

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: January 24, 2017
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

**Business Meeting
7:00 p.m.**

***Public Hearings Will Be Heard at 7:30 p.m.**

CALL TO ORDER

Roll Call

ORGANIZATIONAL MEETING

- O-1. Election of Board of Supervisors Officers for 2017.
 - A. Resolution; Election of Chairman.
 - B. Resolution; Election of Vice-Chairman.

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – January 10, 2017 Regular Meeting; and January 11 Adjourned Meeting Minutes.
- C-2. Resolution; Commendation; Zamora Draft; Attainment of First Place Award at the 4-H National Film Festival.
- C-3. Resolution; Appropriation (\$6,393.88 Insurance Recoveries – Police Vehicle Supplies).
- C-4. Resolution; Appropriation; (\$46,912 John Randolph Foundation Grant – Central Wellness Center Fitness Equipment) and Transfer from Contingency and Appropriation of Local Match (\$15,644 - Central Wellness Center Fitness Equipment).

PRESENTATIONS

- S-1. Resolution; Commendation; Zamora Draft; Attainment of First Place Award at the 4-H National Film Festival.
- S-2. Christmas Decoration Winners: Christmas Elegance - Suzanne DeGrauwe;

Religious Display - Lori Potter; Best Use of Lights - Ryan Edwards; Best New Entry - Priscilla Gonzalez; Best Overall - Betty & Claiborne Rhodes; Most Facebook Like - Robyn Glass.
- S-3. Christmas Card Contest Winner: Owen Kirkpatrick, 4th Grade, North Elementary School.

- S-4. Christmas Parade Winners: Best Decorated Float Winner – Merchant’s Hope Memorial Gardens; Best Decorated Public Service Vehicle Winner – Jefferson Park Vol Fire Dept. Co 5; Most Spirited/Themed Winner – Luke’s Lucky Charms; Judges Choice Winner – Pack 902; Best Overall Entry Winner – Oakland Baptist.

SUPERVISORS’ COMMENTS

COUNTY ADMINISTRATOR’S COMMENTS

REPORTS

FY16 Audit Report – Josh Roller, Robinson, Farmer, Cox

FOLAR – Johnny Partin

Public Safety Radio Project - AECOM

Quarterly Financial Report – Betsy Drewry

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Resolution; Proposed Revisions Prince George County Personnel Policies; Section 100.1 Through 100.8, Entitled *Travel* And Section 170.1 Through 170.3, Entitled *Expense Reports And Purchase Cards/Accounts* and Proposed Additions to Prince George County Personnel Policies Section 44.1 Through 44.7, Entitled *Fraud, Waste And Abuse Procedures* and Section 45.1 Through 45.15, *Entitled Cash Handling Procedures*.
- A-2. Discussion of Rivers Edge Lagoon Property.
- A-3. Resolution: Award of Contract to Perkinson Construction, LLC to Provide Routine and Emergency Utility Construction/Repair Services on an “As Needed” Basis in Accordance with IFB#17-1202-1.
- A-4. Authorization to Refund Business License and Business Personal Property and Tools Taxes Erroneously Paid by Precision Solutions, Inc.
- A-5. Discussion and Possible Action Regarding Plumbing Issues at Central Wellness Center.
- A-6. Resolution; Authority to Advertise a Public Hearing for Issuance of up to \$23.9 Million in General Obligation Debt, and the Authority to Advertise a Public Hearing for the Appropriation of up to \$23.1 Million in Debt Proceeds to the Capital Projects Fund.

PUBLIC HEARINGS

ADJOURNMENT

Board meeting format: Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information www.princegeorgeva.org.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

January 24, 2017

County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 7:00 p.m. on Tuesday, January 24, 2017 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

William A. Robertson, Jr., Chairman Present

Jerry J. Skalsky, Vice-Chairman Present

Alan R. Carmichael Present

Donald R. Hunter Present

T. J. Webb Absent

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

ORGANIZATIONAL MEETING

O-1. Election of Board of Supervisors Officers for 2017.

A. Resolution; Election of Chairman. Mr. Skalsky nominated William Robertson. Roll was called on the nomination of Mr. Robertson.

R-17-011

RESOLUTION; BOARD OF SUPERVISORS CHAIRMAN FOR 2017

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, hereby elects William Robertson, its Chairman for 2017 beginning immediately and serving until midnight on December 31, 2017.

On roll call the vote was:

In favor: (4) Hunter, Carmichael, Skalsky, Robertson

Opposed: (0)

Absent: (1) Webb

B. Resolution; Election of Vice-Chairman. Mr. Carmichael nominated Mr. Donald Hunter. Chairman Robertson nominated Mr. Jerry Skalsky. Mr. Hunter nominated Mr. Alan Carmichael. Roll was called on the nomination of Mr. Donald Hunter.

On roll call the vote was:

In favor: (2) Hunter, Carmichael

Opposed: (2) Robertson, Skalsky

Absent: (1) Webb

Roll was called on the nomination of Mr. Jerry Skalsky.

On roll call the vote was:

In favor: (1) Skalsky

Opposed: (3) Hunter, Carmichael, Robertson

Absent: (1) Webb

Roll was called on the nomination of Mr. Alan Carmichael.

On roll call the vote was:

In favor: (2) Hunter, Carmichael

Opposed: (2) Robertson, Skalsky

Absent: (1) Webb

Since there is no election of Vice-Chairman at this time, the matter will be brought up again at the next business meeting on February 14.

Invocation. Mr. Skalsky gave an invocation.

Pledge of Allegiance to U.S. Flag. Boy Scout Troop 902 led the Pledge of Allegiance to the United States Flag.

PUBLIC COMMENTS. Chairman Robertson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:07 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. Mr. Hunter made a motion, seconded by Mr. Skalsky, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Carmichael, Skalsky, Hunter

Opposed: (0)

Absent: (1) Webb

ORDER OF CONSENSUS. Mr. Carmichael made a motion, seconded by Mr. Hunter, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – January 10, 2017 Regular Meeting and January 11 Adjourned Meeting minutes were approved as presented.

R-17-012

C-2.

RESOLUTION; COMMENDATION; ZAMORA DRAFT; ATTAINMENT OF FIRST PLACE AWARD AT THE 4-H NATIONAL FILM FESTIVAL

WHEREAS, Zamora Draft is a 2016 graduate of Prince George High School and has been a member of 4-H for three years; and

WHEREAS, Zamora has participated in Prince George 4-H Music Biz Kids Talent Shows at Prince George High School and has accompanied other vocalists and performed as a background vocalist with several groups; and

WHEREAS, Zamora joined 4-H Virginia Youth Voices youth digital media program to help other youth with their video projects. She appeared in and helped produce videos for other children doing Prince George 4-H digital media projects; and

WHEREAS, Zamora wrote a song expressing the struggle she was going through trying to balance pleasing her parents with her own desires about career choices. She recorded her song, playing piano and singing in the Prince George 4-H Music Biz Kids studio; and

WHEREAS, with the assistance of Hermon Maclin, 4-H Director, Ms. Draft made a video using the song. She successfully completed a 4-H digital media production workshop. She wrote the script and created a storyboard for her video; and

WHEREAS, She worked with Josh Maclin, 4-H Digital Media Program Assistant, to film, edit and produce her video; and

WHEREAS, Zamora won a 4-H Oscar Award for her video and walked the Red Carpet at the 2016 Virginia Youth Voices youth digital media expo; and

WHEREAS, Zamora won a 4-H Oscar Award as co-star in a video and walked the Red Carpet for a second time at the 2016 Virginia Youth Voices youth digital media expo; and

WHEREAS, Ms. Draft submitted her video entitled Decisions to the 2016 4-H National Film Festival competition in Missouri and won first place.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, hereby commends and congratulates Zamora Draft on attainment of first place at the 2016 4-H National Film Festival for her film “Decisions.”; and

BE IT FURTHER RESOLVED That this Board wishes Zamora Draft much success and happiness as she pursues her future goals.

R-17-012A

C-3.

RESOLUTION; APPROPRIATION (\$6,393.88 INSURANCE RECOVERIES – POLICE VEHICLE SUPPLIES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-03-100-0601-46009	Police Vehicle & Equipment Supplies	\$6,393.88
<u>Revenue:</u>		
0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$6,393.88

R-17-012B

C-4.

RESOLUTION; APPROPRIATION (\$46,912 JOHN RANDOLPH FOUNDATION GRANT – CENTRAL WELLNESS CENTER FITNESS EQUIPMENT) AND TRANSFER FROM CONTINGENCY AND APPROPRIATION OF LOCAL MATCH (\$15,644 – CENTRAL WELLNESS CENTER FITNESS EQUIPMENT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>APPROPRIATION:</u>		
<u>Expenditures:</u>		
0311-07-211-3152-48240	CIP – CWC Fitness Equipment	\$46,912.00
0311-07-211-3152-48240	CIP – CWC Fitness Equipment (Local Match)	\$15,644.00

Revenues:

0311-10-509-8205-319502	John Randolph Foundation Grant	\$46,912.00
0311-90-901-8207-399100	Transfer from General Fund (Local Match)	\$15,644.00

TRANSFER OF LOCAL MATCH FROM GENERAL FUND CONTINGENCY:

Expenditure Transfer:

Decrease	0100-09-401-0917-49199	General Fund Contingency	\$15,644.00
Increase	0100-09-401-0917-49172	General Fund Transfer to CIP	\$15,644.00

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

PRESENTATIONS

S-1. Resolution; Commendation; Zamora Draft; Attainment of First Place Award at the 4-H National Film Festival. Mr. Skalsky and Mr. Hermon Maclin, 4-H Director, presented Ms. Draft with the commendation for winning first place at the 4-H National Film Festival.

S-2. Christmas Decoration Winners: Christmas Elegance - Suzanne DeGrauwe; Religious Display - Lori Potter; Best Use of Lights - Ryan Edwards; Best New Entry - Priscilla Gonzalez; Best Overall - Betty & Claiborne Rhodes; Most Facebook Like - Robyn Glass. Mr. Keith Rotzoll, Director of Parks and Recreation presented the awards.

S-2. Christmas Card Contest Winner: Owen Kirkpatrick, 4th Grade, North Elementary School. Mr. Jay Paul presented the award on behalf of the Prince George Ruritan Club.

S-3. Christmas Parade Winners: Best Decorated Float Winner – Merchant’s Hope Memorial Gardens; Best Decorated Public Service Vehicle Winner – Jefferson Park Vol Fire Dept. Co 5; Most Spirited/Themed Winner – Luke’s Lucky Charms; Judges Choice Winner – Pack 902; Best Overall Entry Winner – Oakland Baptist. Mr. Rotzoll and the Judges, Floyd Brown, Planning Commission; and Betsy Drewry, Finance Director, presented the awards.

SUPERVISORS’ COMMENTS

Mr. Hunter sends his thoughts and prayers to Lt. Buck Vargo.

Mr. Skalsky stated that the Martin Luther King, Jr. celebration at Loving Union Baptist Church was a total success. He also stated that there will be a presentation on Fort Powhatan on February 12 at 2:00 p.m. at the Regional Museum.

COUNTY ADMINISTRATOR COMMENTS

Mr. Ashcraft stated that the Local Emergency Planning Committee (LEPC) Meeting will be on January 26 at 4 p.m. at the Emergency Operations Center. There will be a Benjamin Harrison Bridge single-lane closure on January 26 from 9 a.m. to 4 p.m. The Prince George Planning Commission will meet on January 26 at 6:30 p.m. in the Board Room. Steel spires erected at Exit 45 on January 18 as renovation project continues. Numerous County residents continue to be upset about odor coming from the landfill in Sussex County. The Prince George Polar Plunge team has raised \$4,600 to date, which is 56 percent of its fundraising goal.

REPORTS

FY16 Audit Report - Mr. Josh Roller, Auditor of Robinson, Farmer, Cox Associates, gave a brief overview of the opinions on the financial statements in the auditor’s report. There are three sections within the report, including the basic financial statements, internal controls over financial reporting, and Federal Programs. Mr. Roller brought a few things within the report to the Board’s attention. He pointed out the management letter from Robinson, Farmer, Cox which reported no difficulties and no disagreements with management.

FOLAR – Mr. Ken Newman, Board Chair of the Friends of the Lower Appomattox River (FOLAR), gave a presentation on their 2016 Community Impact Report. He was accompanied

by Debbie Newton, Wendy Austin, and Wayne and Ann Walton. FOLAR works in partnership with communities to conserve and protect the lower Appomattox River for all to enjoy. In 2016, FOLAR removed 10,000+ lbs of trash to help restore healthy shorelines, hosted and supported four Regional Tourism Events, engaged 240+ in Outdoor Environmental Education, developed the Appomattox River Trail and Signage Master Plan, and made a large investment in localities. Some Prince George County highlights include (1) clean-up of Appomattox River Regional Park and Trails and Boat Launch improvements planning with Prince George Parks & Recreation; (2) Appomattox River Regional Park 5K with Prince George Parks & Recreation and Riverside Regional Jail for Virginia Special Olympics; (3) Trail and Signage Master Plan identifies recommendation for connection through Prince George County to Virginia Capital Trail. MPO feasibility study being undertaken; and (4) FOLAR Environmental Stewardship Scholarship opportunity for Prince George High School students. FOLAR has made a \$2.5+ million community investment to date. In 2017, FOLAR will be scheduling community meetings to bring the Appomattox River Trail Master Plan and Signage Master Plan to your group or neighborhood. They plan to increase membership and volunteer engagement. They will continue shoreline restoration by removing 16,000lbs of trash from the Appomattox River. They also plan to grow and expand the impact of Regional River Events with the following events to come:

- Annual Appomattox River Spring Clean-up – Saturday, March 25, 2017
- Appomattox Regional Riverside Park 5K TRAIL RUN – Saturday, April 8th
- RiverFest! on the ART – Saturday, April 29th
- JRAC Annual Regional River Clean-up – Saturday, September 9th
- 10TH Annual Paddle or Battle the Appomattox River – Saturday, September 30th

Public Safety Radio Project – Mr. Jeff Stoke, Deputy County Administrator, presented to the Board a final Reassessment Report done by AECOM for the work done in the County evaluating the community and figuring out where they are and where they want to move forward to in terms of the status of the public safety radio project. This report includes the interviews that were given to police, fire, and dispatch personnel. They have estimated the cost at approximately \$14 million. The next step would be to put this out to bid. This document will be used as the base to put out the radio system to bid with a release date of the RFP for May 3 with the vendor selected and contract signed by November 17. Mr. Stoke took questions from the Board and emphasized that between now and May 3 is the time for questions and opinions because the more specific the RFP is, the tighter the bids will be. He recognized Chief Early, Denise Johnson, Kirsten Cherry, and Capt. Mark Payne who have all worked on the committee.

Quarterly Financial Report - Ms. Betsy Drewry, Finance Director, Ms. Lori Robertson, Financial Reporting Accountant, and Ms. Jami Engle, Accounting Supervisor, presented the Board with the Quarterly Financial Report for the quarter ending December 31, 2016. Ms. Robertson talked about the General Fund Revenues, which are at 40.8% collected. Ms. Engle talked about the General Fund Expenditures, which are at 48.39%. This figure is lower than 2014 and 2015. Ms. Drewry talked about the Utilities Fund, which is right on target compared to this time last year. She went over some Capital Projects, including Police Vehicles, Courthouse HVAC Project, Courthouse Renovations, and the Public Safety Radio Consultant. In addition, Ms. Drewry gave an update on the Tourism Fund, the Economic Development Fund, and the Redflex Program. The Health Insurance Fund balance was \$1.94 million at December 31, 2016. This is a slight improvement over June 30, 2016. FY2016 was an unusually good year for claims versus premiums/contributions. Looking ahead, the FY2018 budget preparation is underway and as it is in the third quarter, the County will begin preparing projections to determine estimated financial position at year-end.

ORDER OF BUSINESS

A-1 Resolution; Proposed Revisions Prince George County Personnel Policies; Section 100.1 Through 100.8, Entitled *Travel* And Section 170.1 Through 170.3, Entitled *Expense Reports And Purchase Cards/Accounts* and Proposed Additions to Prince George County Personnel Policies Section 44.1 Through 44.7, Entitled *Fraud, Waste And Abuse Procedures* and Section 45.1 Through 45.15, Entitled *Cash Handling Procedures*. Ms. Drewry stated that Staff is requesting approval of revisions and additions to the Prince George County Administrative and Personnel Policies. One is a revision to the Travel policy providing clarification that *all* overnight travel must be approved in advance (100.3); that expected state

and federal reimbursement should be noted on the Travel Authorization Form (100.3) and stipulating that expenses for traveling companions are not reimbursable (100.7). The next revisions will be to the Expense Reports and Expense Reports and Purchase Cards/Accounts, which adds language stating that only authorized individuals may request mileage reimbursements and others must check out county vehicles. These revisions also removes references to store credit accounts which are no longer maintained; states that personal purchases should be made as separate transactions and no placed on County p-cards. It removes reference to Activity/Transaction Logs which are no longer used. It adds language stating that cash advances may not be made on County credit cards. It adds language stating that lost / stolen cards should be reported to employee's department head and the Finance Department. It removes reference to Activity/Transaction Log – no longer used. It adds language specifying p-card or credit card purchases re: tax exempt status. It strikes language about meals not being tax exempt and strikes language about cardholder being provided a tax exempt form and adds language about cardholders requesting a tax exempt form and adds language about employees having sales tax removed from purchase transactions. It adds language “and Credit Card Statements;” and changes language purchase card “statements to reports.” It adds language regarding reconciliation of Credit Card Statements and adds a section regarding fraudulent use of purchase cards and credit cards. In addition, there is a proposed new section of the Personnel Policy Manual 44.1 – 44.7 “**Fraud, Waste and Abuse Procedures**” that outlines procedures surrounding suspected fraud, waste, and abuse. The policy defines instances of fraud, waste and abuse and procedures for reporting suspected instances of fraud, waste and abuse. Additionally, the policy outlines the investigation of suspected fraud, confidentiality expectations and disciplinary actions associated with confirmed instances of fraud, waste and abuse. There is also an addition of a new section of the Personnel Policy Manual 45.1 – 45.15 “Cash Handling Procedures” that outlines procedures for collecting county funds and depositing with the Treasurer or into a County maintained bank account if applicable. The policy outlines appropriate collection, receipt issuance and complete and timely deposit of funds. Documentation expectations are stated along with procedures for refunds, shortages and audits. Credit and debit card transactions are discussed as well. After discussion over a few brief changes, Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the policies as amended. Roll was called on the motion.

R-17-013

A-1.

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 100.1 THROUGH 100.8, ENTITLED *TRAVEL AND SECTION 170.1 THROUGH 170.3, ENTITLED *EXPENSE REPORTS AND PURCHASE CARDS/ACCOUNTS* AND PROPOSED ADDITIONS TO PRINCE GEORGE COUNTY PERSONNEL POLICIES SECTION 44.1 THROUGH 44.7, ENTITLED *FRAUD, WASTE AND ABUSE PROCEDURES* AND SECTION 45.1 THROUGH 45.15, ENTITLED *CASH HANDLING PROCEDURES**

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that existing policies entitled *Travel and Expense Reports and Purchase Cards/Accounts* require modifications; and it has been determined that there is a need to add new policies entitled *Fraud, Waste and Abuse and Cash Handling Procedures*; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby amend the Prince George County Personnel Policy by revising the policies entitled *Travel and Expense Reports and Purchase Cards/Accounts* and does hereby add policies entitled *Fraud, Waste and Abuse and Cash Handling Procedures* as requested.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

A-2. Discussion or Rivers Edge Lagoon Property. Mr. Chip England, County Engineer, stated that Staff's recommendation is to declare this 1.6 acre parcel surplus real estate property and to sell the property as-is using the public procurement process. Other localities have typically sold former neighborhood lagoon properties once they are closed and no longer required for public purposes. To the best of Staff's knowledge there are no legal or environmental restrictions on the use of a former lagoon site. Prince George Assessor estimates

the value of the property between \$40,000 and \$90,000. Public procurement processes such as receiving sealed bids or auction can be used to obtain a willing purchaser. The sale of property would require future Public Hearing and Board of Supervisors approval. A resolution declaring this property “surplus” will be brought to the Board of Supervisors for consideration at the time the Board considers the sale to a willing purchaser following a Public Hearing. With the Board’s approval, the County Administrator and County Staff will follow public procurement processes for the disposal of this 1.6 acre surplus property and bring a recommendation for sale of this property further action by the Board of Supervisors. After brief discussion between the Board and Mr. England and the County Attorney, Mr. Carmichael made a motion, seconded by Mr. Skalsky, to put this property up sale as is under a sealed. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-3. Resolution: Award of Contract to Perkinson Construction, LLC to Provide Routine and Emergency Utility Construction/Repair Services on an “As Needed” Basis in Accordance with IFB#17-1202-1. Mr. Carmichael read a conflict of interest statement as follows: “I’m currently employed by Perkinson Construction in a position in which I perform a variety of duties at work sites both in Prince George County and in other locations. I make a salary in excess of \$5,000. As a salaried employee of Perkinson Construction, under the Virginia Conflict of Interests Act, I have a prohibited ‘personal interest in a transaction’ if I were to participate in any matter before the Board that might directly affect Perkinson Construction. Accordingly, I am publically declaring that I have a conflict of interest in Item A-3 relating to an award of a contract to Perkinson Construction and, therefore, I will not participate as a Board member in this manner.” Mr. Carmichael then exited the dais. Mr. England stated that they are requesting the Board's approval to award a contract to Perkinson Construction, LLC to provide routine and emergency utility construction/repair services on an "as needed" basis in accordance with IFB#17-1202-1. Perkinson Construction has been the holder of the County's contract for similar services for the past six years. The previous contract reached the end of its allowed renewable terms, and the County's procurement process concluded with opening of bids on December 20, 2016. Bids were received from three companies: Perkinson Construction, LLC; Tidewater Utility Construction, Inc. (Suffolk, VA); and Southern Construction Utilities, Inc. (Petersburg, VA). Based on evaluation of the received bids, Staff recommends award to Perkinson Construction. With the Board's approval, County Administrator, the County Attorney, the Director of Engineering and Utilities, and the Director of Finance will follow the County's standard process to establish this contract with an effective date of February 1, 2017. Mr. Hunter made a motion, seconded by Mr. Skalsky to approve the resolution as presented. Roll was called on the motion.

R-17-014

A-3.

RESOLUTION: AWARD OF CONTRACT TO PERKINSON CONSTRUCTION, LLC TO PROVIDE ROUTINE AND EMERGENCY UTILITY CONSTRUCTION/REPAIR SERVICES ON AN “AS NEEDED” BASIS IN ACCORDANCE WITH IFB#17-1202-1

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby approve the County Administrator, the Director of Engineering and Utilities, and the Director of Finance to follow the County’s standard purchase order requisition process and execute this purchase as soon as possible.

On roll call the vote was:

In favor: (3) Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (2) Webb, Carmichael

A-4. Authorization to Refund Business License and Business Personal Property and Tools Taxes Erroneously Paid by Precision Solutions, Inc. Mr. Steve Micas, County Attorney stated that Precision Solutions, Inc. has appealed their business license and business personal property tax assessments for 2008 to 2016, indicating that they were erroneously assessed as a

“service” company versus being classified as a manufacturer and would, therefore, during those years have been exempt from having to pay a business license tax and would have paid a machinery and tools tax at a much lower rate than regular business personal property. § 58.1-3981, Code of Virginia, 1950, as amended, requires that the Board of Supervisors approve any refund of erroneously paid taxes. The Commissioner of the Revenue has authorized refunds of \$5,044.23 for business license taxes and \$7,127.07 for business personal property taxes for the tax years 2013 through 2016. State law limits tax refunds to the current tax year and prior three years regardless of the reason that led to any erroneous assessment. The taxpayer has been informed that the County may not legally refund overpaid taxes for the tax years 2008 to 2012. Mr. Carmichael made a motion, seconded by Mr. Hunter, to refund overpaid taxes for the tax years 2013 through 2016. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-5. Discussion and Possible Action Regarding Plumbing Issues at Central Wellness Center. Mr. George Poulson, Director of General Services, stated that as a result of the heavy snow on January 7, General Services discovered water pipes had burst on January 12, 2017. General Services disconnected the water the same day. Most events were canceled through Parks & Recreation. Some classes through Parks & Recreation, wrestling, softball and basketball practice, along with the Food Bank & Clothes Closet continue operations. Bathrooms have been locked down to discontinue use. Parks & Recreation has installed Port-o-Johns at back parking lot of Central Wellness Center. Inconvenience of no restrooms with water turned off makes the “public use” of the building a violation according to the health code. In the meantime, most Parks & Recreation activities have been moved to other locations. The plumbing issue should not affect the operation of the Food Bank or the Wrestling Club. The difficulty is the pipes are lined with asbestos, and because it has gotten wet, it must be abated before the pipes can be handled. Once the asbestos is abated, then repairs to the pipes can take place and the water usage restored. Mr. Poulson presented estimates to the Board for asbestos removal with the lowest being \$87,250. He then stated that once the asbestos is removed, he would do his best to keep the pipe replacement at a maximum of \$140,000. Mr. Ashcraft added that if they choose to approve the appropriation for these two matters, this project will get added to a list of projects for Spring borrowing. Ms. Drewry stated that she has drafted both a resolution for appropriation and a resolution for reimbursement of expenditures for borrowing. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the appropriation for asbestos removal and pipe replacement. Roll was called on the motion.

R-17-015

A-5.

RESOLUTION; APPROPRIATION (\$227,250 CENTRAL WELLNESS CENTER ASEBESTOS REMOVAL AND PIPE REPLACEMENT PROJECT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0311-07-211-NEW-TBD	CWC Asbestos Removal	\$ 87,250
0311-07-211-NEW-TBD	CWC Pipe Replacement	<u>\$140,000</u>
TOTAL		<u>\$227,250</u>
 <u>Revenue:</u>		
0311-40-900-8115-341401	Debt Proceeds	\$227,250

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-17-016

A-5.

RESOLUTION OF OFFICIAL INTENT TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF BONDS
OR OTHER INDEBTEDNESS

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the Central Wellness Center Asbestos Removal and Pipe Replacement projects (the "Purchase");

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$227,250;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$227,250 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$227,250.
2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.
4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.
5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.
6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary

or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

A-6. Resolution; Authority to Advertise a Public Hearing for Issuance of up to \$23.9 Million in General Obligation Debt, and the Authority to Advertise a Public Hearing for the Appropriation of up to \$23.1 Million in Debt Proceeds to the Capital Projects Fund.

Ms. Drewry stated that at the January 12, 2017 Board of Supervisors pre-budget work session, staff reviewed CIP projects submitted by the CIP Committee and recommended for completion by the County Administrator in FY2017. Capital projects approved to date total \$802,663. Additional capital projects approved by consensus at the pre-budget work session total an amount not to exceed \$23,045,795. The total estimated debt issuance will not exceed \$23,848,458. Staff is requesting permission to advertise a public hearing on the issuance of debt not to exceed \$23,848,458. Additionally, staff is requesting to advertise a public hearing on appropriation of up to \$23,045,795 in debt proceeds to the Capital Projects Fund. Please note that the estimated cost for the Public Safety Radio Project will require update before debt issuance. AECOM is expected to provide a cost estimate by January 24, 2017. The amount is expected to be lower than the estimate provided above. A provision for debt issuance costs of 1.2% will need to be included in the total issuance costs. This will cover financial consultant fees, bond counsel, arbitrage review and other debt issuance costs. This could amount to up to \$276,550. This can be reduced if the AECOM Public Safety Radio project estimate is less than the estimate reflected in this document.

R-17-017

A-6.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR ISSUANCE OF UP TO \$23.9 MILLION IN GENERAL OBLIGATION DEBT, AND THE AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF UP TO \$23.1 MILLION IN DEBT PROCEEDS TO THE CAPITAL PROJECTS FUND.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, does hereby authorize the advertisement of public hearings for issuance of up to \$23.9 million in general obligation debt, and the authority to advertise a public hearing for the appropriation of up to \$23.1 million in debt proceeds to the Capital Projects Fund.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Skalsky, that the meeting be adjourned. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

The meeting adjourned at 9:11 p.m.

[Draft Minutes prepared February 9, 2017, for consideration on February 14, 2017; adopted by unanimous vote.]

William A. Robertson, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator