

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, November 30, 2021, at 5:15 p.m.** in the County Manager's Conference Room on the Third Floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

- | | |
|------------------|---------------------------------|
| 5:15 - 5:30 p.m. | Richmond Region Tourism Update |
| 5:30 - 5:45 p.m. | Charlotte, NC Staff Trip Update |
| 5:45 - 6:00 p.m. | Water and Sewer Infill Projects |
| 6:00 - 6:15 p.m. | Food Bank Update |
| 6:15 - 6:30 p.m. | Regular Meeting Agenda Items |

Tanya N. Brackett

Tanya N. Brackett, CMC
Clerk, Henrico County Board of Supervisors
November 23, 2021

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
November 30, 2021
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – November 9, 2021, Regular and Special Minutes

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

APPOINTMENTS/RESIGNATIONS

- 385-21 Resolution - Resignation of Member - Capital Region Airport Commission.
- 386-21 Resolution - Appointment of Member - Capital Region Airport Commission.
- 387-21 Resolution - Appointment of Members to Board of Directors - Economic Development Authority.
- 388-21 Resolution - Resignation of Member - Finance Board.

PUBLIC HEARING ITEMS

- 389-21 Ordinance - To Amend and Reordain Section 9-1 Titled "Magisterial districts" of the Code of the County of Henrico to Reapportion Population Among the County's Election Districts to Comply with State and Federal Law.
- 390-21 Ordinance - To Amend and Reordain Section 9-2 Titled "Precincts and polling places" of the Code of the County of Henrico to Make Changes Necessitated by Reapportionment of the County's Election Districts.
- 391-21 Resolution - Signatory Authority - Conveyance of Real Property - Old Pump Road Three Chopt District.
- 392-21 Resolution - Signatory Authority - Easement Agreements - Dominion Energy Virginia and Verizon Virginia LLC - Three Chopt District.
- 393-21 Resolution - Signatory Authority - Quitclaim of Utility Easement - Innslake Apartments II, LLC - Three Chopt District.
- 394-21 Resolution - Signatory Authority - Conveyance of Well Lot - Westham Subdivision - Tuckahoe District.
- 395-21 Resolution - Signatory Authority - Acquisition and Lease of Real Property - 4506 Millers Lane - Varina District.

PUBLIC COMMENTS

GENERAL AGENDA

- 396-21 Introduction of Resolution - Receipt of Requests for Amendments to the FY 2021-22 Annual Fiscal Plan.
- 397-21 Introduction of Resolution - Receipt of Request for Amendments to FY 2021-22 Annual Fiscal Plan - American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds.
- 398-21 Resolution - Extending Cable Television Franchise Term - Verizon Virginia LLC.
- 399-21 Resolution - Award of Contract - Group Disability Plans - Metropolitan Life Insurance Company.
- 400-21 Resolution - Signatory Authority - Acquisition of Real Estate and Easements - Virginia United Methodist Homes, Inc. - Three Chopt Road Improvements Project - Three Chopt District.
- 401-21 Resolution - Authorization to Submit Applications - Federal Building Resilient Infrastructure and Communities Program.
- 402-21 Resolution - Award of Contract - Maintenance and Construction Services - Secondary Clarifiers #3 and #10 - Water Reclamation Facility - Varina District.
- 403-21 Resolution - Award of Contract - Annual Asphalt Pavement Planing Services.
- 404-21 Resolution - Award of Contract - Woodman Road Extended Turn Lane - Brookland District.
- 405-21 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Brook Road and Hilliard Road Trail - Fairfield District.
- 406-21 Resolution - Award of Contract - Laburnum Avenue Sidewalk Improvements - Fairfield District.
- 407-21 Resolution - Award of Contracts - Annual Professional Engineering Services - Drainage Projects.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
November 30, 2021**

APPOINTMENTS/RESIGNATIONS

RESOLUTION - Resignation of Member - Capital Region Airport Commission.

This Board paper accepts the resignation of Patricia S. O'Bannon from the Capital Region Airport Commission.

RESOLUTION - Appointment of Member - Capital Region Airport Commission.

This Board paper appoints the following person to the Capital Region Airport Commission for an unexpired term expiring December 31, 2023, or thereafter, when his successor shall have been appointed and qualified:

Robert (Bob) S. Ukrop

RESOLUTION - Appointment of Members to Board of Directors - Economic Development Authority.

This Board paper appoints the following persons to the Board of Directors of the Economic Development Authority for terms ending November 13, 2025, or thereafter when their successors shall have been appointed and qualified:

Brookland District	Lauren Bifulco
Fairfield District	Frank Jufran Thornton

RESOLUTION - Resignation of Member - Finance Board.

This Board paper accepts the resignation of Susan Worrell as a citizen member of the Finance Board.

PUBLIC HEARING ITEMS

ORDINANCE - To Amend and Reordain Section 9-1 Titled "Magisterial districts" of the Code of the County of Henrico to Reapportion Population Among the County's Election Districts to Comply with State and Federal Law.

This Board paper would reapportion population among the County's election districts. The County last reapportioned its election districts in 2011. Reapportionment is legally required every 10 years.

The proposed ordinance will be the subject of public hearings before the Board on November 30 and December 14. At the end of the November 30 public hearing, the

ordinance should be deferred to December 14 for consideration after the second public hearing.

The Director of Planning and County Attorney recommend approval of the Board paper, and the County Manager concurs.

ORDINANCE - To Amend and Reordain Section 9-2 Titled “Precincts and polling places” of the Code of the County of Henrico to Make Changes Necessitated by Reapportionment of the County’s Election Districts.

This Board paper proposes changes to precincts and polling places as part of the County’s 2021 reapportionment plan. Staff provided details of the proposed changes to the Board by letter dated November 8 and at its meeting on November 9. In addition, the details of the proposed changes are available online at <https://henrico.us/reapp2021/>.

The proposed ordinance will be the subject of public hearings before the Board on November 30 and December 14. At the end of the November 30 public hearing, the ordinance should be deferred to December 14 for consideration after the second public hearing.

The Director of Planning, General Registrar, and County Attorney recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Conveyance of Real Property - Old Pump Road - Three Chopt District.

This Board paper authorizes the Chairman and the Clerk to execute a deed to convey 12.39 acres on Old Pump Road identified as GPIN 739-755-4897, and it authorizes the County Manager to execute closing and other documents necessary to convey the Property to Pemberton Investments, LLC for \$525,000.

The Deputy County Manager for Community Operations recommends approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Easement Agreements - Dominion Energy Virginia and Verizon Virginia LLC - Three Chopt District.

This Board paper would authorize the Chairman of the Board of Supervisors to execute easement agreements with Dominion Energy Virginia and Verizon Virginia LLC allowing them to relocate their facilities on County property for the Three Chopt Road Improvements project.

The Deputy County Manager for Community Operations and the Director of Public Works recommend approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Quitclaim of Utility Easement - Innslake Apartments II, LLC - Three Chopt District.

This Board paper authorizes the Chairman to execute a quitclaim deed releasing the County's interest in an unneeded utility easement across property at 4225 Innslake Drive. The owner, Innslake Apartments II, LLC, has requested this action. There are no County facilities in the easement area, the County does not need the easement, and replacement easements have been dedicated to the County.

The Real Property Department has processed the quitclaim through the Departments of Planning, Public Works, and Public Utilities without objection. The Deputy County Manager for Community Operations recommends approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Conveyance of Well Lot - Westham Subdivision - Tuckahoe District.

This Board paper authorizes the Chairman and the County Manager to execute the documents necessary to convey the well lot shown as part of Lot 7 (Well Lot), Block J, in the Westham subdivision to Stephen T. Dougherty, Jr., the adjoining owner, for \$3,600, its assessed value. The County does not need the property for any public purpose.

The Real Property Department has processed the conveyance through the Departments of Planning, Public Works, and Public Utilities without objection. The Deputy County Manager for Community Operations recommends approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Acquisition and Lease of Real Property - 4506 Millers Lane - Varina District.

This Board paper authorizes the County Manager to execute a purchase agreement and accept the deed to acquire a 4.40-acre parcel at 4506 Millers Lane (the "Property") for future construction of a new fire station. The owners have agreed to sell the Property for \$450,000.

The Board paper also authorizes the County Manager to execute a deed of lease to allow the current owners' son to continue farming the Property at an annual rent of \$1.00 per year for up to six years, unless terminated earlier by the County.

The Deputy County Manager for Community Operations recommends approval of the Board paper; the County Manager concurs.

PUBLIC COMMENTS

GENERAL AGENDA

INTRODUCTION OF RESOLUTION - Receipt of Requests for Amendments to the FY 2021-22 Annual Fiscal Plan.

This Board paper introduces a resolution to amend the annual fiscal plan for FY 2021-22. The requested amendments are shown in a list dated November 23, 2021, provided by the County Manager to the Board of Supervisors.

Pursuant to Virginia Code Section 15.2-2507, the County may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing notice of a meeting and public hearing once in a newspaper having general circulation in the County at least seven days prior to the meeting date. The notice states the intent of the Board of Supervisors to amend the budget and includes a brief synopsis of the proposed budget amendments.

The budget amendments that are the subject of this paper fall under the one percent threshold that triggers the advertised public hearing requirement. Nevertheless, this paper directs the Clerk of the Board to advertise, in the Richmond Times-Dispatch on December 7, 2021, a synopsis of the proposed amendments and a public hearing to be held on December 14, 2021. A separate paper will be submitted to the Board to amend the Annual Fiscal Plan and appropriate funds for expenditure, as applicable, after the December 14, 2021, public hearing.

The Budget Director recommends approval of the Board paper, and the County Manager concurs.

INTRODUCTION OF RESOLUTION - Receipt of Request for Amendments to FY 2021-22 Annual Fiscal Plan - American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds.

This Board paper introduces a resolution to amend the Annual Fiscal Plan for FY 2021-22 to add funding from federal Coronavirus State and Local Fiscal Recovery Funds available under the American Rescue Plan Act of 2021 to address impacts related to the COVID-19 health emergency. The requested amendments are shown in a November 23, 2021, list provided by the County Manager to the Board of Supervisors.

Pursuant to Virginia Code Section 15.2-2507, the County may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year. However, any such amendment that exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing notice of a meeting and public hearing once in a newspaper having general circulation in the County at least seven days prior to the meeting date. The notice states the intent of the Board of Supervisors to amend the budget and includes a brief synopsis of the proposed budget amendments.

The budget amendments that are the subject of this paper fall under the one percent threshold that triggers the advertised public hearing requirement. Nevertheless, this paper directs the Clerk of the Board to advertise, in the Richmond Times-Dispatch on

December 7, 2021, a synopsis of the proposed amendments and a public hearing to be held on December 14, 2021. A separate paper will be submitted to the Board to amend the Annual Fiscal Plan and appropriate funds for expenditure, as applicable, after the December 14, 2021, public hearing.

The Budget Director recommends approval of the Board paper, and the County Manager concurs.

RESOLUTION - Extending Cable Television Franchise Term - Verizon Virginia LLC.

This Board paper extends the term of cable television franchise of Verizon Virginia LLC from December 13, 2021, to June 30, 2022. County staff and Verizon need additional time for negotiations to renew the cable television franchise. Verizon has agreed to the extension.

The Director of General Services recommends approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Group Disability Plans - Metropolitan Life Insurance Company.

This Board paper would award a contract to Metropolitan Life Insurance Company to provide group voluntary short-term disability and group basic long-term disability plans with voluntary buy-up options.

Eight proposals were received on July 2, 2021, in response to RFP 21-2178-6JOK. After review of the written proposals, the evaluation committee selected and negotiated with the following offerors:

Metropolitan Life Insurance Company
The Prudential Insurance Company of America
ReliaStar Life Insurance Company

Based upon the negotiations, the evaluation committee selected Metropolitan Life Insurance Company (“MetLife”) as the top-ranked offeror.

The Board paper awards the contract to MetLife and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney.

The Director of Human Resources and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Acquisition of Real Estate and Easements - Virginia United Methodist Homes, Inc. - Three Chopt Road Improvements Project - Three Chopt District.

This Board paper authorizes the acquisition of 5,125 total square feet of fee simple right-of-way, 4,046 total square feet of permanent drainage easement, 21,136 total square feet of

temporary construction easement, 4,201 total square feet of permanent utility easement, 3,134 total square feet of temporary utility easement for Dominion Energy Virginia, and 7,164 total square feet of permanent utility easement for Verizon Virginia LLC across the parcel of land at 2300 Cedarfield Parkway for the Three Chopt Road Improvements Project. Virginia United Methodist Homes, Inc. owns the property and has agreed to accept \$191,000 for the real estate.

The Deputy County Manager for Community Operations and the Director of Public Works recommend approval of this Board paper; the County Manager concurs.

RESOLUTION - Authorization to Submit Applications - Federal Building Resilient Infrastructure and Communities Program.

This Board paper would authorize the Director of Public Utilities to apply for grant funds from the Building Resilient Infrastructure and Communities (“BRIC”) program of the Federal Emergency Management Agency. The BRIC program allocates funds for hazard mitigation costs, such as flood risk reduction projects, floodproofing of non-residential structures, infrastructure retrofits, and generator equipment. The application would seek grants for improvements to the Almond Creek Pump Station, installation of a flow equalization basin at the Water Reclamation Facility, and installation of an emergency generator at the Gambles Mill Sewage Pump Station.

The County must apply for BRIC funding through the Virginia Department of Emergency Management. The BRIC program reimburses eligible recipients up to 75% of approved costs.

The Director of Public Utilities recommends approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Maintenance and Construction Services - Secondary Clarifiers #3 and #10 - Water Reclamation Facility - Varina District.

This Board paper awards a contract to Colonial Webb Contractors, Inc. for \$122,695 for maintenance and construction services for Secondary Clarifiers #3 and #10 at the Water Reclamation Facility.

Secondary clarifiers separate biological mass from wastewater flow. SC #3 was originally installed in 1989 and was modified with its current mechanism in 2000. SC #10 was installed in 2003. The suction headers of both clarifiers are badly corroded and will be replaced as part of the work. The work will begin in January 2022 and will be completed by April 2022.

One bid was received on October 27, 2021, in response to ITB #21-2220-9EAR. The bid was as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Colonial Webb Contractors, Inc. Henrico, VA	\$122,695

Based upon a review of the bid, Colonial Webb Contractors, Inc. is the lowest responsive and responsible bidder.

The Board paper grants signatory authority to the County Manager to execute the contract and change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Annual Asphalt Pavement Planing Services.

This Board paper would award a unit price contract for annual asphalt pavement planing services to Lee Hy Paving Group for a contract period ending December 31, 2022, with an option for the County to renew for two additional one-year periods, in accordance with Invitation to Bid No. 20-2072-11EAR and the bid submitted by Lee Hy Paving Group. Project assignments shall not exceed \$500,000 for a single project or \$1,000,000 during a single contract term.

Three bids were submitted by the following companies in response to Invitation to Bid No. 20-2071-12EAR:

Bidders	Bid Amounts
Lee Hy Paving Group Glen Allen, VA	\$750,000
Slurry Pavers, Inc. Richmond, VA	\$940,000
Devcon Contracting, Inc. Richmond, VA	\$1,500,000

The Board paper grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney.

The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Woodman Road Extended Turn Lane - Brookland District.

This Board paper would award a construction contract for \$415,000 to George Nice & Sons, Inc. for 860 feet of road widening along Woodman Road Extended to accommodate a turn lane into Glover Park.

The construction work is anticipated to begin on January 2, 2022, and is scheduled to be completed within 120 calendar days.

The County received two bids on November 2, 2021, in response to ITB No. 21-2241-10JOK. The bidders and bid amounts were as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
George Nice & Sons, Inc. Toano, Virginia	\$415,000.00
Branscome, Inc. Rockville, Virginia	\$1,081,884.41

Based upon a review of the bids, George Nice & Sons, Inc. is the lowest responsive and responsible bidder. Funding to support the contract is available within the project budget.

The County Manager is authorized to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is also authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Brook Road and Hilliard Road Trail - Fairfield District.

This Board paper would authorize the County Manager to execute a project administration agreement with the Virginia Department of Transportation (VDOT) under which the County will design and construct approximately 0.6 miles of 12-foot-wide shared use trail along Brook Road and Hilliard Road from the Belmont Recreation Center to the intersection of Brook Road and Lakeside Avenue as a section of the regional Fall Line Trail.

The estimated cost is \$4,757,000. VDOT will reimburse the County up to \$4,448,431 for the total cost from the federal Highway Infrastructure Program – Coronavirus Response and Relief Supplemental Appropriations Act and the Congestion Mitigation/Air Quality Improvement Program, and the County will pay the remainder of the project cost.

The County will provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state, and local requirements for design, right-of-way acquisition, and construction of the project.

The Director of Public Works recommends approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Laburnum Avenue Sidewalk Improvements - Fairfield District.

This Board paper awards a contract for \$588,788.78 to M&F Concrete, Inc. for construction of the Laburnum Avenue Sidewalk Improvements project on the north side of E. Laburnum Avenue between Mechanicsville Turnpike and Bolling Road. The project consists of the construction of approximately 1,450 feet of 5-foot sidewalk with ADA ramps, approximately

1,200 feet of curb and gutter and associated drainage structures, and a concrete pad and bench at the two GRTC bus stop locations.

The work on this project is anticipated to begin in January 2022 and is scheduled to be completed within 180 calendar days.

The County received four bids on October 20, 2021, in response to ITB 21-2221-9JOK. The bidders and bid amounts are as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
M&F Concrete, Inc. Manassas, Virginia	\$588,788.78
Central Contracting Company, Inc. Richmond, Virginia	\$606,158.22
Jireh Construction Company, Inc. Richmond, Virginia	\$817,512.10
Finley Asphalt & Sealing, Inc. Ashland, Virginia	\$852,546.28

Based upon a review of the bids, M&F Concrete, Inc. is the lowest responsive and responsible bidder.

The final contract amount shall be determined upon completion of the project by multiplying the actual unit quantities authorized by the County for construction times the unit prices submitted in the contractor's bid.

The County Manager is authorized to execute the contract in a form approved by the County Attorney.

The County Manager, or the Purchasing Director as his designee, is also authorized to execute change orders within the scope of the project budget.

The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contracts - Annual Professional Engineering Services - Drainage Projects.

This Board paper would award professional engineering services contracts to A. Morton Thomas and Associates, Inc., Dewberry Engineers, Inc., Rummel, Klepper & Kahl, LLP, and Wetland Studies and Solutions, Inc. for drainage projects of the Department of Public Works.

The County received six proposals on June 17, 2021, in response to RFP 21-2166-5JOK. After review of the written proposals, the evaluation committee interviewed the following firms:

- A. Morton Thomas and Associates, Inc.
- Dewberry Engineers, Inc.
- Rinker Design Associates, P.C.
- Rummel, Klepper & Kahl, LLP

Timmons Group
Wetland Studies and Solutions, Inc.

The evaluation committee selected A. Morton Thomas and Associates, Inc., Dewberry Engineers, Inc., Rummel, Klepper & Kahl, LLP, and Wetland Studies and Solutions, Inc. as the top-ranked firms and negotiated a unit cost rate schedule with each firm. The Board paper awards contracts to these four firms and authorizes the County Manager to execute a contract with each firm.

The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.