

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
September 23, 2014

The Henrico County Board of Supervisors convened a special meeting on Tuesday, September 23, 2014, at 4:45 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

Members of the Board Present:

Patricia S. O'Bannon, Chairman, Tuckahoe District
Frank J. Thornton, Vice Chairman, Fairfield District (arrived at 6:50 p.m.)
Richard W. Glover, Brookland District
David A. Kaechele, Three Chopt District
Tyrone E. Nelson, Varina District

Other Officials Present:

John A. Vithoukas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, Deputy Clerk to the Board/Administrative Assistant
Joseph A. Casey, Ph.D., Deputy County Manager for Administration
Jane D. Crawley, Deputy County Manager for Community Services
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
Randall R. Silber, Deputy County Manager for Community Development
C. Michael Schnurman, Legislative Liaison
Tamra R. McKinney, Director of Public Relations & Media Services

Mrs. O'Bannon called the meeting to order at 4:51 p.m.

Mr. Vithoukas announced that although Mr. Thornton was expected to be absent during this work session he would be in attendance for the 7:00 p.m. meeting.

Supplier Diversity (SWAM) Program Update

Mr. Vithoukas recognized Cecelia Stowe, Purchasing Director for the Finance Department, who introduced the following members of her staff who were present: Marvis Marshall, Supplier Relations Manager; Carolyn Efford, Procurement Supervisor; John Kida, Senior Purchasing Officer; and Vin Kamatchi, Purchasing Officer. Mrs. Stowe narrated a slide presentation titled *Small, Women-owned and Minority-owned Business Annual Report, Fiscal Year Ending 2014*. Mrs. Stowe began her presentation by providing definitions of small, women-owned, and minority-owned (SWAM) suppliers and County procurement statistics relating to supplier notification, bid and proposal submissions, formal contract awards, and competitive spend. Mrs.

Stowe identified the many outreach activities and organizations in which the Purchasing Division participates and noted the recent merger of the Virginia Minority Supplier Development Council with counterpart organizations in North and South Carolina. Mrs. Stowe concluded the first part of her presentation by documenting how the County's commitment to supplier diversity has brought results. In FY 2014, \$134.2 million or 51.3 percent of the County's total general government and school expenditures for necessary goods, services, and construction was via SWAM vendors, the highest percentage ever reported. SWAM vendors accounted for 62 percent of the contracts awarded by the County. Contracts to women-owned suppliers increased by 33 percent over the prior fiscal year and those to minority-owned suppliers increased by 100 percent over the prior fiscal year.

Mrs. Stowe continued her presentation by explaining eVA, Virginia's eProcurement Portal, where state agencies, colleges and universities, and local governments can post bidding opportunities, get quotes, and place orders for goods and services. She showed the Board how this system is accessed online and highlighted examples of County postings that are currently in the system. Mrs. Stowe then profiled the County's Online Construction Document Management System (eBid), for which the Department of General Services won a 2014 National Association of Counties (NACo) Achievement Award. All of the County departments that engage in construction activities have utilized this system's construction portal. Mrs. Stowe identified projects that have been entered into this portal, offered an example of the multiple reports available through eBid, and explained the portal's many benefits to the County and to suppliers, contractors, and subcontractors seeking to do business with the County. Prospective bidders may download a complete set of documents or selected files as needed and the system's bigger web presence may attract contractors who are not on eVA. Mrs. Stowe demonstrated how documents can be accessed from the portal. Mr. Vithoukas commented on how this new technology is beneficial to all of the County's prospective vendors, who no longer have to come to the Administration Building to check paper postings on bulletin boards or submit information. Mrs. Stowe pointed out that eBid has made the procurement process more competitive and allowed the County to reach more vendors. Her staff is encouraging all SWAM supplier to register with this system. Mrs. O'Bannon thanked Mrs. Stowe and remarked that the County is constantly changing its processes to keep up with new technology and meet citizen and customer demands.

Yangju City Briefing

At Mr. Vithoukas' request, the Board agreed to move this item forward on the agenda to accommodate special guests who were in the audience. Mr. Vithoukas introduced Yeon-Hong Ju, the County's fifth management trainee from Yangju City, Gyeonggi Province, South Korea. Yangju City and Henrico County established a sister city partnership in 2008. Mrs. Ju is a civil servant for Yangju City and works on the External Cooperation Team in the City's General Affairs Division. Mr. Vithoukas also introduced John Kim, President of the Korean American Society of Greater Richmond, who in turn introduced the Society's Vice Presidents, Ku-Chul Chong and Eun-Ho Kim. Cristol Klevinsky, Management Specialist for the County Manager's Office, recognized John Yi from the Department of Public Utilities, the County's translator during Mrs. Yu's two-week visit.

Mrs. Ju played a video clip and narrated a slide presentation titled *Making a Hopeful Future for Yangju*. During her presentation, Mrs. Ju reviewed Yangju City's geographic location, Mayor's Office, organizational chart, demographics, financial structure, cultural heritage, tourism efforts, and major policies. Following her presentation, she presented each member of the Board and the County Manager with a gift as a token of appreciation from her country. Mrs. O'Bannon thanked Mrs. Ju for her informative presentation. Mr. Vithoulkas thanked the representatives from the Korean American Society who were in the audience and noted the County looks forward to furthering its relationship with the organization and working cooperatively on economic development efforts.

The Board recessed at 5:37 p.m. and reconvened at 5:52 p.m.

HB 2 and MPO Update

Mr. Vithoulkas pointed out this item included two components that would deal with transportation funding. He recognized Todd Eure, Transportation Development Division Director for the Department of Public Works, who narrated a slide presentation on this item. Mr. Eure began his presentation by explaining House Bill (HB) 2, which was passed by the Virginia General Assembly in 2014 and directs the Commonwealth Transportation Board (CTB) to develop and implement a prioritization process for selecting and funding transportation projects. The legislation specifies that the process shall be developed by the CTB, in cooperation with localities, metropolitan planning organizations (MPOs), and other stakeholders. Mr. Eure identified the many types of projects and funding sources that are excluded from HB 2 and explained the types of projects and funds that are impacted by the legislation. Specific Henrico County projects that are impacted include Interstate 64/95 overlap improvements, Parham Road/Patterson Avenue improvements, and the Springfield Road study. In response to questions from Mr. Glover, Mr. Eure clarified that HB 2 only impacts certain federally-funded projects.

Mr. Eure continued his presentation by identifying the factors that must be considered during the prioritization process required by HB 2. He responded to a number of questions from the Board pertaining to the legislative intent for HB 2; the CTB's future role in ranking projects impacted by HB 2; and the status of, and timeline for, the Parham Road/Patterson Avenue improvement project. Mr. Glover and Mrs. O'Bannon expressed concerns relating to how HB 2 will impact funding for the Parham Road/Patterson Avenue improvements and the Commonwealth's Six-Year Improvement Plan.

Mr. Eure began the second part of his presentation by providing a timeline of Richmond Area MPO actions since August 2013 pertaining to proposed amendments to the organization's bylaws that would change its name to the Richmond Regional Transportation Planning Organization, expand the use of its consent agenda, and modify its voting structure to require representatives and alternates of local government to be local elected officials. Mr. Eure reviewed the language of the proposed bylaw changes and specifics of how these changes would affect the organization's voting structure. Steve Yob, Director of Public Works, distributed an additional slide listing the populations of localities within the Richmond Area MPO. Mr. Eure concluded his presentation by identifying the next steps in the MPO's

adoption of amendments to its bylaws and consideration of a weighted voting structure based on population.

On motion of Mr. Glover, seconded by Mr. Kaechele, the Board approved going into a closed meeting at 6:31 p.m. for Consultation with the County Attorney Pertaining to Actual Litigation Styled *Roger Allen Skeens v. Scott A. Letteer*, Pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as Amended.

The vote of the Board was as follows:

<u>Aye</u>	<u>Absent</u>
Patricia S. O'Bannon	Frank J. Thornton
Richard W. Glover	
David A. Kaechele	
Tyrone E. Nelson	

On motion of Mr. Glover, seconded by Mr. Nelson, the Board approved going out of the closed meeting at 6:50 p.m.

The vote of the Board was as follows:

<u>Aye</u>	<u>Absent</u>
Patricia S. O'Bannon	Frank J. Thornton
Richard W. Glover	
David A. Kaechele	
Tyrone E. Nelson	

On motion of Mr. Glover, seconded by Mr. Kaechele, the Board approved the attached Certificate of Closed Meeting.

The vote of the Board was as follows:

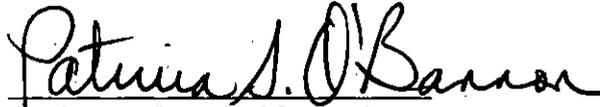
<u>Aye</u>	<u>Absent</u>
Patricia S. O'Bannon	Frank J. Thornton
Richard W. Glover	
David A. Kaechele	
Tyrone E. Nelson	

Regular Meeting Agenda Items

Mr. Vithoukas reviewed the agenda for the 7:00 p.m. regular meeting. He noted there were two items on the agenda regarding Tuckahoe Creek Park and suggested the resolution finding the park substantially in accord with the County's 2026 Comprehensive Plan (Item No. 255-14) be moved up from the general agenda and considered prior to the public hearing and resolution addressing Phase I of the park's master plan of development (Item No. 246-14). Mr. Vithoukas also advised the Board that staff had prepared a substitute paper to correct a technical error in the resolution

authorizing the County Manager to acquire property on Columbia Road in Cumberland County for the Cobbs Creek Reservoir Project (Item No. 261-14). He alerted the Board that the County Attorney's Office had prepared a resolution for the Board to consider adding by unanimous consent for the settlement of *Roger Allen Skeens v. Scott A. Letteer*.

There being no further business, the meeting was adjourned at 6:57 p.m.



Chairman, Board of Supervisors
Henrico County, Virginia