportation mandate. Mr. Johns stated that it is a School Division's goal and that the Department of Education does not have mandated length times for student bus rides.

Mr. Tucker asked Mr. Johns if the Transportation Department has the transportation routes broken down by time length in a bar graph. Mr. Tucker stated that he has concerns that students are riding the bus for more than two hours a day. Mr. Johns stated that he did not have that information in bar graph form.

Mr. Nordvig stated that he, too, was concerned about the length of the bus rides. He questioned if the School Board looked at using smaller vehicles such as vans/smaller buses to pick up the students at the further points in the county and set up a “hub” where these smaller vehicles could meet a larger bus to take to the students to the high school. Mr. Johns stated that the stops and the length of the routes will be the same. He stated that the only savings with this plan would be with the amount of fuel used.

Dr. Jones stated that he will ask the Transportation Department to look at Mr. Nordvig’s suggestion and also have the Transportation Department estimate the additional cost of buses and drivers to allow all routes to be an hour or less and bring this information to the Board of Supervisors as a budget item. He also stated that the Transportation Department will look at similar rural counties to see what their average time length for their student bus routes.

Mr. Kunka stated that he thought of the same idea as Mr. Nordvig, adding that the routes could be reduced by reducing the amount of stops; however there will still be the travel time to the school.

Mrs. Hymel stated that she brought this issue to the School Board in August and that many parents are upset regarding the amount of time their children are on the bus, especially in her district. She stated that these longer routes are still picking up students in subdivisions on their way to the high school. She suggested that these outlying routes have a direct line to the school. She suggested a small committee be formed to look at options other than increasing the budget for more drivers and buses. She suggested that this could be done for the next school year.

Mr. Walters stated that he received more phone calls on the length of the bus rides than any other issue. He thanked the Board of Supervisors for their interest in this issue and was thankful for the collaboration.

g. Board of Supervisors and School Board Workshop Meeting Schedule

Dr. Jones shared with the two boards the Joint Workshop Meeting Dates that he and Mr. Voorhees propose for 2019:

March 18, 2019 – Budget Presentation  
September 12, 2019  
December 12, 2019

Dr. Jones stated that these dates have been added to the School Board Calendar.



Mr. Nordvig motioned to approve the above listed dates for the Board of Supervisors Calendar. Mrs. Cabell seconded the motion.

Board of Supervisors Vote: Larry J. Nordvig, Angela Y. Cabell, Carson L. Tucker voted AYE  
David T. Williams, William E. Melton are ABSENT

**VOTE 3-0**  
**MOTION Passed**

- 8. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

Chairman Tucker opened the Public Comment Period.

Seeing there were no speakers, Chairman Tucker closed the Public Comment period.

- 9. County Attorney Comments**

The County Attorney was not in attendance.

- 10. County Administrator and Superintendent Comments**

Dr. Jones did not have any comments.

Mr. Voorhees stated that it has been a pleasure to work with Dr. Jones and his staff.

- 11. Board Members' Comments**

Mr. Tucker stated that he is proud of the two boards working together so well this past year and that it is educational for everyone to understand what issues each board deals with.

Mrs. Hymel stated that the Martin Luther King Jr. Youth Day Breakfast will be held on Monday, January 21, 2019, at the Powhatan High School at 8:00 a.m. She stated that 16 seniors had applied for the three available scholarships. She also stated that Dr. Jones will be the recipient of the Community Award.

- 12. Adjournment**

Mr. Nordvig motioned to adjourn the Board of Supervisors meeting.

Board of Supervisors Vote: Larry J. Nordvig, Angela Y. Cabell, Carson L. Tucker voted AYE  
David T. Williams, William E. Melton are ABSENT

**VOTE 3-0**  
**MOTION Passed**

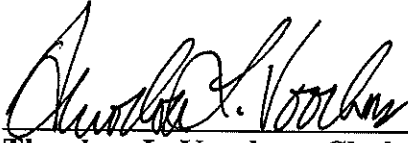
Mr. Kunka motioned to adjourn the School Board meeting. Mrs. Ayers seconded the motion.

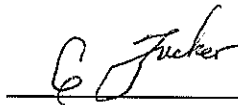
School Board Vote: Richard R. Cole, James L. Kunka, Valarie C. Ayers, Joseph W. Walters, Kim D. Hymel voted AYE

**VOTE 5-0**  
**MOTION Passed**

Mr. Walters adjourned the meeting at 7:55 p.m.

These minutes were approved at the April 24, 2019, meeting with a 5/0 vote.

  
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Theodore L. Voorhees, Clerk      4/29/19      Date  
Powhatan County Board of Supervisors

  
\_\_\_\_\_  
Carson L. Tucker, Chairman      4-30-19      Date  
Powhatan County Board of Supervisors