

**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, March 28, 2023, at 5:30 p.m.** in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

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

5:30 - 5:45 p.m.	Central Virginia Transportation Authority Update
5:45 - 6:00 p.m.	Recognition of Fire Employees
6:00 - 6:15 p.m.	Teen Summit RVA Update
6:15- 6:30 p.m.	Review of Regular Meeting Agenda Items

*Tanya N. Brackett*

Tanya N. Brackett, CMC  
Clerk, Henrico County Board of Supervisors  
March 23, 2023

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**March 28, 2023**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** – March 14, 2023, Regular and Special Meetings; and  
December 2 - 3, 2022, Special Meeting

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATIONS**

- 94-23                    Resolution - Commending the Varina High School Blue Devils Basketball Team.
- Proclamation - Keep Henrico Beautiful Month - April 2023.
- Proclamation - National Public Health Week - April 3 - 9, 2023.
- Proclamation - Public Safety Telecommunicators Week - April 9 - 15, 2023.
- Proclamation - Social Worker's Appreciation Month - March 2023.

**RESIGNATION/APPOINTMENT**

- 95-23                    Resolution - Resignation of Member - Henrico Area Mental Health & Developmental Services Board
- 96-23                    Resolution - Appointment of Member - Henrico Area Mental Health & Developmental Services Board.

**PUBLIC HEARING ITEMS**

- Public Hearing - Establishment of a Tourism Improvement District.
- 97-23                    Resolution - Signatory Authority - Easement Agreement - Dominion Energy Virginia - Three Chopt Road Improvements - Tuckahoe District.
- 98-23                    Ordinance - Vacation of Building Line - Westham Subdivision - 7711 Dartmoor Road - Tuckahoe District.
- 99-23                    Resolution - Signatory Authority - Quitclaim of a Portion of a Utility Easement - 2841 Williamsburg Road - Varina District.

**PUBLIC COMMENTS**

## **GENERAL AGENDA**

- 100-23            Resolution - Award of Contract - Public Works Renovation - Brookland District.
- 101-23            Resolution - Signatory Authority - Donation of Real Property by Lakewood Manor - Tuckahoe Creek Park - Tuckahoe District.
- 102-23            Resolution - Award of Contract - Master Planning, Architectural, and Engineering Services for Tuckahoe Creek Park Phase 2 - Three Chopt and Tuckahoe Districts.
- 103-23            Introduction of Ordinance - To Amend and Reordain Section 23-359 Titled "Water connection fees," Section 23-360 Titled "Sewer connection fees," Section 23-361 Titled "Water service and volume charges," and Section 23-362 Titled "Sewer service charges and rates" of the Code of the County of Henrico to Change Utility Fees and Charges and Make Credits Available for the County's ARPA Infill Project.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
March 28, 2023**

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**PRESENTATIONS**

**RESOLUTION - Commending the Varina High School Blue Devils Basketball Team.**

This Resolution commends the Varina High School Blue Devils basketball team and coaching staff on their back-to-back Class 4 State Championship wins.

**PROCLAMATION - Keep Henrico Beautiful Month - April 2023.**

This proclamation recognizes April 2023 as Keep Henrico Beautiful Month and encourages the public to celebrate our clean county by joining the efforts of Keep Henrico Beautiful.

**PROCLAMATION - National Public Health Week - April 3 - 9, 2023.**

This proclamation recognizes April 3 – 9, 2023, as National Public Health Week in Henrico and calls upon residents to help families, friends, co-workers, and leaders to strengthen opportunities for all Henrico residents of every culture and tradition to improve the health of our neighbors.

**PROCLAMATION - Public Safety Telecommunicators Week - April 9 - 15, 2023.**

This proclamation recognizes April 9 – 15, 2023, as Public Safety Telecommunicators Week and encourages all Henrico citizens to make a note of this observance and salutes the County's Communications Officers for their exemplary professionalism, service, and performance.

**PROCLAMATION - Social Worker's Appreciation Month - March 2023.**

This proclamation recognizes March as Social Worker's Appreciation Month in Henrico County and thanks those working on behalf of Henrico residents to make our community an even better, happier, and more sustainable place to live, love, work, learn, play, visit, and enjoy.

**RESIGNATION/APPOINTMENT**

**RESOLUTION - Resignation of Member - Henrico Area Mental Health & Developmental Services Board.**

This Board paper accepts the resignation of Valerie James Abbott from the Henrico Area Mental Health & Developmental Services Board.

**RESOLUTION - Appointment of Member - Henrico Area Mental Health & Developmental Services Board.**

This Board paper appoints the following person to the Henrico Area Mental Health & Developmental Services Board for an unexpired term ending December 31, 2024, or thereafter when her successor has been appointed and qualified:

Family/Consumer Stacy H. Gill

**PUBLIC HEARING ITEMS**

**PUBLIC HEARING - Establishment of a Tourism Improvement District.**

**RESOLUTION - Signatory Authority - Easement Agreement - Dominion Energy Virginia - Three Chopt Road Improvements - Tuckahoe District.**

This Board paper would authorize the Chairman of the Board of Supervisors to execute an easement agreement allowing Dominion Energy Virginia to relocate its facilities on County property for the Three Chopt Road Improvements Project.

The Real Property Division has processed this request through the Departments of Planning, Public Works, and Public Utilities without objection. The Director of Real Property recommends approval of the Board paper; the County Manager concurs.

**ORDINANCE - Vacation of Building Line - Westham Subdivision - 7711 Dartmoor Road - Tuckahoe District.**

This ordinance would vacate the 50-foot portion of the building line on Lot 6, Block RR of the Westham subdivision in the Tuckahoe District, also known as 7711 Dartmoor Road.

The Real Property Division processed the requested vacation through the Departments of Planning, Public Works, and Public Utilities without objection. The Director of Real Property recommends approval of the Board paper; the County Manager concurs.

**RESOLUTION - Signatory Authority - Quitclaim of a Portion of a Utility Easement - 2841 Williamsburg Road - Varina District.**

This Board paper authorizes the Chairman to execute a quitclaim deed releasing any interest the County may have in an unneeded water easement across the property owned by Realty Income Properties 9, LLC at 2841 Williamsburg Road. The owner has requested this action to accommodate construction of a car wash. There are no County facilities in that portion of the easement area, the County does not need the portion of easement to be quitclaimed, and the owner has agreed to convey a replacement easement to the County.

The Real Property Division has processed this request through the Departments of Planning and Public Utilities without objection. The Director of Real Property recommends approval of the Board paper; the County Manager concurs.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

**RESOLUTION - Award of Contract - Public Works Renovation - Brookland District.**

This Board paper awards a fixed price contract for \$948,600 to Woodland Construction, Inc. for the renovation of the Department of Public Works’ administrative space in the Administration Annex Building at 4305 E. Parham Road.

Work on the project is anticipated to begin in April 2023 and to be completed within 270 calendar days.

The County received five bids on February 23, 2023, in response to ITB No. 23-2479-1JL and Addendum Nos. 1 and 2. The bids were as follows:

<b><u>Bidders</u></b>	<b><u>Bid Amounts</u></b>
RMT Construction & Development Group, LLC Richmond, VA	\$846,801
Woodland Construction, Inc. Richmond, VA	\$948,600
D & H Construction Services, Inc. Richmond, VA	\$963,000
Virtexco Corporation Richmond, VA	\$1,038,000
Joseph’Son General Contractors Richmond, VA	\$1,444,269

Based upon a review of the bids, Woodland Construction, Inc. is the lowest responsive and responsible bidder. The bid submitted by RMT Construction & Development Group, LLC represented the lowest bid price; however, RMT’s bid was deemed non-responsive due to the bidder failing to acknowledge Addendum Nos. 1 and 2.

Funding to support the contract is available within the project budget. The Director of General Services and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Signatory Authority - Donation of Real Property by Lakewood Manor - Tuckahoe Creek Park - Tuckahoe District.**

This Board paper authorizes the County to accept a donation of 8.32 acres, more or less, along Tuckahoe Creek for the Tuckahoe Creek Park boardwalk. Lakewood Manor Baptist Retirement Community, Inc. and Virginia Baptist Homes, Inc. have generously agreed to donate the property for the Park.

The Directors of Recreation and Parks and Real Property recommend approval of this Board paper; the County Manager concurs.

**RESOLUTION - Award of Contract - Master Planning, Architectural, and Engineering Services for Tuckahoe Creek Park Phase 2 - Three Chopt and Tuckahoe Districts.**

This Board paper would award a contract for \$1,192,500 to Vanasse Hangen Brustlin, Inc. for master planning, architectural, and engineering services for Tuckahoe Creek Park Phase 2. Under the contract, the consultant will provide engineering and consulting services for master planning, environmental research, permitting, developing construction and plan of development documents, and construction administration. The master plan process is expected to begin April 2023 and be completed August 2023.

The services will be phased as follows: (a) master planning for the length of Tuckahoe Creek between Broad Street and Patterson Avenue, (b) construction design and construction administration services for currently funded master plan projects, and (c) construction design and construction administration services for future funded master plan projects. The not-to-exceed price covers (a) and (b).

The County received three proposals on February 24, 2022, in response to RFP#22-2288-1JOK for master planning, architectural, and engineering services for Tuckahoe Creek Park Phase 2. Based upon a review and evaluation of the written proposals, the evaluation committee interviewed the following firms:

- A. Morton Thomas and Associates, Inc.
- Bowman Consulting Group Ltd.
- Vanasse Hangen Brustlin, Inc.

The evaluation committee selected Vanasse Hangen Brustlin, Inc. as the top ranked firm and negotiated the contract proposed to be awarded.

Funding for the contract is available within the project budget, which was approved as part of the 2016 and 2022 General Obligation Bond Referendums. The Director of Recreation and Parks and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**INTRODUCTION OF ORDINANCE - To Amend and Reordain Section 23-359 Titled “Water connection fees,” Section 23-360 Titled “Sewer connection fees,” Section 23-361 Titled “Water service and volume charges,” and Section 23-362 Titled “Sewer service charges and rates” of the Code of the County of Henrico to Change Utility Fees and Charges and Make Credits Available for the County’s ARPA Infill Project.**

This Board paper introduces for advertisement and a public hearing on April 25, 2023, a proposed ordinance to change utility fees and charges effective July 1, 2023, and to make credits available for the County’s ARPA Infill Project.

The ordinance would increase bimonthly service and volume charges for water and sewer. The total increase in water and sewer charges for the median residential account holder using 10 CCF of water every two months will be \$6.70, or approximately \$0.11 per day. The changes are recommended to support annual operating, debt service, and capital costs associated with water and sewer projects.

The ordinance would also authorize and direct the County Manager to retire water and sewer credits owned by the County for the purpose of offsetting the basic and local facilities connection fees that would otherwise apply to existing single-family dwellings served by private wells and individual septic systems as part of the County's ARPA Infill Project. The authorization would expire on December 31, 2026, and is subject to the availability of credits owned by the County.

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